

**Annual General Meeting  
Thursday 28 September 2017**

**1.00 – 1.45pm**

**Christchurch Peartree  
20 Tewin Road  
Welwyn Garden City  
Herts AL7 1BW**

**(Adjacent to HCT Howard Court HQ)**

For map / directions please see:  
<http://christchurchwgc.org.uk/findcontact-us/>

**AGENDA**

- 1.00 Welcome Address from the Chair, Introductions and Apologies for Absence.
- 1.06 Declarations of Interest.
- 1.07 To Agree the Minutes of the AGM held on Tuesday 27 September 2016 at The Stanborough Centre, St Albans Road, Watford, WD25 9JL. *(Attached herewith)*
- 1.10 CEO's Report: A Look Back on 2016/17: The Trust's Achievements (film) and The Direction for 2017/18.
- 1.20 To Receive the Annual Report and Audited Accounts for 2016/17.
- 1.22 Director of Finance's Report for 2016/17.
- 1.30 To receive the Trust's Quality Account for 2016/17
- 1.35 Questions from the Public.
  
- 1.45 *Close*
  
- 1.45 – 2.00pm *Refreshments and Networking*

**Minutes of Hertfordshire Community NHS Trust Annual General Meeting held on Tuesday  
27th September 2016 at**

**The Stanborough Centre  
Watford, Hertfordshire**

**Present:**

Declan O'Farrell	(DOF)	Chair *
Anne McPherson	(AM)	Non-Executive Director *
Alan Russell	(AR)	Non Executive Director (Vice Chair) *
Dr Linda Sheridan	(LS)	Non-Executive Director *
Brenda Griffiths	(BG)	Non-Executive Director Designate
David Law	(DL)	Chief Executive *
Clare Hawkins	(CH)	Director of Quality & Governance/Chief Nurse *
Phil Bradley	(PB)	Director of Finance *
Julie Hoare	(JH)	Director of Service Development and Partnerships

**In Attendance:**

Clive Appleby (CApp) Company Secretary (and Compere)

**Presenters:**

Charles Cadogan - Locality Manager St Albans & Harpenden  
 Tina Charlton – Head of Children's Specialist Services  
 Mary Heffernan - Clinical Quality Lead for Children's Palliative and End of Life Care  
 Wendy Forsyth - Hertfordshire Neurological Service  
 Gillian Stevens - Hertfordshire Neurological Service  
 Peter – A patient who has been through the STABLE programme and who now leads a group for STABLE exercises.  
 The HCT Choir (Conductor: Kay Ratcliffe)

(\*) = Voting Board member

<b>AGM16/01</b>	<b>Welcome, Introductions and Apologies</b>	
	CApp introduced DO'F, who welcomed those present to the sixth AGM of Hertfordshire Community NHS Trust and he introduced the members of the Board.	
	Apologies for absence were noted from the following Board members:	
	Jeff Phillips (JP) Non-Executive Director *	
	Marion Dunstone (MD) Interim Director of Operations	
	Alison Shelley (AS) Director of HR & OD	
<b>AGM16/02</b>	<b>Members' Declarations of Interest</b>	
	None Declared	
<b>AGM16/03</b>	<b>Minutes of the AGM held on 24th September 2015</b>	
	The minutes of the AGM held on Thursday 24th September 2015 were agreed as a correct record subject	

	to:  Clare Hawkins, Director of Quality and Governance / Chief Nurse, to be recorded under Apologies for Absence rather than under those present.	
<b>AGM16/04</b>	<b>Film – “Celebrating Our Achievements”</b>	
	The Chair introduced a short film, “Celebrating our Achievements” which looked at headlines for the Trust over the previous year.	
<b>AGM16/05</b>	<b>Presentation from the Director of Finance</b>	
	<p>PB presented on the financial position for 2015 /16 and it was noted that the Trust had successfully achieved its three statutory financial duties during the year.</p> <p>These are set out in detail in pp 42-44 of the Trust’s Annual Report and Accounts and were:</p> <p>(1) To achieve break even on income and expenditure:</p> <ul style="list-style-type: none"> <li>• The Trust delivered a surplus of £2.4m which met the required “stretch target” of £2.4m and was over original plan of £1.4m)</li> </ul> <p>(2014/15 = £1.4m)</p> <p>(2) Management of cash within the External Financing Limit (EFL)</p> <ul style="list-style-type: none"> <li>• The EFL limit is set by the Department of Health and the Trust achieved the target with an undershoot of £0.2m.</li> <li>• The Cash balance at end of year was £14.5m (2014/15 = £12.8m). (2015/16 Plan = £12.1m)</li> </ul> <p>(3) Not to exceed the Capital Resource Limit.</p> <ul style="list-style-type: none"> <li>• The Trust’s capital limit for 2015/16 as set by the Department of Health was £5.6m. The Trust spent £5.2m, with a planned underspend of £400k.</li> </ul> <p>For meeting the Better Payment Practice Code (payment of invoices within 30 days), which is not a statutory target, the Trust achieved 91% against a 95% target. PB also presented “2015 By Numbers”, a depiction of financial and performance information.</p>	
<b>AGM 16/06</b>	<b>Presentation of The Annual Report and Audited Accounts 2015/16</b>	
	PB presented the Audited Annual Report and Accounts for 2015/16 as formally adopted by the Board on the recommendation of the Trust’s Audit Committee in May 2016.	

	<p>Copies of the Report and Accounts were available at the meeting and are available on the Trust's website at</p> <p><a href="http://www.hct.nhs.uk/media/1690/annual-report-2015-2016.pdf">http://www.hct.nhs.uk/media/1690/annual-report-2015-2016.pdf</a></p> <p>It was noted that the Trusts external auditors had:</p> <ul style="list-style-type: none"> <li>• given an unqualified report on the financial statements</li> <li>• given an unqualified Value for money opinion</li> <li>• Found no significant issues to report.</li> </ul>	
<b>AGM16/07</b>	<b>Service Showcase: Rapid Response and Multi-Specialty Teams</b>	
	<p>Charles Cadogan, Locality Manager for ST. Alban's and Harpenden, presented on Rapid Response and Multi-Specialty Teams.</p> <p>Rapid Response in an integrated health and social care team that provides an immediate response to support the delivery of acute care to patients in their own homes for up to 7 days and it enables people to remain at home rather than be admitted to hospital.</p>	
<b>AGM16/08</b>	<b>Service Showcase: STABLE - Staying Active with Big Limb Exercises</b>	
	<p>Wendy Forsyth and Gillian Stevens of Hertfordshire Neurological Service presented on STABLE (Staying Active with Big Limb Exercises), which is an exciting and innovative project which is subject to research development but has already shown excellent outcomes for people with mild to moderate Parkinson's Disease.</p> <p>Peter, a patient who has been through the programme and who now leads a group, reported on what a difference the programme has made to his confidence and quality of life generally.</p>	
<b>AGM16/09</b>	<b>Service Showcase: Children's Community Nursing</b>	
	<p>Tina Charlton, Head of Children's Specialist Services presented on the Children's Specialist Nursing Service.</p> <p>The Team operates in the west of the County and has a caseload of approx. 600 children on their caseload at any one time and provides support for children and families in respect of:</p> <ul style="list-style-type: none"> <li>• Long term conditions including children with complex and or multiple health needs.</li> <li>• Acute ambulatory care.</li> <li>• Care after illness or surgery.</li> <li>• High Impact Pathways.</li> <li>• End of Life care.</li> </ul>	

	<p>TC then introduced Mary Heffernan, Clinical Quality Lead for Children’s Palliative and End of Life Care, and it was noted that in June 2016, Mary had won the Chairman’s Special Award for Outstanding Leadership in the Trust’s annual “Leading Lights Awards”.</p> <p>MH then focused on the end of life care aspect of the team’s work and presented an outline of two patient stories. This was followed by a short film on a third story.</p>	
<b>AGM16/10</b>	<b>Thank You To Presenters</b>	
	<p>CA thanked all presenters for the varied presentations which demonstrated a combination of the breadth of the Trust’s services, integrated working, innovation and compassion. He also thanked Peter for attending and for giving such an inspirational account of his experience of Parkinson’s Disease and the benefits of the STABLE programme.</p>	
<b>AGM16/11</b>	<b>Chief Executive’s Review of 2015/16 and Forward View of 2016/17</b>	
	<p>DL was delighted to announce that following a re-inspection by the CQC in the Spring of 2016, the Trust had recently been advised verbally by the CQC that the Trust’s previous rating of “Requires Improvement” will be upgraded to a rating of “Good”. The actual CQC report will be published shortly and DL took the opportunity to thank all the Trust’s staff for this tremendous achievement.</p> <p>DL presented on the Trust’s highlights for 2015/16 and how it had been a transitional year. He also reported that 2016/17 is seeing an increasing focus on implementing Trust strategy, which had been devised throughout 2015/16. The Strategy focuses on three themes of</p> <ul style="list-style-type: none"> <li>• Health and Wellbeing</li> <li>• Self-Managed Care</li> <li>• Coordinated Care</li> </ul> <p>and each is underpinned by five “drivers” of:</p> <ul style="list-style-type: none"> <li>* Right Systems and Processes</li> <li>* Right Technology</li> <li>* Right Estate</li> <li>* Effective Teams</li> <li>* Locality Working</li> </ul> <p>DL also reported that the Trust will be delivering its strategy in a demanding and challenging environment for healthcare, on account of financial constraints and various demographic factors, such as the increase in prevalence of people with one or more long term conditions. However, community services will have a significant role to play going forward and will need to be responsive.</p>	

<b>AGM16/12</b>	<b>Questions and Comments from the Floor</b>	
	There were no questions or observations from the floor.	
<b>AGM16/13</b>	<b>HCT Choir</b>	
	<p>The HCT Choir, which has only been together for a few months, performed two songs, "I Know Him So Well" and "Space Oddity".</p> <p>The Choir, under conductor Kay Ratcliffe, received a standing ovation for their performance.</p>	
<b>AGM16/14</b>	<b>Chair's Concluding Remarks</b>	
	The Chair concluded the evening's events by thanking everyone for attending.	
<b>AGM16/15</b>	<b>2017 Annual General Meeting</b>	
	Thursday 28th September 2017 (Time and venue to be advised).	