

Annual Governors' Meeting Annual Members' Meeting

Monday 19 July 2021

17:00 – 18:30

via MS Teams



Annual Governor Meeting/Annual Member Meeting
Monday 19 July 2021 17:00 – 18:30
via videoconference

AGM/AMM			
Welcome and introductions			
Ref	Item	Time	Mode
01-21	Welcome, apologies, declarations of interest and introductory comments <i>Beryl Hobson, Chair</i>	17:00	<i>verbal</i>
Standing items			
Ref	Item	Time	Mode
02-21	Draft minutes of the meeting held on 28 September 2020 <i>Beryl Hobson, Chair</i>	17:05	<i>attached</i>
Annual report and accounts			
Ref	Item	Time	Mode
03-21	QVH achievements in 2020/21 and plans for the year ahead <i>Steve Jenkin, Chief Executive</i>	17:10	<i>presentation</i>
04-21	Summary of 2020/21 audit findings <i>Dean Gibbs, KPMG</i>	17:30	<i>presentation</i>
05-21	Microvascular breast reconstruction for Kent, Surrey & Sussex <i>Simon Mackey, Consultant plastic surgeon</i>	17:45	<i>presentation</i>
Questions from the public			
Ref	Item	Time	Mode
05-21	<i>We welcome relevant, written questions on any agenda item from our staff, our members or the public. To ensure that we can give a considered and comprehensive response, written questions must be submitted in advance of the meeting (at least three clear working days). Please forward questions to madeleine.johnson6@nhs.net clearly marked "Questions for the AGM".</i> <i>Beryl Hobson, Chair</i>	18:15	<i>verbal</i>

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Minutes (Draft & Unconfirmed)																																																													
Meeting:	AGM/AMM Thursday 28 September 2020, 17:00 – 18:00 via videoconference																																																												
Present:	<table border="1"> <tr><td>Beryl Hobson (BH)</td><td>Trust Chair</td></tr> <tr><td>Paul Dillon Robinson (PD-R)</td><td>Non-Executive Director</td></tr> <tr><td>Kevin Gould (KG)</td><td>Non-Executive Director</td></tr> <tr><td>Gary Needle (GN)</td><td>Senior Independent Director</td></tr> <tr><td>Karen Norman (KN)</td><td>Non-Executive Director</td></tr> <tr><td>Steve Jenkin (SJ)</td><td>Chief Executive</td></tr> <tr><td>Jo Thomas (JMT)</td><td>Director of Nursing & Quality</td></tr> <tr><td>Abigail Jago (AJ)</td><td>Director of Operations</td></tr> <tr><td>Michelle Miles (MM)</td><td>Director of Finance & performance</td></tr> <tr><td>Geraldine Opresshko (GO)</td><td>Director of Workforce & organisational development</td></tr> <tr><td>Clare Pirie (CP)</td><td>Director of Communications & corporate affairs</td></tr> <tr><td>Hilary Saunders (HS)</td><td>Deputy Company Secretary</td></tr> <tr><td>Harriet Lynch (HL)</td><td>EA to Chair and CEO</td></tr> <tr><td>Debbie Finch (DF)</td><td>EA to Directors of Communications and Workforce</td></tr> <tr><td>Sofia Ahmad (SA)</td><td>QVH staff member</td></tr> <tr><td>Kathleen Ally (KA)</td><td>QVH staff member</td></tr> <tr><td>Sarah Holdsworth (SH)</td><td>QVH staff member</td></tr> <tr><td>Helen Tomkins (HT)</td><td>QVH staff member</td></tr> <tr><td>Antony Fulford Smith (AF-S)</td><td>Public governor</td></tr> <tr><td>Janet Haite (JDH)</td><td>Public governor</td></tr> <tr><td>John Harold (JH)</td><td>Public governor</td></tr> <tr><td>Chris Halloway (CH)</td><td>Public governor</td></tr> <tr><td>Doug Hunt (DH)</td><td>Public governor</td></tr> <tr><td>Carol Lehan (CL)</td><td>Staff governor</td></tr> <tr><td>Sandra Lockyer (SL)</td><td>Staff governor</td></tr> <tr><td>Peter Shore (PS)</td><td>Public governor</td></tr> <tr><td>Martin Williams (MW)</td><td>Public governor</td></tr> <tr><td>Dean Gibbs (DG)</td><td>KPMG</td></tr> <tr><td>Neil Hewitson (NH)</td><td>KPMG</td></tr> <tr><td>Stefanie Scarratt (SS)</td><td>KPMG</td></tr> </table>	Beryl Hobson (BH)	Trust Chair	Paul Dillon Robinson (PD-R)	Non-Executive Director	Kevin Gould (KG)	Non-Executive Director	Gary Needle (GN)	Senior Independent Director	Karen Norman (KN)	Non-Executive Director	Steve Jenkin (SJ)	Chief Executive	Jo Thomas (JMT)	Director of Nursing & Quality	Abigail Jago (AJ)	Director of Operations	Michelle Miles (MM)	Director of Finance & performance	Geraldine Opresshko (GO)	Director of Workforce & organisational development	Clare Pirie (CP)	Director of Communications & corporate affairs	Hilary Saunders (HS)	Deputy Company Secretary	Harriet Lynch (HL)	EA to Chair and CEO	Debbie Finch (DF)	EA to Directors of Communications and Workforce	Sofia Ahmad (SA)	QVH staff member	Kathleen Ally (KA)	QVH staff member	Sarah Holdsworth (SH)	QVH staff member	Helen Tomkins (HT)	QVH staff member	Antony Fulford Smith (AF-S)	Public governor	Janet Haite (JDH)	Public governor	John Harold (JH)	Public governor	Chris Halloway (CH)	Public governor	Doug Hunt (DH)	Public governor	Carol Lehan (CL)	Staff governor	Sandra Lockyer (SL)	Staff governor	Peter Shore (PS)	Public governor	Martin Williams (MW)	Public governor	Dean Gibbs (DG)	KPMG	Neil Hewitson (NH)	KPMG	Stefanie Scarratt (SS)	KPMG
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Members of the public	Anita Scargill, John Thompson, Linda Cairney, Penny Fisher, Keith Rogers, Joan Schnierer, Ellen Marston, Glynn Roche, David Cryer, John Todd, Frank Jackson																																																												
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01-20	<p>Welcome, apologies and declarations of interest</p> <p>The Chair welcomed everyone to the meeting and began by paying tribute to Matt Ratana, the police officer killed recently whilst on duty, noting he had played a big part in East Grinstead community. On behalf of the Trust, she expressed condolences to his friends and family.</p> <p>Due to the pandemic, we would miss the usual level of interaction with members of the public. There would be no clinical presentations this year, however, BH went on to describe some of the moving stories patients had shared during our public board meetings over the last year.</p>																																																												

	<p>A formal requirement of the AGM was for Council to receive the 2019/20 annual report and accounts, and to receive updates on the Trust's forward plan and membership strategy. BH commended Council to read the expanded version of this year's annual report and accounts, published to the QVH website, which also included our quality report.</p> <p>The Chair formally recorded her thanks to the Board, Council and all members of staff for everything they have done this year, despite very challenging circumstances.</p> <p>Apologies were noted as above; there were no new declarations of interest.</p> <p>No questions had been received in advance of this evening's meeting.</p>
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Standing items

<p>02-20</p>	<p>Draft minutes of the meeting held on 29 July 2020 The draft minutes from the meeting held on 29 July 2019 were approved as a true record and there were no matters arising.</p>
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Annual report and accounts

<p>03-20</p>	<p>QVH achievements in 2019/20 and plans for the year ahead SJ presented an update on the Trust's achievements in 2019/20. Highlights included:</p> <ul style="list-style-type: none"> • That we continue to be a major player in areas of expertise, such as breast reconstruction, maxillofacial prosthetics, head and neck cancer, and sleep disorders. • A list of achievements prior to the outbreak of COVID • The impact of the pandemic and the changes introduced at this time. This included QVH becoming one of the first regional cancer hubs, the introduction of virtual clinics, Optigene testing for staff and patients, and the relocation of a significant number of staff who were now working from home. SJ had been very impressed by the 'can do' attitude our staff during this challenging time. • Clinical outcomes remain excellent, with feedback from our patients overwhelmingly positive both in person and on social media. This was a great tribute to the care and compassion of our staff. • Pre-COVID, our operational performance had significantly improved, demonstrating firm operational grip. However, during the final quarter of the year, a number of planned operations were cancelled due to the pandemic and SJ warned that the impact of this on waiting times in 2020/21 would be significant. • Staff survey outcome showing an improvement in results in most areas. QVH had scored highest in our group for staff morale which has a clear correlation to patient care. • For the last three years the Trust has faced significant financial challenges, as a result of the imbalance between income and costs. • Our membership has remained stable in the last year; although foundation trusts are no longer required or expected to increase membership, we are proud of the support we get from our members. <p>The Trust had also faced some tough challenges in the last year. As a result of us being the second smallest trust in the country, we often only have one person responsible for a role which creates pressure around annual leave, sickness and succession planning. Moreover, we have to meet the same standards and reporting requirements of a much larger organisation; the impact on tariff changes on a small organisation is much greater, and often we require swift access to other services within the Sussex network when our patients become very unwell.</p> <p>SJ reported that the Board believes the solution to addressing these challenges lies in closer partnership with other hospitals. A potential partnership with BSUH/Western would allow us to</p>
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	<p>take control of our future. As well as providing more opportunities for specialised work, this would also provide financial sustainability and bring benefits to our staff.</p> <p>SJ acknowledged that there was still much detailed work to be done; however, the Board has agreed that we would be stronger in partnership with BSUH and Western, at the same time recognising that this could eventually lead to QVH joining BSUH and Western in a single new hospital trust.</p> <p>Running in parallel to this, there were also regional plans to create a Sussex-wide clinical strategy, looking at how services are developed and positioned across the area. SJ noted this timing would be helpful to us in developing a shared understanding and articulating patient benefits of a long term, sustainable future for the Trust.</p> <p>Looking ahead to 2020/21, whilst the financial regime was currently unclear there would likely be an increased focus on system working with provider trusts, commissioners and local authorities.</p> <p>Our priorities included operational performance, workforce and a focus on securing our future. SJ noted that as long as QVH continued to be a standalone trust we would continue to predict a deficit. We now needed to seek a sustainable future with our partners.</p>
<p>04-20</p>	<p>Summary of 2019/20 audit findings</p> <p>BH introduced NH and SS from KPMG who would be presenting a summary of the Trust's 2019/20 audit.</p> <p>NH opened by setting out KPMG's responsibilities as the Trust's auditors which included:</p> <ul style="list-style-type: none"> • An audit of financial statements, and review of annual and remuneration reports. KPMG had issued an unqualified opinion in 2019/20 but included an emphasis of matter in respect of the material uncertainties which could cast doubt on the Trust's ability to continue as a going concern • Value for Money: KPMG was required to ensure that the Trust had made appropriate arrangements for securing economy, efficiency and effectiveness in its use of resources; An "except for" conclusion had been issued, which was consistent with last year, reflecting the challenges which SJ had highlighted during the previous presentation. • The Whole of Government Accounts condition required assurance that the Trust had co-operated with other relevant regulatory bodies, and the auditor of the consolidated accounts of NHS foundation trusts. In 2019, KPMG had issued an unqualified audit certificate with a clean and positive result. • This year the Department of Health had removed the requirement for auditing of the Quality Report. <p>The Chair thanked NH and SS. She noted that both were both moving to different roles within KPMG and wished them every success in the future.</p>
<p>Questions from members of the public</p>	
<p>05-20</p>	<p>The Chair closed the meeting, again apologising that it had not been possible for this year's AGM to go ahead in its usual format but thanked the public for their interest and support. She closed by thanking the Corporate Affairs and IT teams who had made this event possible.</p>