

APPROVED Annual General Meeting/Annual Members Meeting
held on Tuesday, 29 September 2020 at 5pm
Boardroom, Harrogate District Hospital, Lancaster Park Road, Harrogate
Via virtual arrangement (Teams Live)

Present

Angela Schofield, Chairman
Sarah Armstrong, Non-executive Director
Jeremy Cross, Non-executive Director
Laura Robson, Non-executive Director/Senior Independent Director
Wallace Sampson, Non-executive Director
Richard Stiff, Non-executive Director
Maureen Taylor, Non-executive/Deputy Chair
Steve Russell, Chief Executive
Jackie Andrews, Executive Medical Director
Jonathan Coulter, Director of Finance/Deputy Chief Executive
Jill Foster, Chief Nurse
Tim Gold, Interim Chief Operating Officer
Angela Wilkinson, Director of Workforce and Human Resources
Pam Bagley, Stakeholder Governor, University of Bradford
John Batt, Public Governor, Knaresborough and East District
Cath Clelland, Public Governor, Rest of North Yorkshire and York
Clare Cressey, Stakeholder Governor, Harrogate Integrated Facilities/Lead Governor
Martin Dennys, Public Governor, Harrogate and surrounding villages
Tony Doveston, Public Governor, Harrogate and surrounding villages
Sue Eddleston, Public Governor, Ripon and West District
Loveena Kunwar, Staff Governor, Medical Practitioners
Neil Lauber, Staff Governor, Other Clinical
John Mann, Stakeholder Governor, North Yorkshire County Council
Doug Masterton, Public Governor, Wetherby and Harewood District
Kathy McClune, Staff Governor, Nursing & Midwifery
Dave Stott, Public Governor, Harrogate and surrounding villages
Heather Stuart, Staff Governor, Nursing & Midwifery
Steve Treece, Public Governor, Wetherby and Harewood District
Mark Chamberlain, Chairman of Harrogate Integrated Facilities
Lynn Hughes, Interim Company Secretary
Paul Widdowfield, Head of Communications and Marketing
13 Staff Members
54 Public Members

Apologies

Andy Papworth, Non-executive Director
Elaine Culf, Interim Corporate Affairs and Membership Manager

AGM/AMM/20/1

Welcome and Introduction

- 1.1 Angela Schofield, Chairman opened and welcomed everyone to the Trust's Annual General Meeting/Annual Members Meeting (AMM) and explained that the meeting gave the Trust with the opportunity to reflect on the financial year 2019/20.

- 1.2 Due to the restrictions in place with COVID-19 pandemic the meeting was held via a virtual live arrangement. Angela explained that throughout the evening a number of Trust colleagues would share their experiences of working during the pandemic and the meeting would start with hearing from two patients who had been a patient at the Trust. Angela thanked April Martin, the Mayoress of Harrogate, who was joined by her husband Stuart Martin, Mayor of Harrogate. The Chairman thanked them both for their support to colleagues at the Trust and explained that it was appreciated that they were able to join the Trust at the final NHS Clap for Carers.

AGM/AMM/20/2 Minutes of Previous Meeting

- 2.1 The minutes of the previous AMM meeting held on 24 July 2019 had been approved by the Council of Governors and were provided for information on the Trust's website.

AGM/AMM/20/3 Annual Report/Accounts 2019/20 and Future Plans

- 3.1 Steve Russell, Chief Executive formally presented the Trust's Annual Report for 2019/20 and informed attendees that copies were available on the Trust's website, along with the summarised version that provided a highlight of the Trust's achievements.
- 3.1.2 Steve spoke of the many achievements during 2019/20 and highlighted the latter part of the year, which seen the onset of the COVID-19 pandemic. He reported on how proud he was to work with such dedicated colleagues who had put patients and colleagues' health and wellbeing first and foremost. In March 2020 all colleagues stepped up in a variety of ways to ensure that community and hospital services continued to be provided. He thanked all staff for their dedication, professionalism and selflessness.
- 3.1.3 Changes to the Board during the financial year ending 31 March 2020 and to date were noted as: Mr Chris Thompson and Lesley Webster, Non-executive Directors left the Trust, with Jeremy Cross, Andy Papworth and Wallace Sampson OBE joining as new Non-executive Directors.
- 3.1.4 David Scullion stepped down as Medical Director at the end of May 2020 and Jackie Andrews joined as Executive Medical Director in June 2020. Most recently Rob Harrison left the Trust on 31 August 2020 with Tim Gold joining on a secondment arrangement from Bradford Teaching Hospitals NHS Foundation Trust as the Trust's Interim Chief Operating Officer.
- 3.2 Jonathan Coulter, Director of Finance/Deputy Chief Executive delivered a presentation, which detailed the financial report and Annual Accounts for 2019/20. Jonathan provided information in relation to the Trust as a Group for the end of year accounts, which included detail on income, expenditure and capital expenditure.

3.2.1 Jonathan explained that despite 2019/20 being another challenging year for the NHS, the Trust had continued to perform well meeting key financial targets, with the Trust exceeding its control total at the year-end. As a result, the Trust received all core Provider Sustainability Funding (PSF) and became eligible to receive incentive and bonus PSF funding.

3.2.2 Jonathan highlighted the significant impact of the additional expenditure required to respond to the pandemic. To date NHS England and Improvement (NHSE/I) had supported NHS providers to meet those costs.

3.3.3 The Trust's financial position was a retained financial surplus of £405,000. As part of the Control Total set by NHSE/I an additional generated surplus was gained as a result of the Trust meeting its performance targets.

AGM/AMM/20/4 Independent Auditors Opinion

4.1 Maureen Taylor, Deputy Chair provided an overview of the role of the Audit Committee.

4.2 She referred to the independent auditors opinion provided by the Trust's External Auditors, which confirmed that an audit had been completed on the Annual Accounts and Annual Report for the year ended 31 March 2020. These were found to be a true and fair account of the Trust's financial position and performance.

AGM/AMM/20/5 Lead Governor Report

5.1 The Chairman thanked all Governors for their continuing support for the Trust. She was most grateful to Emma Edgar who had been the Lead Governor until the end of 2019. She introduced Clare Cressey who had been elected Lead Governor from January 2020

5.2 Clare Cressey, Lead Governor, reported on the changes to the Council of Governors during 2019/20, which included the results of the two Governor Elections.

5.3 Clare highlighted the number of statutory duties that the Governors are required to carry out; one of those duties included their responsibility to appoint the Chairman and Non-executive Directors. During 2019/20 Governors were active in their role with the appointment of three new Non-executive Directors, Jeremy Cross, Wallace Sampson and Andy Papworth.

AGM/AMM/20/6 Insights from the COVID-19 Pandemic

6.1 Videos were played throughout the meeting which presented the experiences and insights of patients and colleagues in relation to the COVID-19 pandemic.

- 6.2 The Mayoress of Harrogate, Mrs April Martin, shared her experience of suffering from COVID-19, which included her journey to Harrogate District Hospital, supported by very caring paramedics with Yorkshire Ambulance Service. She had been extremely ill and all staff at the hospital had worked tirelessly and nothing was too much trouble. She expressed her sincere gratitude to all the Trust's staff.
- 6.3 Dr Vicky Holloway, Consultant in the Emergency Department and members of her team shared their experiences of working during the first wave of the COVID-19 pandemic, during February and early March 2020 with the challenges of caring for patients suffering from a new disease whilst wearing PPE. They found the relationship with patients had changed due to the communication drawbacks of wearing PPE and patients not being permitted to have visitors.
- 6.4 Health Visitors in Middlesbrough shared their experiences of supporting children and families to ensure children's safety during the COVID-19 pandemic to date. Working conditions had been challenging for colleagues particularly during the lockdown period. Colleagues within the team were most supportive of one another with regular team meetings using video conferencing to support the management of caseloads.
- 6.5 Harrogate District Hospital colleagues shared their experiences on the use of PPE equipment and highlighted how fortunate staff had been with no shortages of PPE to date. The Trust also supported PPE requirements to rural and community teams to ensure that all staff had the appropriate PPE.
- 6.6 Community Care Team staff members shared their experiences of how staff had been all pulling together to support the needs of patients during COVID-19. One member of staff had been re-deployed to support the physiotherapy team and worked with the rehabilitation of patients, which she had found challenging but most enjoyable.

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Questions and Answers

- 7.1 Angela Schofield, the Chairman invited questions from members of the public prior and during the meeting.
1. A member of public queried the arrangements in place for members of the public to obtain COVID tests and if the Trust planned to provide testing in addition to the national Track and Trace system. It was noted that the Trust was following government/regulatory guidance and would continue to change its arrangements as required.
 2. A member of the public queried how the Trust would manage its new referrals and backlog of patients on waiting lists during the pandemic. It was noted that the Chief Operating Officer and Executive Medical Director were leading this area of work, which was overseen by the Senior Leadership Team, Resource Committee and the Board. The

Trust was able to access facilities at the private Duchy Hospital to support orthopaedic patients and was and would continue to work in accordance with regulatory and government guidelines.

3. A member of public queried how the Trust was preparing for a possible second wave of COVID during the winter months, which is noted to be a known busy time for all NHS providers. It was noted that the Trust was actively planning for a range of scenarios. There were regular reports to the Board of Directors for their scrutiny. The health and safety of patients was the Trust's main priority.
4. A member of public queried how the NHS Nightingale Hospital was being used by the Trust. It was noted that Steve Russell was also the Chief Executive for the Nightingale Hospital Yorkshire and Humber. Steve confirmed that the Nightingale hospitals was not being used at that time and remained on standby for critical care.
5. A member of the public queried if the government were planning to continue to meet the costs of PPE. It was noted that NHS providers had been informed that they can claim COVID costs for 2020/21.

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Closing Remarks

- 8.1 Angela Schofield, the Chairman formally thanked the attendees for attending the meeting.
- 8.2 There being no further business, the meeting was formally closed by a video to thank the generosity of those that supported the work of the Hospital Charity, including local business and many volunteers.