

**Oxford Health NHS Foundation Trust**

**Council of Governors and Members**

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

**Minutes of the Meeting on 20 September 2023 at 18:00**  
**Fison Barn, The Earth Trust, Little Wittenham, Oxfordshire, OX14**  
**4QZ**

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

Evin Abrishami	Staff: Mental Health Services Oxfordshire, BaNES, Swindon & Wilts
Jonathan Cole	Patient: Service Users Oxfordshire
John Collins	Patient: Carers
Kate England	Patient: Carers
Benjamin Glass	Patient: Service Users Buckinghamshire and other Counties
Ekenna Hutchinson	Staff: Oxfordshire, Banes, Swindon & Wiltshire Mental Health Services
Christiana Kolade	Public: Buckinghamshire
Carolyn Mason	Oxford Brookes University
Andrea McCubbin	Buckinghamshire Mind
Petr Neckar	Staff: Specialised Services
Vicki Power	Staff: Community Health Services Oxfordshire
Emma Short	Staff: Specialised Services
Jodie Summers	Staff: Community Health Services Oxfordshire
Fiona Symington	Public: Oxfordshire

In attendance:

***Oxford Health NHS FT - Board members:***

Grant Macdonald	Interim Chief Executive Officer
Amélie Bages	Executive Director of Strategy & Partnerships
David Clark	Non-Executive Director
Marie Crofts	Chief Nurse
Geraldine Cumberbatch	Non-Executive Director
Charmaine De Souza	Chief People Officer
Chris Hurst	Non-Executive Director
Karl Marlowe	Chief Medical Officer

Ben Riley	Executive Managing Director for Primary, Community and Dental Care
Kerry Rogers	Director of Corporate Affairs & Company Secretary
Philip Rutnam	Non-Executive Director
Heather Smith	Chief Finance Officer
Rick Trainor	Non-Executive Director
Lucy Weston	Non-Executive Director
Andrea Young	Non-Executive Director

**Presenters and other staff – from Oxford Health NHS FT:**

Brian Aveyard	Risk, Assurance and Compliance Manager
Emily Buckle	People Promise Manager
Ben Cahill	Deputy Director of Corporate Affairs
Martin Crabtree	Communications Manager
Nicola Gill	Executive Project Officer (minutes)
Emma Leaver	Service Director
Tina Malhotra	Clinical Director
Daniel Maughan	Consultant Psychiatrist
Pete McGrane	Clinical Director
Emily Nolan	Senior Communications and Engagement Manager
Julie Pink	Head of Charity and Involvement
Jo Preston	Physiotherapist
Hannah Smith	Assistant Trust Secretary
Victoria Taylor	Communications and Engagement Manager
John Upham	Sustainability Manager

1.	Introduction and Welcome	Actions
a	<p>The Chair welcomed all those present to the meeting of the Trust's AMM and AGM for 2022/23 and thanked the Council of Governors for allowing him to continue in post as Chair; it was a privilege to be part of leading a tremendous group of people. There were two purposes for the evening: accountability of the Trust's expenditure of public money in providing health services; and celebration of activities within the Trust.</p> <p><b>Apologies for absence</b></p>	
b	<p>Apologies had been received from the following Governors: Martyn Bradshaw, Mike Hobbs, Julien FitzGerald, Sri Sabapathy, Graham Shelton, Carl Jackson, Anna Gardner, and Ben McCay.</p> <p>Apologies had been received from the following members of the Board of Directors: Mohinder Sawhney (Non-Executive Director).</p> <p><b>Declarations of interest</b></p>	
c	<p>No interests were declared pertinent to matters on the agenda.</p> <p><b>Minutes of the 2022 AMM/AGM</b></p>	

d	<p>The meeting received the minutes of the AMM/AGM 2022 and noted that these would be considered approved if no comments or suggested updates were received.</p>	
e	<p>The Chair highlighted the following successes from the past year as Chair of the Trust:</p> <ul style="list-style-type: none"> <li>• the opening of Community Hubs in Banbury, Oxford and Abingdon which will help the Trust’s interface with the public and allow easier access to our services;</li> <li>• taking part regularly in the Exceptional People Awards;</li> <li>• the new Psychiatric and Intensive Care Unit for young people due to open shortly on the Warneford site. This will be named the Meadow Unit;</li> <li>• recognised the Chief Executive Officer (CEO) change in personnel and how gratifying it had been how little disruption there had been with the change of CEO and paid tribute to the job that Grant Macdonald had done; and</li> <li>• he paid tribute to Mike Hobbs, Lead Governor who was stepping down and welcomed Anna Gardner who would be taking on the role of Lead Governor.</li> </ul>	
<b>2.</b>	<b>Chief Executive’s Summary</b>	
a	<p>The Chief Executive Officer (CEO) welcomed all those present and noted that he had recently received an email from Pheonix Ward whose patient representative group Pheonix Rising had invited him to speak with them. He met with approx. 7 patients from this male acute ward along with approx. 4 staff and valued the challenging questions and engagement. As well as being concerned about their care they were concerned about the people who provide their care. They asked him what his job was to which he responded to set the conditions and ensure staff are ok so they can provide care for their patients.</p>	
b	<p>The CEO thanked the staff of Oxford Health on behalf of the board, noting the past year had been the year we were supposed to start emerging from a global pandemic but due to being subject to a national cyber-attack staff were prevented from doing so as actively as the Trust would like. He felt it was important to acknowledge how crucial this was as staff’s attention and resource had been diverted, however there had been positives which were described in the Annual Report.</p>	
c	<p>The CEO spoke about a particular difficulty arising from COVID, which was timely access to our services, particularly for young people and families. The Trust needed to think about what it does as it is its duty to see people promptly and give them the effective care that is required. He noted that one area that can seem less pertinent at this time is the development of knowledge and new ways of working but now more than ever our collaboration with Oxford Brookes and the University of Oxford are crucial to try and work out how we can do things more effectively, what research can we do, how can we understand problems</p>	

	<p>so people can be seen promptly. He highlighted the award last year to the Biomedical Research Centre (BRC) of £35m to investigate such work.</p> <p>d The CEO thanked the governors for their support.</p> <p>e He concluded by acknowledging the work of the Trust's Charity and volunteers.</p>	
<p><b>3.</b></p> <p>a</p> <p>b</p>	<p><b>Staff Presentations</b></p> <p>The meeting received three presentations reporting on service developments that had been taking place during the year on:</p> <ul style="list-style-type: none"> <li>• Early Intervention in psychosis services – which provides a county-wide service to patients aged 14-35 who have experienced a first episode of psychosis or are at risk of developing a psychosis. The team provide care to patients who are presenting with first episode or psychotic symptoms that have not previously been by mental health services and are considered to be at high risk of developing psychosis i.e., drug-induced symptoms or having attenuated symptoms. Clients are generally on the caseload of the team for a period of three years in accordance with national recommendations. The presentation was given by Dr Daniel Maughan, Consultant Psychiatrist; and Anne Dupre, Team Manager.</li> <li>• Out of hospital care – a specialist county wide community-based neuro physiotherapy service. Working with adults with long-term/progressive neurological conditions e.g., Parkinson's Disease, Multiple Sclerosis, Spinal Cord Injuries and in a variety of settings including patients' homes; gyms; clinics; groups and outdoors. The presentation was given by Jo Preston, Specialist Physiotherapist; Jane Stockley, Service Administrator; and Emily Buckle, Clinical Lead Physiotherapist; and</li> <li>• Sustainability and our Greener NHS agenda – providing an annual review of the Trust's Green Plan and the NHS carbon reduction targets of a) by 2040 we will reduce the emissions we control to net zero; and b) by 2045 we will reduce the emissions we can influence to net zero. The presentation was given by John Upham, Sustainability Manager.</li> </ul> <p><b>Questions on the presentations</b></p> <p>Questions arising from the presentation of Early Intervention in psychosis services were: (i) in line with the national guidelines for monitoring outcomes of the services how was the data collection going and what did the outcome data looked like; (ii) regarding the treatment pathway, thinking about relationship with GPs and physical health checks and wellbeing services etc. how much does partnerships play a part in this. Daniel Maughan, Consultant Psychiatrist noted that the Carenotes crisis had impacted on their ability to monitor outcomes but</p>	

	<p>the outcome data they have is good and make good improvements on a range of recovery focused outcomes. The data has shown they have reduced admissions and improved clinical outcomes. The move from Carenotes to RiO had been difficult. Regarding partnership working, Daniel Maughan acknowledged they frequently work with the GPs with physical health being the best example of partnership working.</p> <p>c Questions arising from the presentation on Out of hospital care were: (i) did the team have any idea why these sorts of conditions were increasing. Emily Buckle, Clinical Lead Physiotherapist commented that there was more research undertaken which helped with patients receiving an earlier diagnosis.</p> <p>d Questions arising from the Sustainability and our Greener agenda presentation were: (i) Low Traffic Neighbourhoods (LTNs) causing issues for the Community teams; (ii) how staff are funding the use of their electricity whilst working from home; and (iii) what did he think needed doing to change the narrative and to change the focus to look at effective use of medicines and supply chain. The CEO acknowledged question (i) and (ii) from the Staff Governor group and noted a response would be provided following the meeting. John Upham responded regarding the LTNs noting that a meeting had taken place the previous day with all partners which had been positive and was currently going through a consultation process during which any concerns from our teams will be expressed.</p>	
<p><b>4.</b></p>	<p><b>Presentation of Annual Accounts 2022/23 (FY23)</b></p> <p>a The Chief Finance Officer presented the Annual Accounts for the year ending 31 March 2023 which had been prepared on a going concern basis and in line with directions given by NHS England and HM Treasury. The Annual Accounts had been audited by the Trust's External Auditor whose report would be presented to the AMM &amp; AGM at the next item.</p> <p>b The Chief Finance Officer spoke about Oxford Health in Numbers explaining this was a new public document intended to provide an annual summary of the Trust's key facts and figures relating to operational and financial performance.</p> <p>c In relation to financial outturn for 2022/23 she noted the operating income was £608m, £58m higher than last year; adjusted operating deficit of £2.1m, £6.6m lower than last year but £4.1m better than planned; and expecting a balanced outturn in 23/24.</p> <p>d In relation to our balance sheet in March 2023 she noted assets were £211m, £61m higher than last year primarily due to revaluation; capital spend was £12.2m, compared to £10.8m last year largely due to an increase in cash expenditure against capital projects of which £7m Meadow Unit PICU. Offset by depreciation; liabilities £157m, £33m higher than last year primarily as all leases were now recorded under</p>	

<p>e</p> <p>f</p>	<p>new accounting standards; and cash position was £75m compared to £90m last year, decrease largely due to capital expenditure. This position is one of the strongest cash positions in the area.</p> <p>The Chief Finance Officer concluded that the Trust was in a sustainable place financially.</p> <p><b>The meeting received the Annual Accounts for 2022/23.</b></p>	
<p><b>5.</b></p> <p>a</p> <p>b</p>	<p><b>Auditor’s Report on Annual Report and Annual Accounts 2022/23</b></p> <p>The Chief Finance Officer presented the External Auditor’s conclusions and noted they had given us a good and clean bill of health. They had been complimentary about the culture and skills of the senior leadership team. The Governors asked if the auditors had identified any areas for improvement relating to the auditing process. The Auditors reported back that their 3 areas for improvement were: speed to provide evidence in some areas, tracing numbers through to the financial statements, and valuation of assets.</p> <p><b>The meeting received the Auditor’s Report on the Annual Report and Annual Accounts 2022/23.</b></p>	
<p><b>6.</b></p> <p>a</p> <p>b</p>	<p><b>Final reflections</b></p> <p>The Deputy Director of Affairs read out a question received earlier in the day. They noted the increase in management numbers and costs, 15% was one example given in a recent board paper, in addition to the set up of the local integrated care board for Buckinghamshire, Oxfordshire and Berkshire West. The question asked what impact these changes were having on direct patient services and the recruitment and retention of staff.</p> <p>The CEO responded noting that staff side had asked the same question to him recently. Between 2018 to present the Trust had increased its medical workforce by 30% and its nursing workforce by a similar number. He acknowledged there had been an increase in managers roles as there had been in other roles. The evidence base internationally was clear that good health care systems have a good range of managers. He felt it had increased proportionately and did not feel the Trust was overmanaged. He noted the importance of the competence of the people we had and how prepared they were to do the job regardless of their role.</p>	
<p><b>7.</b></p> <p>a</p>	<p><b>Any Other Business</b></p> <p>None.</p>	
<p><b>8.</b></p>	<p><b>There being no further business the Trust Chair declared the meeting closed at 19:44</b></p>	