

ANNUAL MEMBERS' MEETING 2016

MINUTES of meeting held at 1600 hours on Tuesday 11 October 2016 at

Liverpool Women's Hospital, Crown Street, Liverpool L8 7SS

Attendance:

Mr Robert Clarke	Chair
Mr Phil Huggon	Non-Executive Director
Mr Ian Knight	Non-Executive Director
Mr Colin Reid	Trust Secretary
Mrs Dianne Brown	Director of Nursing and Midwifery
Mrs Vanessa Harris	Director of Finance
Mr Andrew Loughney	Medical Director
Mrs Michelle Turner	Director of Human Resources & Marketing
Ms Katherine Wright	Head of Communications
Ms Sacha Keating	Executive Assistant
Mr Jeff Johnston	Director of Operations
Mrs Sheila Gwynn-Adams	Public Governor (South Liverpool)
Ms Pat Speed	Public Governor (Sefton)
Ms Elizabeth Williams	Public Governor (North Liverpool)
Mr Adrian O'Hara	Public Governor (North Liverpool)
Mr Adel Soltan	Staff Governor (Doctors)
Mr John Foley	Staff Governor (Admin)
Mrs Mary McDonald	Appointed Governor (Community/voluntary/orgs)
Reverend Cynthia Dowdle	Appointed Governor (Community/voluntary groups)
Dr Ana Alfirevic	Appointed Governor (University of Liverpool)
Mr Richard Roberts	Public Governor (South Liverpool)
Mr Mark Walker	Public Governor (rest of England & Wales)
Ms Terri Ann Green	Public Governor (Central Liverpool)
Mr Sadd Al-Shukri	Public Governor (Central Liverpool)
Mrs Shelley Ralph	Public Governor (Central Liverpool)
Ms Sarah Carroll	Public Governor (Central Liverpool)
Mrs Sheila Phillips	Public Governor (Knowsley)
Councillor Helen Casstles	Appointed Governor (Liverpool City Council)
Ms Sharon Owens	Staff Governor (Nurses)
Natalie O'Hara	Member

Additional to the above members (all Staff and Governors are members of the Trust) five members/member of the public were also present at the meeting.

Apologies:

Mrs Kathryn Thomson	Chief Executive
Dr Raphaela Kane	Appointed Governor (Liverpool John Moore's University)
Mr Ian Haythornthwaite	Non-Executive Director
Mrs Gail Mannion	Staff Governor (Scientists, AHPs & Technicians)
Mr Geoffrey Tattersall	Public Governor (rest of England & Wales)
Ms Carole McBride	Public Governor (Sefton)
Mrs Pauline Kennedy	Staff Governor (Midwives)
Mr David Astley	Non-Executive Director
Ms Jo Moore	Non-Executive Director

1. Welcome and Introduction

The Chair welcomed all those attending the Trust's Annual Members Meeting and briefed on the running order of the meeting. The Chair advised that the presentations that form the agenda items will be available on the trust website following the meeting.

The Chair advised that he had received apologies from Kathy Thompson who is unable to attend the meeting. He advised that the meeting gives the Trust the opportunity to tell the membership and the public about what has happened over the financial last year and that this would be provided by the Executive team and that the Director of Finance would provide an explanation of the financial position.

The Chair advised that as part of the presentation, The Medical Director would explain the Trust's Clinical Case for Change which was the driver for the Trust's future generations plan. This would be followed by a presentation from Sheila Gwynn-Adams the Lead Governor at the trust who would talk to you about the work of the Council.

The Chair advised that a presentation from one of the Trust's Public Governors, Adrian O'Hara will be provided on being a dad using our services and as a governor and this will be followed by an open question and answer session.

The Chair welcomed Andrew Loughney who had been appointed Medical Director of the Trust in April 2016 and thanked Jo Topping the interim Medical Director for all her hard work and support to the Board over the period of her tenure. Referring to the Non-Executive Directors appointments The Chair advised that these would be reported by the Lead Governor later in the meeting.

The Chair ran through some key highlights that had happened in 2015/16 and in particular thanked the Staff who had always remained firmly focused on providing safe and excellent healthcare, delivered in a friendly and caring environment.

Referring to the future the Chair reported that the Trust's clinicians working together to develop the Clinical Case for Change for Future Generations. He advised that the Trust were now working closely with colleagues in Liverpool – both commissioners of services and other hospitals – as part of the Healthy Liverpool Programme to plan the delivery of services for the future and advised that this would be explained further later in the meeting. The Chair thanked the many of the members and the public who participated in Summer of Listening and in the CCG's pre-consultation stage. He advised that all views were listened to on what was valued most about Liverpool Women's and where the Trust could be even better in future. This contribution would help shape the Trust's services for future generations.

The Chair thanked the staff, governors, volunteers and members who continue to

support the trust's services and who had helped him in his first 8 months as Chair.

2. Minutes of meeting 2015

The Minutes of the meeting held on 10 October 2015 were accepted as a record of the meeting.

3. The Trust's achievements and plans – Executive Team

The Chair introduced this part of the meeting and referred to the Trust's Annual Report and Accounts 2015/16 that includes the Trust's achievements over the financial year in terms of quality, safety, performance against national and local indicators and workforce, together with the financial performance. He advised that each of the executive team would present to the meeting.

What happened in 2015/16

The Executive team presented the review of the year highlighting the key areas of quality and safety, services and workforce.

Financial Performance in 2015/16 and forecast 2016/17

The Director of Finance detailed key financial headlines that had impacted on the Trust over the past year advising that there had been some financially tough challenges for the Trust that had resulted in a deficit. She explained that even though a deficit had been delivered the Trust had achieved the deficit control total agreed with NHS Improvement.

The Director of Finance explained the costs of the Trust and referred in particular that the most significant cost was staff which accounted for 56% of the overall cost base. Second to staffing cost was the amount of premium the trust was required to pay to insure the provision clinical services. The Director of Finance referred to the continued capital investment programme that was required to continue to support the clinical services whilst on the Crown Street site, referring in particular to Information Technology including Electronic Patient Records, Medical equipment, Build projects on the LWH site such as the Midwifery Led Unit and Emergency Room refurbishments and the continued maintenance of the building.

The Director of Finance advised that for 2016/17 the Trust would continue to operate in a difficult financial landscape and was planning a financial deficit of £7m. This included a 2% efficiency savings which the Trust was required to make. The Director of Finance advised that this level of deficit required financial support from the Department of Health in the form of loans which had been applied for and drawdown from the Department. She explained that the Trust was currently on target to meet the planned deficit for 2016/17 and that detailed financial plans for 2017/18 and 2018/19 were being developed alongside the 5 year sustainability and transformational plans.

Future Generations – Clinical case for change

The Medical Director ran a video on why women's and newborns' services needed to change. He advised that the needs of patients had changed since the hospital opened

more than 20 years ago, explaining that: over a fifth of women giving birth at the hospital are now over the age of 35; women with complex health problems were now also able to have babies; gynaecological cancers were increasing and more complex surgery taking place; and babies that wouldn't have survived 20 years ago were now being cared for in the neonatal unit.

The Medical Director went on to say that there were now new ways of caring for patients and higher national standards need to be achieved and in some cases these standards currently not being met and need to be and these include: Core Standards for Intensive Care Units, published by the Faculty of Intensive Care Medicine; Space in the Neonatal Unit - Health Building Note 09-03: Neonatal unit, published by the Department of Health; Guidelines for the Provision of Anaesthetic Services (GPAS), published by the Royal College of Anaesthetists; and Toolkit for high-quality neonatal services (principle 6), published by the Department of Health.

Referring to the public engagement during the summer, the Medical director advised that more than 2,900 people responded to a survey asking for their views on the case for change; 72% said they supported the case for change, while 19% were unsure and 9% did not agree. Responses to the survey showed that the most important factors for the review to consider in developing options for the future were patient safety and quality of services and patients having a good experience of care.

The Medical Director advised that it was important that the Review of Women's and Neonatal Services run its course and consider all of the potential options for the future, noting that a public consultation would take place so people could have their say before any decision was made.

The Chair thanked the Executive Team for their presentation on the key achievements in 2015/16 and the future direction of the Trust and asked the Lead Governor to present the Membership Report.

4. Membership report: Elections and appointments

Sheila Gwynn Adams - Lead Governor

The Lead Governor reported on the current membership of the trust and the activities undertaken by the Governors over the last financial year, in particular highlighting the work of the governors in attending events organised by the Trust and some external events. She explained the work of the Governor Patient experience and Membership Engagement Committee; which now has greater focus on reviewing patient's experience at the Hospital.

Referring to the election of Governors, the Lead Governor advised that there were four elections that took place in 2017. All four had been filled as uncontested seats and welcomed the new Governors: Richard Roberts to the public seat of South Liverpool; Mark Walker to the public seat of Rest of England & Wales; Adel Soltan to the staff seat for Doctor; and Pauline Kennedy to the staff seat for Midwives. The Lead Governor thanked: Geoffrey Tattersall, public seat Rest of England and Wales

Gillian Walker, staff seat for Midwives whose term of office would end at the end of the meeting.

The Lead Governor explained that one of the roles of the Council of Governors was to appoint the Chair and Non-Executive Directors through its Nominations Committee. The Committee recommended the following appointments which were approved by the Council: Robert Clarke was appointed Chair from 1 March 2016; David Astley, Jo Moore, Phil Huggon and Ian Knight were appointed Non-Executive Directors from 1 April 2016; and Dr Susan Milner was appointed a Non-Executive Director from 1 June 2016. The Lead Governor thanked the retiring Chair and Non-Executive Directors who's the term of office came to an end in 2015/16.

The Lead Governor thanked the members for their support of the Trust over the last financial year and introduced Adrian O'Hara, Public Governor, who would be presenting his own personal experience of Liverpool Women's Maternity and Neonatal service as a dad, public governor and research scientist.

5. Guest speaker – Adrian O'Hara, Public Governor, personal experience of Liverpool Women's Maternity and Neonatal service

Adrian O'Hara shared his personal and emotional experiences when using the maternity and neonatal services at the Hospital. He explained the premature births of his sons (twins), James on 12 February 2014 and Matthew on 15 February 2014 and the sad death of James the day following his birth. Matthew was placed in NICU and spent 5 months on the unit receiving care including a hernia repair at Alder Hey. Adrian explained that Matthews journey was part of the Miracle babies Channel 5 programme which followed his journey during his time in NICU. Adrian gave an account of the birth of his third child Alice, who was born at the hospital, the pregnancy having gone the full term.

Explaining why he became a Governor, Adrian advised that it gave him the opportunity to give something back to the hospital and help shape the future needs of the hospital. He recognised that having experienced personally the services provided by the hospital he was able to understand why there was a need for change. He went on to explain that NICU was an incredible place that provides so much important care to babies and well as parents and felt that in order to continue to provide the level of service a new unit was important for the wellbeing of babies in the future. Adrian ended his presentation by saying that it was the staff that makes the Women's what it is.

The Chair thanked Adrian O'Hara for his presentation and his acknowledgement of the work of the staff at the Hospital.

6. Annual Members' Meeting Q&A

The Chair opened the meeting for any question that members may have. Non being forthcoming the Chair closed the meeting.