



Annual Members' Meeting
Thursday 21 September 2023
Meeting held in public: Kala Sangam Arts Centre

Present:	Dr Linda Patterson OBE FRCP	Chair of the Trust
	Susan Francis	Staff Governor: Non-clinical
	Mike Frazer	Public Governor: Bradford East
	Linzi Maybin	Staff Governor: Clinical (Deputy Lead Governor)
	Trevor Ramsay	Public Governor: Bradford West
	Pamela Shaw	Staff Governor: Clinical
	Joyce Thackwray	Public Governor: Bradford South
	Tina Butler	Appointed Governor: Bradford Assembly
	Deborah Buxton	Appointed Governor: Barnados
In Attendance:	Therese Patten	Chief Executive
	Badar Abbas	Manager, KPMG (External Audit)
	Kelly Barker	Chief Operating Officer
	Bob Champion	Chief People Officer
	Holly Close	Corporate Governance Officer (Secretariat)
	Chris Dixon	Deputy Director of Nursing (deputising for Phil Hubbard, Director of Nursing)
	Simon Lewis	Non-Executive Director
	Christopher Malish	Non-Executive Director
	Alyson McGregor	Non-Executive Director
	Sally Napper	Non-Executive Director
	Tim Rycroft	Chief Information Officer
	Dr David Sims	Medical Director (for agenda item 4)
	Fran Stead	Trust Secretary
	Mike Woodhead	Chief Finance Officer

82 Members of the Trust and members of the public.

MINUTES

Item	Discussion	Action
117	<p>Welcome & apologies for absence (agenda item 1)</p> <p>The Chair of the Trust opened the meeting at 2.00pm and welcomed the public, members', governors, Trust colleagues and Board members to the first meeting held in person since 2019. Dr Patterson also thanked Carole Panteli, retired Non-Executive Director for her work with the Trust over the last five years.</p> <p>Dr Patterson then went onto to thank the Trust colleagues and partners who showcased their work as part of the Care Trust Marketplace. It was then explained that following the Annual Members' Meeting attendees would be invited to take part in the formal launch of the Trust's new strategy: Better Lives, Together.</p> <p>A background to what is meant by an Annual Members' Meeting was provided. It was shared that this was a statutory meeting and a requirement for all Foundation Trust's to hold this meeting open to members and the wider public. It was also noted that the Annual Accounts and Report 2022/23 had been shared.</p> <p>Apologies for absence were then noted: Mufeed Ansari: Public Governor: Bradford East, Helen Barker: Public Governor: Craven, Zahir Irani, Appointed Governor: Bradford University, Phil Hubbard, Director of Nursing, Professions and Care Standards & Deputy Chief Executive, Mark Rawcliffe: Non-Executive Director, Joanne Squires: Staff Governor: Clinical, James Vaughan: Public Governor: Keighley, Maz Ahmed, Non-Executive Director, Anne Graham, Public Governor: Bradford West, Darren Beever, Public Governor: Bradford South, Katie Massey, Public Governor: Bradford West, Anne Scarborough: Public Governor: Keighley, Sid Brown, Public Governor: Shipley, Hannah Nutting, Public Governor: Shipley, Councillor Sabiya Khan, Appointed Governor: Bradford Council, Councillor Matthew Bibby, Appointed Governor: Bradford Council, Councillor Andy Brown, Appointed Governor: Craven Council.</p> <p>The Annual Members' Meeting was quorate.</p>	
118	<p>Declaration of any conflicts of interest (agenda item 2)</p> <p>There were no declared conflicts of interest in respect of any agenda items.</p>	
119	<p>Minutes of the previous meeting: 28 September 2022 (agenda item 3)</p> <p>The minutes from the Annual Members Meeting held on 28 September 2022 were agreed as a true and accurate record.</p>	

120	Matters arising (agenda item 4) There were no matters arising. Trevor Ramsay, Public Governor reminded attendees of an action agreed at the 2022 Annual Members' Meeting regarding the phone number for the First Response Service. The Chief Executive confirmed that the correct phone number was being shared to replace an incorrect one previously shared.	
------------	---	--

<p>121</p>	<p>Annual Report – “Looking back, with an eye on the future” (agenda item 5)</p> <p>Ms Patten started her presentation by thanking everyone for coming and stated how wonderful it was to see people in person.</p> <p>Ms Patten then delivered a brief presentation, which reflected on 2022/23 and also looked to the year ahead. She referred to how 2022/23 was another challenging year due to the continued national pressures on demands for services, recover from COVID-19 pandemic, and national financial constraints. Ms Patten also recognised the introduction of the new Health and Social Care Act 2022 which was one of the biggest NHS reforms in decades.</p> <p>Ms Patten then reflected on how the Trust had continued to work closely with communities, partners, service users and carers to work creatively and innovatively to ensure person centred services continued to be delivered,</p> <p>Highlights from across the year were then shared. The opening of the new refurbished inpatient unit: The Najurally Centre; the awarding of a Gold occupational health and safety award by the Royal Society for Prevention of Accidents; first Trust in the North of England to be awarded the new Individual Placement and Support Employment Service (IPS) Grow Quality Kite Mark; and Community Dental Services won Best Local Oral Health Initiative North. Other highlights included the closure of the Bradford’s Jacob’s Well Vaccination Centre with the Trust delivering a quarter of a million vaccines to communities during its lifespan.</p> <p>Some time was then spent reflecting on how the Trust had worked with partners, service users, governors, members, stakeholders and the public. Ms Patten stated that the Trust was committed to learning and co-production, and the Care Trust Way Methodology was at the centre of everything the Trust does. It was shared that seven of the Trust’s nurses from Adult and Children’s physical health services were awarded the prestigious Queen’s Nurse title by the Queen’s Nursing Institute, and that the Trust had continued with its reciprocal mentoring programme.</p> <p>Ms Patten explained that during the year the NHS had gone through a period of change and a new way of working after the establishment of the Integrated Care Boards in July 2022. It was then shared that the Trust collaborates locally through Bradford District and Craven Place, and in Ms Patten’s opinion this was the way the Trust could make the most improvements for communities.</p> <p>Looking to the future, Ms Patten anticipated further challenges as with the rest of the wider NHS on the constraints to finances and workforce. She explained that the Trust was making progress with recruiting new colleagues into the Trust and was optimistic that the Trust would continue to do so.</p>	
------------	---	--

	<p>Ms Patten closed by thanking colleagues, Involvement Partners, Governors and everyone who had supported the organisation over the last year.</p>	
<p>122</p>	<p>2022/23 Annual Accounts and the financial Outlook (agenda item 6)</p> <p>The Chief Finance Officer presented a report on the Trust’s financial position that outlined the key performance metrics and a forward look at the key challenges and opportunities that the Trust would be facing in the next financial year. He explained key financial achievements from the last year; the completion of the Najuarally Centre and capital investment in new prescribing equipment. It was noted that the Trust had maintained a healthy cash balance with the Trust spending £5.4m of funding to improve and maintain the Trusts assets and infrastructure.</p> <p>It was shared that the Board had approved a breakeven plan for the Trust for this year but there would be tough challenges, not just for the Trust but for the whole of the NHS. Key challenges were then summarised; increasing equity and demand for services compounded with a reduction in the workforce, which in turn leads to out of area placements and the reliance on bank and agency staff. Estates issues such as the Trust trying to redevelopment Lynfield Mount Hospital. Mr Woodhead explained that the Trust was continuing to lobby hard for this redevelopment.</p> <p>Mr Woodhead concluded his presentation by discussing some of the key challenges to the whole of the NHS; ongoing industrial action, potential elections and the ongoing cost of living crisis.</p>	

<p>123</p>	<p>Presentation from the Trust's External Auditor (agenda item 8)</p> <p>Mr Abbas, Manager at KPMG LLP, provided a presentation on the findings from the Trust's 2022/23 Annual Report and Accounts. Firstly, he outlined the scope of the work and outlined responsibilities as an independent provider of the external audit services, including the audit of the financial statements.</p> <p>Mr Abbas stated that the audit found that the Trusts Annual Accounts for 2022/23 gave a trusted and fair view of the Trust's performance during the year with one adjusted audit difference which had no impact on the financial position. It was demonstrated that no significant recommendations were raised for the financial statements.</p> <p>In terms of value for money, the approach to the audit was shared. It was found that KMPG LLP did not identify any significant weakness with regards to the Trusts arrangements nor were significant control recommendations raised.</p> <p>In relation to the whole of government accounts, Mr Abbas confirmed that the Trust received an unqualified consistency certificate and no inconsistencies between the financial statements and information included in the consolidation schedules were found.</p> <p>Finally, Mr Abbas confirmed that there had been no inconsistencies identified in relation to the Trust's Annual Report.</p>	
-------------------	---	--

<p>124</p>	<p>Presentation from the Deputy Lead Governor on behalf of the Council of Governors (agenda item 8)</p> <p>The Deputy Lead Governor started by explaining that it was a privilege to speak at the Annual Members' Meeting and detailed the topics that would be covered in the presentation:</p> <ul style="list-style-type: none"> • current membership; • in year achievements; • focus into the future. <p>Ms Maybin drew attention to how there had been an increase in youth membership which had been a focus for 2023/23. However, she explained that there was still work to be done to improve the representation of the Trust members particularly around ethnicity.</p> <p>Ms Maybin then moved onto explain how the Governors aimed to be the voice of the Trusts staff, members and service users. It was detailed that the Trust's Council of Governors were diverse, were able to listen to a wide range of local communities and service users, helping to work on solutions to problems and provide lived experience and representation. It was highlighted further that one of the main jobs of the Governors was to challenge and hold Non-Executive Directors to account.</p> <p>Governor involvement was then shared. It was noted that the Governors had helped with the appointment of two Non-Executive Directors and one Associate Non-Executive Director. There had been a focus on working alongside partners within the Integrated Care System and Bradford and Craven Place. Ms Maybin shared that there had also been a focus on increasing youth voices which had included working alongside young dynamos and ensuring that there was a section on youth representation on the Council of Governors agenda.</p> <p>Ms Maybin ended her presentation by providing detail on the Governors in the Trust.</p>	
-------------------	--	--

<p>125</p>	<p>Question and answer session (agenda item 9)</p> <p>The Chair thanked the presenters and then opened the meeting to receive questions, noting that one question had been submitted in advance of the meeting.</p> <p>The following question had been received in advance for the Board of Directors:</p> <p><u>Question 1:</u> A member of the public asked ‘How can we open the stigmatisation of organ donation in BAME minority communities’.</p> <p><u>Answer:</u> Due to the Medical Director needing to step out of the meeting, it was agreed that he would provide a written response to this question after the meeting.</p> <p>The remaining questions had then been raised during the meeting:</p> <p><u>Question 2:</u> A member of the public, stated ‘the membership age group 22+ was too big a gap’ and asked ‘why there was lots of references to unqualified in the presentation from external auditor?’</p> <p><u>Answer:</u> The Chair of the Trust responded to the second question and explained that unqualified is actually a good thing compared to a qualified opinion.</p> <p>Ms Maybin responded to the first question and agreed that the membership breakdown did need to be more concise and would ensure that there was a bigger split next time.</p> <p><u>Question 3:</u> Trevor Ramsay, Public Governor, questioned ‘the costs of out of area placements and that service users were not receiving the best quality of care’.</p> <p><u>Answer:</u> The Chief Executive responded and stated that the organisation was working with local organisations to ensure service users were staying close to home. She also referred to the new contract with local suppliers for Out of Area Placement (OAPs) beds. Ms Patten stated that the Trust ‘was working hard to reduce OAPs but still needed investment to improve the estate at Lynfield Mount Hospital’.</p> <p><u>Question 4:</u> A Trust Member, reemphasised the questions raised by Mr Ramsay and stated that he ‘was pleased to hear that Therese has a plan in place’.</p> <p><u>Question 5:</u> A member of the public, stated that she was an ambassador for Bradford Teaching Hospital Organ Donation and asked, ‘How do you become a Governor for the Trust?’</p> <p><u>Answer:</u> Linzi Maybin, Deputy Lead Governor, responded and stated that ‘having representation from service users and those with lived experiences was warmly welcome’.</p>	<p>DS</p>
-------------------	--	------------------

	<p>Fran Stead, The Trust Secretary, explained that there was currently governor vacancies, which would be part of an election campaign to find new Governors through a competitive election process run by an independent external organisation. She encouraged anyone who would like to be a member or governor to reach out to herself for a conversation on the opportunities.</p> <p><u>Question 6:</u> Mike Frazer, Pubic Gover, asked ‘service user representation in the NHS, is this something that we do, or could we expand what we already have in place’?</p> <p><u>Answer:</u> Chris Dixon, Deputy Director of Nursing explained that the Trust uses the Care Trust Way to help with any improvements to services and Involvement Partners reflect on Trust services by reflecting back to Committees. The Trust also uses a patient or carer story at the beginning of each public Board meeting, with work taking place to refresh the Trust’s Your Voice Matters Strategy, which supported involvement through lived experience and representation.</p>	
<p>126</p>	<p>Thank you and close of the Annual Members’ Meeting (agenda item 10)</p> <p>The Chair of the Trust thanked colleagues for participating in the Annual Members’ Meeting and formally closed the meeting at 2:50pm.</p>	