

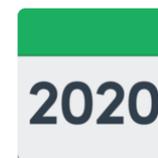


## Council of Governors and Members

# Annual Members' Meeting & Annual General Meeting (AMM & AGM)



Easy Read record of the meeting on



at



virtual meeting via Microsoft Teams



In addition to the Trust Chair, and Non-Executive Director, David Walker, the following Governors were present:

Chris Roberts (Lead Governor)

Patient: Service Users Carers

Hasanen Al-Taiar

Staff: Specialised Services

Angela Conlan

Staff: Community Services

Maureen Cundell

Staff: Older People

Gordon Davenport

Staff: Children and Young People

Victoria Drew

Staff: Corporate Services

Benjamin Glass

Patient: Service Users Buckinghamshire and other counties

Mike Hobbs

Public: Oxfordshire

Alan Jones

Patient: Service Users Carers

Madeleine Radburn

Public: Oxfordshire

Myrddin Roberts

Patient: Service Users Carers

Hannah-Louise Toomey

Public Oxfordshire

In attendance:

**External Audit –Grant Thornton UK LLP:**

Laurelin Griffiths External Audit –Engagement Lead ,Grant Thornton

**Oxford health NHS FT –Board members:**

Nick Broughton Chief Executive

John Allison Non Executive Director

Marie Crofts Chief Nurse

Bernard Galton Non-Executive Director

Mark Hancock Medical Director

Chris Hurst Non Executive Director

Mike McEnaney Director of Finance

Debbie Richards Executive Managing Director for Mental Health and Learning Disability  
and Autism

Ben Riley Executive Managing Director for Primary and Community Services.

Kerry Rogers Director of Corporate Affairs and Company Secretary.

Martyn Ward Director of Strategy and Chief information officer.

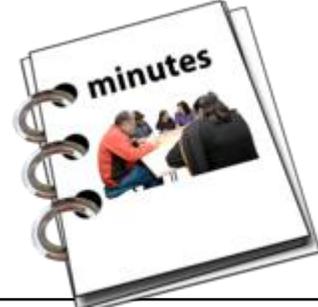
Presenters and other staff  
from Oxford Health NHS FT

Tehmeena Ajmal	Service Director
Andrea Cipriani	Associate Director of Research and Development.
John Geddes	Director of Research and Development
Cathy Henshall	Head of research Delivery
Lorcan O'Neil	Director of Communications and Engagement
Emily Nolan	Senior Communications and Engagement Manager
John Pimm	Clinical & Professional Lead Psychological Therapies Pathway and Head of IAPT for Buckinghamshire
Jo Ryder	Clinical & Professional Lead Psychological Therapies Pathway and Head of IAPT for Oxfordshire
Hannah Smith	Assistant Trust Secretary
Victoria Taylor	Communications and Engagement Manager
Emma Topham	Speech and Language Therapist

Presenters and other staff  
from Oxford Health NHS FT

Bill Tiplady	Associate Director of Psychological Therapies
Katariina Valkeinen	Senior Communications and Engagement Manager
Surangi Weerawarnakula	Corporate and Claims Officer
Susan Wall	Corporate Governance Officer
Bill Wells	Head of Research and Development

	<p><b>1. Introduction and welcome</b> The Chair welcomed everyone to the Trust's first Virtual Annual Members meeting and Annual General meeting.</p>	
	<p><b>Apologies for absence from Governors</b> Apologies had been received from the following Governors: Allan Johnson, Dr Tina Kenny, Angela Macpherson, Mary Malone, Paul Miller, Neil Oastler, Cllr Lawrie Stratford, and Sula Wiltshire.</p>	
	<p><b>Absent:</b> Gillian Evans, Tom Hayes, Louis Headley, Reinhard Kowalski, Davina Logan, Richard Mandunya, Andrea McCubbin, Jacky McKenna, Abdul Okoro, Chelsea Urch and Soo Yeo.</p>	
	<p>Apologies had been received from the following members of the Board of Directors: Tim Boylin, Sue Dopson, Aroop Mozumder and Lucy Weston.</p>	

 <p>Sorry, I cannot come to the AGM</p>	<p><b>Apologies</b> had been received from the following members of the <b>Board of Directors</b>: Tim Boylin, Sue Dopson, Aroop Mozumder and Lucy Weston.</p>	
	<p><b>Declarations of interest</b></p> <p>No interests were declared pertinent to matters on the agenda.</p>	
	<p><b>Minutes of the 2019 AMM/AGM</b></p> <p>The Minutes of the AMM/AGM were approved as an accurate record of the meeting.</p>	



## Summary of the year including presentation of the Trust Annual Report 2019/20

The Trust Chair thanked all staff and volunteers who had worked throughout the pandemic.

He talked about themes from the past 12 months:

- the long promised mental health funding;
- collaborative working towards an integration of healthcare services.
- He raised awareness of diversity and equality.
- He gave thanks to Stuart Bell, the out-going Chief Executive Officer for his work at the Trust.
- He welcomed Dr Nick Broughton, the incoming Chief Executive Officer (**CEO**) to his first AGM and AMM at the Trust.



The Chief Executive Officer spoke about changes in the members of the Board .

- He said that Ros Alstead, Director of Nursing & Clinical Standards had retired ;
- and Dominic Hardisty, Chief Operating Officer had left the Trust..
- He Thanks to Stuart Bell for all his work during his 8 years at the Trust.



The Chief operating officer welcomed the following people to the Trust's board.

- Marie Crofts, Chief Nurse;
- Debbie Richards, Executive Managing Director for Mental Health and LD&A Services;
- Ben Riley, Executive Managing Director for Primary and Community Services.



The Chief Operating Officer presented the Annual report 2019/20. He talked about:

- Workforce
- Service development
- Funding
- Collaborative working



The Chief Operating Officer said that workforce was the Trust's biggest challenge and told the meeting about some of the challenges.:

- The cost of living is thought to influence if staff stay with the Trust.
- The Trust has supported staff to Train as Health care professionals.
- The well being of staff is very important to the Trust. The Trust have invested in a support programme for staff.
- He said he wanted the Trust to be an inclusive place to work .
- He thanked all the staff, governors and volunteers



Hospital



## Service Development

The Chief operating officer told the meeting about the following service developments.

- The new Forensic provider collaborative in Thames Valley.
- The new provider collaborative for Inpatient Child and adolescent mental Health services.
- The new provider collaborative for eating disorders.

These new provider collaboratives allow providers to work together and offer better services to people.

During the Covid the trust has offered many appointments over a computer instead of in person.

During Covid 93% of people said they would recommend receiving healthcare from the trust



The Care quality Commission inspection had received a good rating.. The Care Quality Commission suggested that the becoming an Outstanding Trust should be possible for the Trust .



There has been progress made in getting more funding for Mental Health Services .

A plan is in place to make the best use of this new funding.



The Trust will work with commissioners to make sure Mental Health services have the right funding to maintain services.

In the Future services will be provided through the Buckinghamshire, Oxfordshire and Berkshire West Integrated care system. Funding for the Integrated Care System will need to maintain existing services.



The Trust needs to prepare itself for the new Integrated care systems which will :

- Make best use of funding by purchasing services for a larger population.
- Help services across the area to work together more effectively..

The Trust also values working with the universities on research and it will continue to do this. The Oxford Science partnership will continue.



The Annual report was presented,

Questions will be taken after the Annual Accounts and External Auditor reports have also been presented.

**The meeting received the Annual Report for 2019/2020**



## The Annual Accounts 2019/2020.

The Director of Finance presented the annual accounts.

The accounts this year have been prepared differently due to Covid 19. The Trust has followed the guidelines the Government has given for Trusts presenting their accounts this year.



The Trust had a surplus of 1.1 million.

If taken from the deficit the overall position would be £2.7 million.

This is better than the £2.8 million deficit plan for the year.



There had been substantial increase in income in the year for example the increase in Mental Health Funding. There have been an increase in the costs during the year

The overall impact for Financial Year 2020 was a £6.1 million surplus compared the £0.5 million deficit in FY19.

There has been an increase in the money we have to pay back to the Government for money they have loaned us in the past for building projects for example

The underlying performance of the trust was a £2.9 million deficit.



The Finance Director said that the value of the Trusts total assets (Buildings Land etc) had decreased from £158.8 million IN 2019 TO £152.3 million 2020.

The money the Trust recieves has increased from £24.1 million in 2019 to £38.1 million in 2020. This is mainly due to:

- money for the provider collaboratives.
- changes in funding due to COVID.



**On** the key financial indicators of

- Agency spend
- Cost improvement plans

The Trust spends much more on agency staff than the level NHS England suggests.

The Trust had planned to reduce it's costs by £7.6 million this year. This year the Trust only managed to save £6.5 million



The Finance director talked about what might happen in the next year and highlighted the following points.

- Working to contracts is on hold due to COVID.
- There are special arrangements in place to recover the costs of COVID.
- In the next year there will be an increase in funding for mental health.
- There will be increased focus on the new financial arrangements for the new Integrated care system.
- The Trust has enough money in the bank to run it's services.
- The Trust hopes to spend only the money it receives next year.to run it's services.



The meeting received the Annual Accounts for 2019-2020.



The Auditors are from Grant Thornton a company outside the Trust.

The Auditors check the Annual Report and the Annual Accounts 2019/2020.

Lauelin Griffiths from Grant Thornton ,The Trusts Auditors presented the report.

She explained the scope of the audit of:

- The financial statements.
- The value for money conclusion.

The Quality Report was not audited this year due to COVID-19.



The Auditors said that they had not found any problems when they looked at the financial accounts.



The auditor explained that in carrying out the Value for Money checks the Auditors checked if the trust had :

- Had money coming into the trust to fund its services.
- Is the Trust using its resources properly.
- Is the Trust thinking about the long term.

A significant risk was found if the Trust is not able to make the £7.5 million savings it plans to make in the second half of the year.

The impact of the savings plan and COVID -19 had been fed into the Trusts forward planning.



The meeting received the Auditors Report on the Annual Report and Annual Accounts 2019/2020.



Charities



Charities



Questions on the Annual Report ,Annual Accounts and Auditors Report.

Question: Mike Hobbs Governor asked: Having read the recent story in the Health service Journal, he asked:

- How likely was it that Oxford Health would merge with an acute Trust?
- How was the Trust going to continue to work with charitable organisations whose funding maybe affected by COVID-19?

Answer: The Chief Executive Officer said there was no plans to merge with an acute trust. He also said that it made sense to work together with the acute trusts. The Chief Executive explained that the Trust worked in partnership with several charitable organisations. He said he hoped that these partnerships would help these organisations continue their work. He also said that the Trust were looking for new ways to support these organisations.



Staffing and Agency use:

Question: What is the Trust doing to address staffing issues and high use of agency workers?

Answer: The Chief Executive Officer replied that the trust had created new roles that helped health care assistants to become associate nurses, if they wished, across all services in the Trust. The Trust is also looking at senior roles for Allied Health Professionals.



Question: What is the Trust doing to work towards having more Black, Asian and Ethnic minority staff working in senior leadership roles?



Answer:

The Chief executive officer said that the Trust was committed to:

- Making the Trust a great place to work.
- Working to make sure all staff feel valued.
- Continuing to work on the Trusts cultural change programme.

The Trust Chair added:

- The Trust board should reflect the cultural make up of the area the Trust serves.
- He also highlighted that there needs to be more people from different backgrounds applying for Senior roles, to enable change to happen.

Question:

What is the Trust doing about the increase in risk of contracting COVID among the Black, Asian and ethnic minority population?



Answer:

Risk assessments are being completed for all staff to make sure everyone is safe in the work place. Where there are concerns a different workplace will be offered. Dr Ben Riley is leading this work.



Question:

What is the Trust doing about the over representation of Black, Asian and Ethnic Minority staff being sent to a disciplinary panel?

Answer:

Work is ongoing by The Director of Human Resources and The Head of Inclusion to address this. This is discussed regularly at staff side meetings.



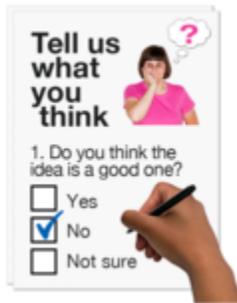
## Green issues

**Question:** How is the Trust supporting green Issues within the Trust?

**Answer:** There is a Group in the Trust looking at sustainability issues, not relating to finances. This group has looked at:

- Introduction of low energy light bulbs.
- Reducing the number of documents printed.
- Putting electric charging points into car parks on trust sites.
- Incentives for staff in the purchase of electric cars

A reduction in the carbon footprint has been achieved with remote working during the pandemic. The Director of Estates and Facilities is leading on work to reduce the Trusts Carbon foot print.



### Digital Consultation

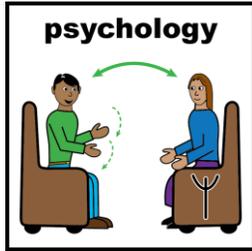
**Question:** Someone asked how the Trust was assessing the effectiveness of appointments on computers/Tablets during the pandemic?

**Answer:** The Chief Executive Officer said that the Trust could not assume that this type of appointment works for everyone. He also said that Oxford University and other partners were working together to gather feedback about what patients think about these appointments.



### Presentations;

The following presentations were made to the meeting.



## **Presentations:**

- Mental Health-Talking Therapies and our wider population.  
Bill Tiplady, Associate Director of Psychological Therapies and members of his Team.

## **Question:**

How would the Trust reduce the number of people waiting for psychological services?

## **Answer:**

The Trust is looking at a range of options to make the best use of the resources it has in these services to reduce waiting times.

## **Question:**

How is the trust supporting staff to seek help for their Mental Health when they need to?



**Answer:**

There is a national plan for Mental Health support for staff. This will make sure that staff can get the support they need from a confidential service. The aim is to encourage staff to seek support for their Mental Health when they need it.

Staff are being encouraged to look after their wellbeing.

Staff are being encouraged to use their annual leave.

The effect of stress and wellbeing is being talked about in Team meetings.

Managers are making sure staff take time out.



**Community Services-Children , adults and future.**

Tehmeena Ajmal, Service Director and team

There were no questions about the community services presentation.



**Research** – achievements, increasing patient and staff participation – Prof. John Geddes, Director of Research and Development and team

**Question:**

- How is the Trust encouraging it's own staff to work in research?

**Answer**

The Chief Operating Officer said it was important that a plan was developed to give staff the chance to become involved in research.

- How were patients to be informed about research projects?

**Answer:**

The Chief operating officer said that the opt out system would give patients the chance to be involved in research and help to improve healthcare.

	There were no more questions	
 <p>The image shows a woman in a grey shirt and dark pants standing and saying "thank you" to a group of three people in business attire. Below them, a man in a suit is shaking hands with another person.</p>	<p><b>Final Thoughts:</b> The Trust Chair:</p> <ul style="list-style-type: none"> <li>• Thanked all the presenters.</li> <li>• Thanked the Director of communications and his team.</li> <li>• He said the Trust need to work to be more sustainable in the future.</li> <li>• He said the Board of Oxford Health needs to reflect the ethnicity and diversity of the people it serves.</li> <li>• He said that everyone needs to work together to be more effective in delivering healthcare.</li> </ul>	
 <p>The image shows three people sitting at a table. A speech bubble above them asks "Any other business?".</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	



Meeting Closed at 7.50pm