

**MINUTES OF THE ANNUAL MEMBERS' MEETING  
HELD IN THE CONFERENCE HALL, ST PANCRAS HOSPITAL  
THURSDAY 6 OCTOBER 2016 AT 4:30PM**

<b>Presenters:</b>	Ms Leisha Fullick, Trust Chair Ms Angela McNab, Chief Executive Mr David Wragg, Director of Finance Prof Wendy Savage, Public Governor, Islington
<b>Board Member Present:</b>	Ms Pippa Aitken, Tom Burns, Non-Executive Director Mr Paul Calaminus, Chief Operating Officer / Deputy Chief Executive Angela Harvey, Senior Independent Director Ms Claire Johnston, Director of Nursing and People Dr Vincent Kirchner, Medical Director Mr Darren Summers, Director of Strategy & Business Development Mr Patrick Vernon, Non-Executive Director
<b>Minutes:</b>	Mr Martin Zielinski, Board Secretary

This meeting was held in public and attended by a number of Trust Governors; members of staff and the general public. The main business commenced at 5:30pm, after an opportunity to view a number of service related stalls and enjoy some refreshment.

<b>1.</b>	<b>Welcome</b>
	<p>Ms Fullick welcomed everyone to the Trust's 2016 Annual Members Meeting. She outlined the format of the event and was pleased to introduce Ms McNab who was attending her first Annual Members Meeting since being appointed as Chief Executive in April this year.</p> <p>Apologies had been received from Board members: Mr Richard Brooman (Deputy Trust Chair) and Dr Sue Goss (Non-Executive Director). Mr David Barry (Lead Governor); Ms Melanie Dunn (Service User Governor); Ms Debra Hall (Staff Governor); and Cllr Lorraine Revah (Appointed Governor, London Borough of Camden) had also submitted apologies for this meeting.</p> <p>Ms Fullick advised that the minutes from the previous year's Annual Members' Meeting had been reviewed and agreed by the Trust's Board and its Council of Governors. These minutes could be viewed on the Trust's public website.</p> <p>The meeting was quorate.</p>

<p>2.</p>	<p><b>Presentation on the Annual Report (Including Quality Accounts) 2015/16 and the Trust's plans for 20116/167 and beyond by Ms Angela McNab, Chief Executive</b></p> <p>Ms McNab stated her pleasure in attending and presenting the previous year's annual report. She took those assembled through a short slide presentation that outlined the key achievements made, and challenges faced, by the Trust during 2015/16. She highlighted that the Trust had launched a new Clinical Strategy; enhanced a number of services; made operational progress, specifically mentioning a reduction in the number of falls and out-of-area bed transfers; and had continued to excel in undertaking research. She made reference to the Trust's CQC inspection undertaken earlier that year and noted that it highlighted areas of good performance, but also a number of issues of concern. She advised that the report had held few surprises and that Trust was already aware that much of its estate was outdated and that accommodation at external 'places of safety' was not ideal. She added that significant work was already underway to improve performance and service users' experience where possible against a background of increasing service demand and limited financial resources. She then highlighted key points from the Quality Accounts 2015/16 before outlining the Trust's future direction, which included reinvigorating the Trust's aims; enhancing service user involvement; increased engagement with local commissioners and providers as part of the North Central London Sustainability and Transformation Plan; and the opportunities available to develop the St Pancras Hospital Site.</p> <p>Ms McNab thanked everyone for their attention and received a round of applause.</p>
<p>3.</p>	<p><b>Presentation on the Trust's Financial Performance 2015/16 (including the Annual Accounts and Auditors Report) by Mr David Wragg, Director of Finance</b></p> <p>Mr Wragg presented the annual accounts for 2015/16. He advised that the finance team has produced an accurate and timely set of accounts that received a 'clean' certification from the Trust's external auditors. He added that the Trust retained a financial sustainability rating of '3' (satisfactory) throughout the year. He commended the work of the Finance Team.</p> <p>Mr Wragg outlined how the Trust had retained a strong financial base, although normalised income had dropped for the first time. This, along with increased expenditure, had resulted in a year-end normalised surplus of £0.7m, £1.3m below the £2m planned position. 2015/16 saw an increased capital programme of £9.6m that included major ward refurbishment and improvements to ICT systems, on top of the regularly required maintenance.</p> <p>Mr Wragg outlined how changes in accounting practice had devalued the Trust's estate, reducing its asset base by £15.5m. This did have the positive impact of reducing its annual dividend payable to the Government which is calculated on the retained asset base.</p> <p>Mr Wragg outlined how the Trust's cash balance, whilst reduced, remained strong at £41.1m at the end of 2015/16. He then provided some further details on the sources of income, types of expenditure and operating expenses.</p> <p>Mr Wragg's presentation was acknowledged with a round of applause.</p>

4.	<p><b>Governor Elections Announcement by Ms Leisha Fullick, Chair of the Trust and the Council of Governors</b></p>
	<p>Ms Fullick provided an update on changes to the Trust Board during the last year. She introduced Prof Tom Burns, who had recently joined the Board; and advised that that both she and Ms Harvey and had been re-appointed for a second term 3 year term. Ms Fullick then announced the results of 2016's Governor elections welcoming new and returning members to the Council of Governors.</p> <p><u>New Governors:</u></p> <p><b>Camden Public:</b> Dr Zaheer Afridi*; Ms Farah Khan*;</p> <p><b>Service User:</b> Ms Julia Austin*; Ms Jane Jacks;</p> <p><b>Staff:</b> Ms Rachel Kent*; and Ms Sarah Papworth-Heidel.</p> <p><b>Re-elected Governors:</b> Ms Monika Schwartz* – Public Governor, Islington; Ms Saira Nawaz* – Public Governor, Rest of London; and Ms Debra Hall – Staff Governor</p> <p>Ms Fullick also welcomed newly Appointed Governors Cllr Asima Shaikh* (London Borough of Islington) and Cllr Lorraine Revah (London Borough of Camden), and advised that Ms Maureen Brewster had been re-appointed as the representative of Voluntary Action Camden.</p> <p>Ms Fullick thanked those Governors that were stood down at this meeting. She thanked Ms Ruth Appleton* for her long and impassioned service as a Public Governor representing Camden; along with previous Service User Governor Mr Alasdair Macdougall and Appointed Governor Cllr Jean Kaseki.</p> <p>(* These Governors were in attendance and were welcomed with a round of applause.)</p>
5.	<p><b>Welcome to new Governors by Prof Wendy Savage, Islington Public Governor</b></p>
	<p>Ms Fullick introduced Prof Savage, who was standing in for Lead Governor Mr Barry. Prof Savage thanked all those who had stood in this year's elections and stated the Trust's appreciation of the wide range of people who had put themselves forward for these voluntary roles. She added the Council's thanks to previous Governors Ruth Appleton and Alasdair Macdougall whose terms had ended at this meeting. She also thanked previous Governor Shahnewaz Ahmed who had stood down during the last year.</p> <p>Prof Savage reminded the membership that the Governors were their representatives and could be contacted to discuss Trust related issues. She then outlined some of the activities undertaken by the Council, its sub-committees and working groups during the last year, including approving the appointment of Ms McNab as Chief Executive.</p>

	<p>Prof Savage advised that the Trust had allocated a small fund to the Governors to use to support service users and their environment. She added that four projects were currently underway and highlighted the creation of a Trust choir, which included service users, staff, governors and members. She advised that the choir's first public performance would take place the following weekend at a World Mental Health Day event at St Luke's Community Centre. She invited all those attending to join the choir and attend this event.</p> <p>Prof Savage also highlighted a motion raised by Governor Michelle Murray that had resulted in the Trust establishing a group to consider the discharge of those that were homeless and the impact this may have on the individual and Trust services.</p>
<p>6.</p>	<p><b>Questions and Comments from the Floor</b></p> <p>The Chair opened the meeting to questions from the floor.</p> <p><b>Question 1:</b> <i>(Dr Afridi, Camden Public Governor)</i></p> <p><i>Dr Afridi noted it was a time of austerity and asked how the Trust was managing to achieve savings. He hoped that cost saving had not resulted in a reduction in the care offered to service users.</i></p> <p>Mr Wragg responded. He advised that, like all NHS Trust, C&amp;I was required to meet annual efficiency targets. He stated that in the last year cost improvements had been made whilst growing the workforce and without negatively impacting on services. Going forward he considered the Trust's finances to be sustainable and that future funding may increase slightly to support moves to achieve parity of esteem between mental health and acute services.</p> <p><b>Question 2:</b> <i>(Mr Christopher Masson)</i></p> <p><i>Mr Masson stated that the press had reported that not all of the additional funding allocated to mental health was being passed on to Trusts. He asked if C&amp;I had received its share of such monies.</i></p> <p>Mr Wragg responded. He advised that the majority of the Trust's income was agreed in contracts with Commissioners, with small additional amounts negotiated for during the year. He was satisfied that the Trust had seen a small increase in income this year and he expected to be able to negotiate further additional funding as the year progressed. He added that, in relation to the 'parity of esteem' mentioned earlier, he expected additional funds to be made available for mental health from next year.</p> <p><b>Question 3:</b> <i>(Anonymous*)</i></p> <p><i>Ms McNab was asked what she meant when she had advised that there were challenges in undertaking staff training and whether this had been related to the reduced expenditure on training reported by Mr Wragg.</i></p> <p>Ms McNab advised that the workforce had a wide range of training requirements and, while there had been some slippage, this was not related to any lack of funding. She added that management were currently reviewing all required training to make it more accessible, less of a burden and more tailored to relevant staff groups. E-learning was also being explored, where appropriate, and local managers had been encouraged to support staff training.</p>

	<p><b>Question 4:</b> <i>(Anonymous*)</i>  <i>It was asked how many Governors sat on the Trust's Council.</i>  Ms Fullick advised that there were 26 seats on the Council of Governors.</p> <p><b>Question 5:</b> <i>(Anonymous*)</i>  <i>It was asked whether CCG funding had reduced this year.</i>  Mr Wragg referred to his earlier answer where he had advised that there had been a slight increase in CCG funding this year.</p> <p><b>Question 6:</b> <i>(Anonymous*)</i>  <i>It was commented that Mr Vernon was the only non-white member of the Board and asked what action was being taken to address this and make the Board more ethnically mixed.</i></p> <p>Ms Fullick responded advising that the Board was very aware that its membership did not reflect the local Community and was taking action, where appropriate, with the longer term aims of having at least three ethnic minority members. She added that Mr Vernon's experience as an expert in equality and diversity would assist with this matter.</p> <p>Ms Appleton (standing down Governor) added, with the Chair consent, that there was a London-wide issue in finding applicants from within minority groups for senior roles and that the focus was now on developing career pathways to encourage those from ethnic minorities to grow into more senior roles within organisations.</p> <p><b>Question 7:</b> <i>(Anonymous*)</i>  <i>It had been noted that the CCGs and boroughs were now working together to address the NHS deficit. Would this lead to C&amp;I working with private partners, as had happened elsewhere.</i></p> <p>Ms McNab responded advising that the 5 CCGs within North Central London were all committed to working together to reduce their overall deficit and ensure the sustainability of services for the future. She added that related plans were focused on the delivery of healthcare in the most effective and efficient ways. She also stated that there would be many opportunities for the membership to attend public meetings on these plans and she encouraged all those with an interest in this matter to do so.</p> <p><i>(* All these questions were asked by the same individual who did not give their name.)</i></p>
<p><b>8.</b></p>	<p><b>Close</b></p> <p>Ms Fullick thanked all those who had attended and contributed to the meeting. The formal business of the meeting was concluded at 6:30pm.</p>

After the formal business of the meeting the Chair was pleased to introduce guest speaker Prof Swaran Singh, Head of Mental Health and Wellbeing; Deputy Head Division of Health Sciences, University of Warwick.

Reviewed and Agreed: Public Board, 24 November 2016  
Council of Governors, 13 December 2016