

**ANNUAL MEMBERS' MEETING**  
**18 July 2017, St Nicholas Hospital, 4.00pm**  
**DRAFT MINUTES**

**Present:**

Alexis Cleveland	Chair (Acting)
John Lawlor	Chief Executive
Margaret Adams	Public Governor
Les Boobis	Non-Executive Director
Anne Carlile	Carer Governor
Lisa Crichton Jones	Executive Director of Workforce and OD
James Duncan	Deputy Chief Executive and Executive Director of Finance
Grahame Ellis	Staff Governor (Non-Clinical)
Fiona Grant	Lead Governor
Miriam Harte	Non-Executive Director
Cath Hepburn	Public Governor
Claire Keys	Staff Governor (Clinical)
Rajesh Nadkarni	Executive Medical Director
Gary O'Hare	Executive Director of Nursing and Operations
Austin O'Malley	Public Governor
Denise Porter	Community and Voluntary Sector Governor
Lisa Quinn	Executive Director of Commissioning and Quality Assurance
Bill Scott	Public Governor
Peter Studd	Non-Executive Director
Cameron Waddell	External Auditor Mazars
Bob Waddell	Staff Governor (Non-Clinical)

**In attendance:**

Trust members'	136 Staff & Public members
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**Apologies:**

Martin Cocker	Non-Executive Director
Ruth Thompson	Non-Executive Director
Colin Browne	Carer Governor

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1/17</b>	<p><b>Chair's Introduction</b></p> <p>Alexis Cleveland, Acting Chair opened the meeting and welcomed all attendees to the Trusts Annual Members' Meeting.</p>	
<b>2/17</b>	<p><b>Minutes of the Annual Members' Meeting 28 July 2016</b></p> <p>Bob Waddell raised that his attendance had not been recorded on the meeting minutes of the 28 July 2016.</p> <p>The minutes, as amended, were accepted as a true and accurate record of the meeting and were subsequently signed by Alexis Cleveland, Acting Chair.</p>	

<p><b>3/17</b></p>	<p><b>Chief Executive's Report 2016/17</b></p> <p>John Lawlor, Chief Executive spoke to a presentation to highlight some of the Trust's achievements during 2016/17.</p> <p>John referred to the Trust's annual magazine and provided a brief overview in relation to:</p> <ul style="list-style-type: none"> <li>• The Shine Charity.</li> <li>• 10 Years since NTW was formed.</li> <li>• Campaigns to tackle stigma.</li> <li>• The recovery college, RECOCO.</li> <li>• Opening of Cleadon ward.</li> <li>• Handbags for homeless women.</li> <li>• Guide to positive practice in Mental Health.</li> </ul> <p>John spoke in detail regarding the CQC inspection and new Trust strategy. In relation to the CQC inspection, it was explained that a detailed process was undertaken to inspect the Trust and provide the outstanding rating.</p> <p>John explained that the new strategy sets out the strategic ambitions of the Trust and had been developed in consultation with service users, carers and staff.</p> <p>John gave a special thank you to the volunteers of the Trust and more specifically to Christine Lopez who is retiring after 30 years of service.</p> <p>John explained that he had now been Chief Executive of NTW for 3 years and that they had been the best years of his career.</p>	
<p><b>4/17</b></p>	<p><b>A Governor's story</b></p> <p>Anne Carlile, Carer Governor, delivered a presentation on her experience as a governor in the Trust. Anne shared her professional experience including work in the third sector and personal experience of caring for someone with a mental health illness. Anne explained she was passionate about completing work that will really make a difference and is proud to be a governor of NTW.</p>	
<p><b>5/17</b></p>	<p><b>Annual Report 2016/17</b></p> <p>Alexis Cleveland formally presented the Trust's Annual Report for 2016/17 and informed attendees that copies were available at the meeting or via the Trust's website. It was resolved that the Trust's members received Northumberland, Tyne and Wear NHS Foundation Trust's Annual Report 2016/17.</p>	
<p><b>6/17</b></p>	<p><b>Financial Report and Annual Accounts 2016/17</b></p> <p>James Duncan spoke to a presentation that detailed the Trust's financial report and annual accounts for 2016/17. James provided detail in relation to the Foundation Trust ratings that are measured by Monitor. These included:</p> <ul style="list-style-type: none"> <li>• Capital</li> <li>• Liquidity</li> <li>• Income and Expenditure margin</li> </ul>	

	<ul style="list-style-type: none"> <li>• Variance</li> <li>• Agency spend.</li> </ul> <p>James further explained in detail the STP funding that the Trust had received and the change in land and building due to the Trust changing the valuer.</p> <p>James confirmed that the Trust had financially delivered to plan and presented the financial strategy for 2017/18.</p>	
<b>7/17</b>	<p><b>External Audit – Management Letter</b></p> <p>Cameron Waddell, Mazars, spoke to the enclosed external audit management letter.</p> <p>Cameron informed attendees that an audit had been completed on the annual accounts and annual report which were found to be accurate and of a high quality.</p> <p>It was explained that the audit completed on the Trust’s quality report involved testing performance indicators. All indicators were found to support that the Trust’s underlying systems are sound.</p> <p>It was confirmed that the Trust audits were very positive and quality had been sustained.</p>	
<b>8/17</b>	<p><b>Questions from the Public</b></p> <p>A question was raised in relation to the Trust continuing to invest in Northumberland Recovery College, a peer support college that is currently looking for accommodation.</p>	
<b>9/17</b>	<p><b>Meeting Close</b></p> <p>Alexis Cleveland formally thanked the attendees and stall holders for attending the meeting.</p> <p>There being no further business, the meeting was formally closed.</p>	