

UNIVERSITY HOSPITALS COVENTRY AND WARWICKSHIRE NHS TRUST

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE UNIVERSITY HOSPITALS
COVENTRY AND WARWICKSHIRE NHS TRUST BOARD HELD ON
WEDNESDAY 31 JULY 2013 AT 5.00PM, IN THE CLINICAL SCIENCES BUILDING AT
UHCW, CLIFFORD BRIDGE ROAD, COVENTRY**

AGENDA ITEM	DISCUSSION	ACTION
AGM 13/001 PRESENT	Mr I Crich, Chief HR Officer (IC) Mr A Hardy, Chief Executive Officer (AH) Mrs G Nolan, Chief Finance Officer/Deputy Chief Executive Officer (GN) Mrs M Pandit, Chief Medical Officer (MP) Mr N Stokes, Acting Chair (NS) Ms S Tubb, Senior Independent Director (ST) Professor P Winstanley, Non-Executive Director (PW)	
AGM 13/002 IN ATTENDANCE	Miss Alex Johnson, Executive Assistant (AJ) Ms Vanessa McDonagh, Tissue Viability Clinical Nurse Specialist (VM)	
AGM 13/003 APOLOGIES	Mr D Eltringham, Chief Operating Officer (DE) Mr M Patel, Interim Director of Corporate Affairs (MPa) Professor M Radford, Chief Nursing Officer (MR) Mr T Robinson, Non-Executive Director (TR)	
AGM 13/004 MINUTES OF AGM – 25th JULY 2012	The minutes of the AGM held on 25 th July 2012 were approved.	
AGM 13/005 WELCOME AND LOOK BACK OVER THE YEAR 2012/2013	<p>NS welcomed members of the public to the Annual General Meeting of the Trust and stated that in the last year, UHCW had met most performance targets and continued to provide the level of patient care and service that we aspire to.</p> <p>NS thanked Mr Paul Sabapathy, Mr Tim Sawdon (Non-Executive Directors) and Mr Philip Townshend (Chairman) who all stood down from their roles in May 2013. Recruitment for new Non-Executive Directors and Chair is ongoing. NS will continue as Acting Chairman until a Chair is recruited, after which NS will stand down.</p> <p>AH thanked partner organisations for attending the AGM and stated that he looked forward to continued close working with them.</p> <p>AH summarised the agenda for the evening and delivered an overview of the Trust achievements in the last 12 months.</p> <ul style="list-style-type: none"> ○ UHCW has met all financial targets and has treated more patients than ever before. ○ Acuity and age of patients is increasing. ○ UHCW has achieved all metrics, apart from one, which is the 4 hour target. ○ UHCW has completed important work on its overall Strategy and in light of the Francis Report, will be reviewing and reporting back on recommendations. ○ UHCW is leading the field in radiology and diagnostics and is in the top three major trauma service providers. ○ UHCW is increasingly working with other Trusts in order to create/develop the hub and spoke model, including George Eliot Hospital NHS Trust, South Warwickshire NHS Foundation Trust and Worcestershire Acute Hospitals NHS Trust 	

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AGM 13/005 WELCOME AND LOOK BACK OVER THE YEAR 2012/2013	<ul style="list-style-type: none"> ○ As part of UHCW organisational development, new objectives have been identified which place focus not just on <i>what</i> individuals do, but <i>how</i> they do it. ○ UHCW is continuing its work as a research based healthcare organisation and our partnerships with the Academic Health Sciences Network, Coventry University and the University of Warwick will contribute to our success in this area. 	
AGM 13/006 SUMMARY OF FINANCIAL ACCOUNTS 2012/2013	<p>GN provided an overview of the analysis of the Trust's revenue and operating expenditure and highlighted the following:</p> <ul style="list-style-type: none"> ○ The last 12 months have been challenging as expected, but successful nonetheless. ○ Savings have been made by placing a focus on changing/improving how we procure goods and services. GN thanked all staff who had contributed. ○ GN confirmed that UHCW met all statutory financial obligations for the year 2012/13. ○ GN confirmed that our financial accounts are externally audited. ○ GN confirmed the key challenges for the year 2013/2014 are as below, and that achieving these objectives would be key to success in our application for Foundation Trust: <ul style="list-style-type: none"> - Achieve a surplus of £2.5m. - Deliver a national savings target of at least 4%. - Improve Trust's liquidity position. 	
AGM 13/007 SUMMARY OF THE QUALITY ACCOUNT 2012/2013	<p>MP gave an overview of the Quality Account:</p> <ul style="list-style-type: none"> ○ Explained what the Quality Account is. ○ Updated the AGM on status of priorities for the year 2012/2013. ○ Summarised the priorities for 2013/2014: <ul style="list-style-type: none"> - Reducing harm because of falls. - Hospital discharge. - Patient feedback. 	
AGM 13/008 ELIMINATING PRESSURE ULCERS – 100 DAYS FREE	<p>A presentation was given by VM (Tissue Viability Clinical Nurse Specialist) on the work completed on elimination of pressure ulcers at UHCW. Vanessa explained how this was achieved, the challenges that UHCW faced and the results/learnings.</p>	
AGM 13/009 QUESTIONS FROM THE PUBLIC	<ul style="list-style-type: none"> ○ A question was asked on how we respond when a patient is admitted from another care provider with a pressure ulcer. Vanessa McDonagh responded stating that pressure ulcers are identified in ED and the appropriate care plan is put in place. UHCW has a target to reduce the number of pressure ulcers coming in from the community. AH stated that UHCW is part of a wider health system and is working with partners to ensure that community care continues to improve. ○ It was asked if UHCW can give assurance that once the 25 day target for response to complaints has been exceeded, that it does not become a low priority. In response, AH stated the 25 day target was previously a national target but was found to be too challenging. However UHCW felt this target still appropriate and is the target we continue to work to. In 	

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<p>AGM 13/009 QUESTIONS FROM THE PUBLIC</p>	<p>2012/2013, UHCW achieved this target in 75% of cases but recognise there is room for improvement. UHCW is currently at 90% for this year to date. AH gave reassurance that UHCW does not treat complaints as low priority once the target has been exceeded. On rare occasions, UHCW may take longer than the target, however this is primarily due to the complex nature of some complaints, and UHCW must investigate fully.</p> <ul style="list-style-type: none"> ○ In response to a question on Foundation Trust status, AH stated that UHCW is in discussion with the NHS Trust Development Authority to work towards a date of June 2015 and added that this item is on our Public Trust Board agenda every month. ○ In response to a question relating to wards being unused and the future implications of this, AH stated that every ward and bay area at UHCW is used 100% of the time. Bed occupancy is at 98% and research tells us that hospitals are at their most effective when bed occupancy is at 85%. UHCW needs to consider how to use our state of the art facility most effectively and work with partners to ensure that care is available to those who really need it. ○ In response to a question on access to the UHCW site and healthy travel, AH acknowledged that this is an issue and added that UHCW had a planning application turned down in May 2013. UHCW has increased areas where bicycles can be locked up we have liaised with the police in order to reduce theft. UHCW has introduced electric car charging facilities and more drop kerbs to improve access. AH reiterated that healthy travel and access are important issues we see them as part of our corporate responsibility. ○ In response to a question on how UHCW is preparing for winter 2013/14, AH acknowledged this is a challenge and added that the last week of July 2013 saw more A&E attendances than ever before. AH stated that UHCW is working with partners to manage the increases in order to come to a cross-community solution. ○ In response to a question on nurse staffing levels and the pressure nurses are under, AH gave assurance that nursing levels are safe and adequate and the processes are in place to ensure that nurses are located in the areas they are needed. AH acknowledged that nurses do have a difficult job but that a range of mechanisms are in place to listen to their views. 							
<p>AGM 13/010 APPROVAL OF MINUTES</p>	<p>These minutes are approved subject to any amendments agreed at the next Annual General meeting.</p> <table border="1" data-bbox="429 1628 1082 2000"> <tr> <td data-bbox="429 1628 576 1765">SIGNED</td> <td data-bbox="576 1628 1082 1765">.....</td> </tr> <tr> <td data-bbox="429 1765 576 1868"></td> <td data-bbox="576 1765 1082 1868">CHAIRMAN</td> </tr> <tr> <td data-bbox="429 1868 576 2000">DATE</td> <td data-bbox="576 1868 1082 2000">.....</td> </tr> </table>	SIGNED		CHAIRMAN	DATE	
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