

<b>AGENDA</b>			
<b>Annual General Meeting of the Trust Board</b>			
<b>Date</b>	Friday 27 July 2018		
<b>Time</b>	9.00 am – 10.15 am		
<b>Location</b>	Board Room, Derriford Centre for Health & Wellbeing		
<b>WELCOME AND SETTING THE THEME FOR OUR AGM</b>			
1	<b>Welcome, apologies, review of minutes of the AGM held on 28 July 2017 and Chairman’s introductory remarks</b>	Chairman	Verbal
2	<b>Annual Report for the year ended 31 March 2018</b>	Chief Executive	Present ation
<b>OUR AGM THEME - CELEBRATING NHS70 IN PLYMOUTH</b>			
3	<b>Plymouth Healthcare of Yesteryear</b> Vintage footage looking back at 70 years of change	Chief Executive to introduce	Video
4	<b>Our staff, present and future: their memories, reflections on change and their aspirations</b> <ul style="list-style-type: none"> <li>• Long serving member of nursing staff</li> <li>• Nursing apprentice</li> <li>• Students from Scott College</li> </ul>	Chairman to introduce	Verbal
5	<b>Our Patient Council: working for our patients and their families</b> Reflections on how patient involvement has changed over the years, leading to the evolution of our Patient Council	Director of Nursing to introduce	Verbal
<b>FINANCIAL SUMMARY FOLLOWED BY QUESTIONS</b>			
6	<b>Annual Audited Accounts for the year ended 31 March 2018</b> Including a quick look back at changing NHS budgets over the years	Director of Finance	Present ation
7	<b>Questions from the public pertinent to the Annual Report and Accounts</b>	Chairman	Verbal
<b>CLOSE</b>			
8	<b>Chairman’s closing remarks followed by refreshments</b>	Chairman	Verbal

There will be a ‘hands on’ display of surgical equipment, past and present

Our Annual Report and our Annual Accounts are available on our website  
<https://www.plymouthhospitals.nhs.uk/our-publications>

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**Plymouth Hospitals NHS Trust**

**Minutes of the Annual General Meeting  
held at 9.00 am on Friday 28 July 2017  
in the Board Room, Derriford Centre for Health and Wellbeing**

- Present:** Richard Crompton, Chairman  
Kevin Baber, Director of Strategic Development  
Giles Charnaud, Non-Executive Director  
Greg Dix, Chief Nurse Operating Officer  
Jacky Hayden, Non-Executive Director  
Ann James, Chief Executive  
Elizabeth Kay, Associate Non-Executive Director  
Neil Kemsley, Director of Finance  
Elizabeth Raikes, Non-Executive Director  
Estelle Thistleton, Non-Executive Director  
Henry Warren, Associate Non-Executive Director
- In attendance:** Lee Budge, Director of Corporate Business  
Gill Hunt, Board Secretary  
Phill Mantay, Director of Transformation  
Rob Sneyd, Dean, Plymouth University Peninsula Schools  
of Medicine & Dentistry
- Apologies:** Phil Hughes, Medical Director  
Steven Keith, Director of People  
Mike Leece, Non-Executive Director  
Nick Thomas, Deputy Chief Executive, Director of Planning  
and Site Services
- 'Governors' in attendance** Barry Lucas, Public 'Governor', Plymouth constituency  
Vera Mitchell, Public 'Governor' Plymouth constituency

**1 Welcome and apologies**

The Chairman welcomed shadow 'governors', staff, volunteers and members of the public present. The apologies listed above were noted.

**2 Minutes of the previous Annual General Meeting**

The minutes of the previous Annual General Meeting, held on 29 July 2016, were approved as a true and accurate record of the meeting.

**3 Chairman's Introduction**

In his opening remarks the Chairman expressed his recognition of the

commitment and contribution of all those who worked and volunteered at the Trust. He wanted, on behalf of the full Board, to say a very sincere 'thank you' to them. The theme of this year's AGM was acknowledging the contribution of one very special group, our volunteers.

The Chairman invited the Chief Executive to present the Annual Report.

#### 4 Annual Report 2016/17

Ms James addressed the meeting, highlighting the following from the Annual Report:

- The successes of staff and patients in working together to improve services.
- The launch of an easier to use and more accessible website for staff and patients.
- The importance of the Trust's values, particularly during challenging times, and their commitment to supporting a culture of continuous improvement.
- The Board's determination to continue to provide safe services for ever-growing numbers of patients and to see them cared for in the most appropriate setting post-discharge.
- The Trust's engagement in the Devon STP to provide sustainable services.
- The good progress made with Plymouth City Council and Livewell CIC in working together for the benefit of patients.
- The importance of valuing staff and volunteers and in expressing this.
- A commitment to continue to make good, credible progress in responding to Care Quality Commission (CQC) inspections. The Board recognised there was more work to do but progress was being made on firm foundations and the Board welcomed the CQC as critical friends.
- The commitment to listening, learning and improving: staff had the answers to improving services
- For the first time the Trust was recognised in three areas in the top 20% nationally in the 2016 national NHS Staff Survey.
- Initiatives to improve the health and wellbeing of our staff; their response had been excellent.
- The response to the *Let's Be Open* campaign, a staff-led initiative which had enjoyed huge success.
- The appointment of two Freedom to Speak Up Guardians, with the recruitment of a third expected.
- The continuing work of the Quality Academy to drive innovation and excellence.
- The Trust value of taking ownership was well documented in the Annual Report through campaigns, nationally recognised good work and service accreditations.

Ms James invited colleagues and visitors to reflect on progress being made and to be proud of it.

Finally, Ms James stated that the AGM today wanted to recognise the 500+ volunteers who gave their time to the Trust; there was huge gratitude for volunteers' generosity of time and spirit.

There followed a video presentation on highlights from the Annual Report.

## 5 **Celebrating the contributions of our volunteers**

Elizabeth Pollard, Volunteer Co-ordinator, and Claire Jukes, Patient Experience Support Manager, introduced this section of AGM. It included:

*An overview of volunteering in the Trust*

This was undertaken through an interactive quiz.

*An introduction to hospital guides*

Representatives of the guides attended in their new uniforms.

*Volunteer stories*

Three volunteers, Eileen, Shane and James, each spoke about their volunteering role at the Trust, how they became involved and the personal impact it had made on them. Jo Read from the University of Plymouth spoke about her role in co-ordinating students who volunteered at the hospital, why they did this and their experiences of it.

*The 'ask' of the Board*

There were two:

- An annual volunteer of the year award to be presented to the recipient at the volunteers thank you lunch.
- Volunteer lanyards for improved visibility to patients and visitors.

The Board approved both requests.

## 6 **Annual Audited Accounts**

Mr Kemsley presented a summary of the financial year 2016/17. The main points were:

- An actual deficit of £39.9m at year end against a planned deficit of £35.6m, the main causes of which were increased urgent care activity creating the need for escalated bed capacity and higher agency nursing costs and a consequent reduction in the ability to earn income from elective capacity.

- Capital expenditure amounted to £18.6m against a plan of £23.3m.

Given the scale of the deficit outturn, the Board had failed in its break even duty.

Mr Kemsley explained in more detail the key financial points from 2016/17.

Mr Kemsley summarised the outlook for 2017/18, with its emphasis on the Trust achieving the agreed Financial Improvement Plan of £40m, which had the support of STP partners and regulators, and on continuing to work within the STP across Devon towards achieving a sustainable financial position.

**7 Questions from the public**

The Chairman invited questions from the public. There were none.

**8 Chairman's closing remarks**

In bringing the AGM to a close, the Chairman thanked all involved in bringing this event together. It had been a hugely enjoyable and very positive AGM. Finally, the Chairman thanked Amanda Nash, Head of Communications, for her work to the Annual Report.

The meeting closed at 10.15 am.

Signed \_\_\_\_\_

Date \_\_\_\_\_