

**MINUTES OF THE ANNUAL MEMBERS MEETING OF
SUSSEX COMMUNITY NHS FOUNDATION TRUST**

17 SEPTEMBER 2018

Sussex Rehab Centre, Brighton General Hospital

Present	
Peter Horn	Trust Chair
Siobhan Melia	Chief Executive
David Parfitt	Non-Executive Director
Elizabeth Woodman	Non-Executive Director
Susan Marshall	Chief Nurse
Mike Jennings	Director of Finance and Estates (DoF)
Richard Quirk	Medical Director
Richard Curtin	Chief Operating Officer (COO)
Kate Pilcher	Director of Operations
Anuschka Muller	Director of Performance and Improvement
Caroline Haynes	Director of HR and OD
Margaret Godfrey	Company Secretary
David McGill	Lead Governor
Jennifer Parry	Staff Governor
Richard Gorf	Staff Governor
Anita Sturdey	Staff Governor
Ngairé Cox	Staff Governor
David Romaine	Public Governor
Edward Belsey	Public Governor
Wayne Hoban	Public Governor
Tim Sayers	Public Governor
Lilian Bold	Public Governor
Ratnam Nadarajah	Public Governor
Stan Pearce	Public Governor
Martin Osment	Public Governor
In Attendance	
Members of the public and stakeholders	
Apologies	
Julie Warwick	Staff Governor
Rachel Harrington	Appointed Governor
Paula Kersten	Appointed Governor
Hillary Flynn	Appointed Governor
Pinaki Ghoshal	Appointed Governor
Andrew Partington	Public Governor
Stephen Lightfoot	Non-Executive Director
Maggie Ioannou	Non-Executive Director
Janice Needham	Non-Executive Director
AMM18/001	Welcome, apologies, declaration of interest
	The Chair welcomed everyone to the meeting and extended a particular welcome to members of the Council of Governors in attendance and apologies were recorded above. There were no declarations of interest. The Chair explained that the meeting was being live streamed to allow those unable to attend the meeting in person to view the proceedings.

AMM18/002	Minutes of the previous meeting 14 September 2017
	The draft minutes of the Annual General Meeting held on 14 September 2017 were held as a true and accurate record.
AMM18/003	Matters arising
	There were no matters arising from the previous meeting.
AMM18/004	Annual Report 17/18
	<p>The Chief Executive presented the Annual Report 17/18. The Chief Executive confirmed that it had been a successful year for SCFT in a challenging context due to a rise in demand and financial constraints. The Chief Executive explained how proud she was of the organisation and staff to be rated as good with outstanding features by the CQC. The Chief Executive summarised a number of key achievements made by the Trust throughout the year as; a success in reducing the Trust's carbon footprint; a commitment to the wellbeing of staff at SCFT including the formation of the Wellbeing at Work festival; establishment of thriving diversity staff networks; along with a relaunched recruitment campaign.</p> <p>The Chief Executive confirmed that the Trust continued to be delivering excellent care, with 96% patients likely to recommend our services and 99% of people treated within 18 weeks of referral.</p> <p>The Chief Executive stated that a key driver for our continued improvement within the Trust was our Trust-wide programme Our Community Way which she hoped would support the Trust's journey from good to great.</p> <p>The Chief Executive wanted to celebrate successes across the Trust; Staff Survey showed further improvement with 2,300 responses and an overall engagement score which increased, ranking SCFT third amongst community trusts; SCFT nurseries rated Outstanding and Good; Recognised by Government for our green credentials; 74% of staff got their free flu jab making SCFT the most successful organisation in the area for flu vaccine uptake for frontline staff; and Healthy Child Programme received UNICEF accreditation. Many teams across the Trust had been nominated for awards showcasing great work; OneCall nominated for Nursing Times Care for Older People Award Research ranked in the top five nationally; shortlisted for the Patient Safety in the Community Award at the Patient Safety Awards; Macmillan service marks 10 years of pioneering palliative care; finalists in the staff engagement category at the HSJ Awards for Wellbeing@Work Festival.</p>
AMM18/005	Annual Accounts 17/18
	The DoF presented a summary of the Annual Accounts for 17/18. The DoF confirmed

	<p>that SCFT had a successful year in 17/18 in a context of a NHS struggling nationally and regionally. The DoF confirmed SCFT had an annual income of £230million with 70% attributed to pay costs due to the nature of the services provided within a community trust. The DoF explained that SCFT ended the year with a £2.7million surplus which it could use to reinvest in services.</p> <p>The DoF stated that the Chief Nurse and Medical Director reviewed Cost Improvement Plans (CIP) to ensure they do not affect the quality of the services provided by the Trust but assist staff to provide a service utilising technology or more efficient ways of working.</p> <p>The DoF confirmed that the teams across the Trust had worked hard to reduce the use of agency which not only reduced costs as agency commission was not being paid, but would ensure staff had been through internal training leading to more consistent quality standards throughout the Trust.</p> <p>The DoF highlighted new services that had been introduced within the Trust which would ensure new key revenue.</p> <p>The DoF explained that goals for the next year were; to deliver a £0.7 million surplus and if successful, receive 2.4 million of sustainability funding which equating to £3.1 million; achieve an £8.9 million cost improvement target to maintain surplus whilst maintaining the quality of our services; utilise innovative trust-wide workforce models, collaborative procurement and use of technology to increase efficiency and make best use of our workforce and continue to improve service quality.</p>
<p>AMM18/006</p>	<p>Quality Report 17/18</p>
	<p>The Chief Nurse presented the Quality Accounts for 17/18 and explained that it was an outward facing document showing the Trust's future priorities to both commissioners and staff. The Chief Nurse confirmed that the Quality Account was audited annually and stated that it was one part of the Trust's quality improvement journey as a Foundation Trust.</p> <p>The Chief Nurse explained that sepsis continued to be a national priority. SCFT wanted to raise awareness of sepsis for parents through the Child Health Record (red book). Health Visitors discussed with parents signs and symptoms of sepsis, and through audited knowledge the Trust had seen a 79% improvement in knowledge amongst parents.</p> <p>The Chief Nurse noted that a key priority for the Trust was the wellbeing of its staff and specifically reviewing and improving psychology support tools available for staff enabling them to care for others.</p> <p>The Chief Nurse stated that a key priority had been to improve the vocational and volunteering opportunities for staff with learning difficulties, autism and other socially marginalised groups recognising that the Trust wanted to do more for these staff.</p> <p>The Chief Nurse explained that within the plans for 18/19 included a refresh of the current pressure damage professional standards; completion of a holistic assessment as a basis for patient centred effective care; review potential for self-administration of insulin to promote and maintain independence within the community; review of the pain management tool to ensure consistency across teams; review of patients with Mental Health illness in addition to physical health issues and ensure close work with partners to</p>

	produce better outcomes for patients; engage with diversity networks to ensure patients feedback what was important regarding their care at their end of life; utilise volunteers to reduce social isolation as some patients may struggled to integrate due to frailty.
AMM18/007	Lead Governor Reflection
	The Lead Governor explained that he felt reassured that excellent care was given to patients by staff at SCFT and that he felt the Trust's leadership had both moral and financial integrity. The Lead Governor confirmed that the Council of Governors had been established for two years and commented that it was functioning well as a unit. The Lead Governor explained that the Trust had held a recent workshop for Board members along with Governors to review effectiveness but to also discuss future strategy. The Lead Governor stated a key role of the Council of Governors was as a voice for members in their constituents.
AMM18/008	Questions
	<p>Questions were asked as follows:</p> <ul style="list-style-type: none"> a) How would the Exec reduce variability of services across the Trust? The Chief Executive explained that over a number of years CCGs commissioned different services but as the CCGs were now starting to work collaboratively this should reduce historical commissioning and instead commission based upon population need. The DoF confirmed that it was their duty as Executives to reduce this variance and noted that the newly established Alliance should help. b) Will the development at Royal Sussex County Hospital (RSCH) affect recruitment and retention at SCFT? The Chief Executive explained that the regional specialist trauma centre being built at the RSCH would not directly compete with the Trust for staff and may allow the Trust to be more creative with rotational posts for staff ensuring staff stay within Sussex. The Chief Nurse further added that it was important in the STP for staff to rotate and develop skills. c) Is it likely that the Trust will achieve the £8.9million of CIP? The DoF explained that it would be a challenge but he believe it would be achieved as it had been planned with both operational and clinical teams, utilising PMO support for complex changes and a robust Quality Impact Assessment process overseen by the Chief Nurse and Medical Director. The DoF commented that the best schemes saved money and improved quality within services. <p>The Council of Governors stated that they were happy to receive the reports.</p>
AMM18/009	NHS Superstars
	<p>The Chair introduces Ally, Geoff, Stephanie and Rachel who gave presentations explaining why they love the NHS and what it means to them.</p> <p>The Chair noted this was a fascinating collection of statements as to why the NHS was important to individuals as well as communities and the nation.</p> <p>The Chair thanked everyone for attending and closed the meeting.</p>