

ANNUAL MEMBERS' MEETING 2020

MINUTES of meeting held virtually at 1530 hours on Thursday 8 October 2020

1. Welcome and Introduction

The Chair welcomed all those attending the Trust's Annual Members Meeting, noting that it was quorate and briefed on the running order of the meeting. It was highlighted that owing to the on-going Covid-19 pandemic, it had been required to hold the meeting virtually. It was noted that the Annual Report for 2019/2020 would be presented and that it had been a challenging year for the Trust as with many other NHS organisations with credit to all teams at the Trust for providing safe and excellent care.

2. Minutes of meeting 2019

The Minutes of the meeting held on 3 October 2019 were accepted as a record of the meeting.

3. Review of the Year 2019/20 – Kathryn Thomson, Chief Executive

The Chief Executive noted that 2019/20 had been a challenging year for Liverpool Women's but as always, the Trust's staff had remained firmly focused on providing safe and excellent healthcare, delivered in a friendly and caring environment.

The Chief Executive continued to detail key highlights from the year with attention drawn to the following items:

- Celebrated our 25th anniversary since moving to the current Liverpool Women's Hospital in 1995. Whilst celebrations have been limited during 2020, it was a significant milestone which had seen approximately 250,000 babies being born over the last 25 years.
- Continued work on the redevelopment of the neonatal unit which would see the unit providing much needed additional space to keep our most vulnerable babies safe.
- Launched the new Nursing, Midwifery, and AHP Strategy 2020-25 which has the 'WE CARE' strapline at its heart and running through the objectives within the strategy.

It was reported that Operational Performance in 2019/20 was challenging but improving from previous year. Developments during 2019/20 were underpinned by good financial performance. The CQC Inspection in December 2019/January 2020 resulted in the Trust retaining a 'good' outcome. The end of 2019/20 saw the beginning of the Covid-19 pandemic. This had created significant disruption and uncertainty and the Trust had needed to be flexible and agile

4. Financial Performance 2019/20 & 2020/21 Forecast

The Director of Finance detailed key financial highlights from 2019/20 noting that the Trust met its plan by breaking even (£272k surplus).

The Trust continued its capital investment programme and in 2018/19 spending £18m on:

- Information Technology – including Global Digital Exemplar Fast Follower & WiFi - (£3.5m)
- Medical equipment - including patient monitors and neonatal ventilators - (£2.7m)
- Neonatal redevelopment Project (asset completed) – (£11.2m)
- Maintenance of the Hospital Site and other small build projects - (£0.7m)

The Director of Finance reported that the Trust continued to operate in a difficult financial landscape and that there had been changes to the financial regime as part of the response to the Covid-19 pandemic.

5. Quality Performance 2019/20 – Andrew Loughney, Medical Director

It was explained that there was no Quality Report included within the 2019/20 Annual Report due to the Covid-19 pandemic. The Trust would publish this document ahead of newly established 15 December 2020 deadline.

Updates were provided against the Trust's key quality priorities:

- Reduce Harm
- Reduce Mortality
- Provide the best patient experience

The Medical Director continued to outline the Trust's newly developed 2020-25 Clinical and Quality Strategy. It was stated that the Trust had developed a set of ambitions aligned to its aims, which set the long-term direction for our organisation; creating the momentum and mind-set it needed to become outstanding in everything the Trust did. These ambitions would help create an environment where the Trust was constantly reaching for excellence and where continuous improvement in quality was always at the top of the agenda.

6. Covid-19 – Trust Response – Gary Price, Chief Operating Officer

The Chief Operating Officer noted that towards the end of 2019/20 services were impacted by the Covid-19 pandemic – this had continued into 2020/21. Robust governance and business continuity processes had been enacted and the Trust had adopted an Infection Prevention and Control led approach. Attempts were being made to maintain services and reporting wherever possible. Lesson learning and reflection had been built into Trust processes.

7. Membership & the Council of Governors – Kate Hindle, Lead Governor

The Lead Governor briefed the meeting on engagement with the membership and members of the public and detailed the work of the governors during 2019/20 noting that in addition to the four formal Council meetings, they had contributed to the three sub groups: Quality and Patient Experience; Financial and Performance; and Communications and Membership. The work of each of the sub-groups can be found in the Annual Report.

The Lead Governor advised on the six Governor seats that had been up for election during the year. Two were uncontested, one had been contested and there remained two vacancies; one public seat (North Liverpool) and one staff seat (Nursing). The following governors were welcomed:

- Yaroslav ZHUKOVSKYY to the public seat of Sefton
- Kiran JILANI to the staff seat – Doctors
- Peter NORRIS to the public seat of Central Liverpool
- Carol DARBY-DARTON to the public seat of Central Liverpool

The Lead Governor thanked those Governors who had left their posts:

- Isaac Olaitan Okeya – Public (Central Liverpool)
- Sarah Carroll – Public (Central Liverpool)

- Adrian O'Hara – Public (North Liverpool)
- Pat Speed – Public (Sefton)
- Gillian Walker – Staff (Nurses)

A thank you was also noted for Janice Mayer who resigned as a public governor (South Liverpool) during the year.

8. Future Generations – Andrew Loughney, Medical Director and Jenny Hannon, Director of Finance

The Medical Director and Director of Finance provided a verbal update on the Trust's Future Generations Strategy noting of the continued requirement for change. The Director of Finance outlined the work that the Trust was undertaking to keep patients safe on the Crown Street site, including capital investment and partnership working. The Medical Director outlined both the immediate and long-term future plans.

9. Annual Members' Meeting Q&A

A question and answer session took place.

1. With the rate of Covid-19 infections increasing, how was the Trust responding?

Answered by the Medical Director

- Action in place to keep patients safe, both by responding to Covid-19 and maintaining business as usual
- Restricting access to the site
- Plans in place to aid partner organisations

2. What action was being taken to support the workforce?

Answered by the Director of HR and Workforce

- Measures in place to support staff outlined
- Engaging with staff on their needs
- Thankful of support from the community

3. Availability of PPE

Answered by the Medical Director

- Provisions had been in a good place throughout the pandemic.

4. Was the Trust planning a financial deficit?

Answered by the Director of Finance

- Trust had a breakeven plan in place for 2020/21 but the second half of the year would be challenging.

Meeting closed 4pm

In attendance	
Robert Clarke	Trust Chair
Kathryn Thomson	CEO
Mark Grimshaw	Trust Secretary
Mary McDonald	Appointed Governor
Evie Jeffries	Public Governor
Jenny Hannon	Director of Finance
Gary Price	Chief Operating Officer
Jackie Sudworth	Public Governor
Kate Hindle	Lead Governor
Adel Soltan	Staff
Lesley Mahmood	Public
Cynthia Dowdle	Public
Andrew Loughney	Medical Director
Phillip Huggon	Non-Executive Director
Colin Reid	Public
Tracy Ellery	Non-Executive Director
Jan Preece	Public
Michelle Turner	Director of HR and Workforce
Matt Connor	CIO
Andrew Duggan	Head of Communications
Adrian O'Hara	Public Governor
Saal Al Shukri	Public
Louise Hope	Assistant Trust Secretary
Anne Gorski	Public
Ian Knight	Non-Executive Director
Michelle Corrigan	Public (Insight Programme)
Natella Zukhbaya	Public
Sue Milner	Non-Executive Director
Tony Okotie	Non-Executive Director
Yaroslav Zhukovskyy	Public Governor
Trish Hardy	Appointed Governor
Allan Hawksey	Risk and Patient Safety Manager
Marie Clare Smith	Public
D Cordon	Public