

UNCONFIRMED MINUTES OF THE ANNUAL MEMBERS' MEETING  
24 July 2019

1.	<b>Attendance</b>	
	Mr Dominic Dodd	Chair, board and council of governors
	<p><b>Other attendees included:</b></p> <p><b>Patient governors</b>  Peter Atkin  Linda Davies  Judy Dewinter  Sneha Bedi  David Myers  Samuel Alexander Collins  Neil Wolstenholme</p> <p><b>Public governors</b>  Anthony Isaacs  Richard Stock  Jude Bayly  Paul Ciclitira  Esther Samuels  Victor Hoffbrand  Emma Cox</p> <p><b>Staff governors</b>  Banwari Agarwal  Nicholas Macartney  Marva Sammy  George Verghese  Tony Wolff  Bimbi Fernando</p> <p><b>Appointed governors</b>    Hans Stauss  Peter Zinkin  William Wyatt-Lowe  Ian Bretman</p> <p><b>Non-executive directors</b>  Mary Basterfield  Doris Olulode  Wanda Goldwag  Akta Raja  Tony Schapira</p>	

James Tugenhat  
Chris Ham

**Also in attendance**

Caroline Clarke – Group chief executive  
Chris Streater – Group medical director  
Deborah Sanders – Group chief nurse  
Peter Ridley – Group chief finance and compliance officer  
Emma Kearney – Chief communications officer  
David Grantham – Chief people officer  
Kate Slemeck – Chief executive, Royal Free Hospital

120 members of the trust also attended the meeting.

**2. Welcome and lead governor update**

Ms Dewinter, Lead and elected patient governor, welcomed those present to the meeting and highlighted the following points:

- Over the past twelve months two governors had stepped down and one governor, representing Barnet Clinical Commissioning Group had joined the Council. The average age of governors is 58 and 30% are from Black Asian and Minority Ethnic (BAME) communities. Membership has risen by 7% and is now over 31,000.
- Over the past year local members' councils have been developed to promote engagement with local communities; these are held at each of the three hospitals and in the future will involve local health watch, GPs and patient groups
- Medicine for Members' events are regularly held, and following feedback patients and carers now take an active role and present their views on services; topics covered were clinical practice groups at the Royal Free Hospital; the Starlight Neonatal ward at Barnet Hospital and a review of the new hospital at Chase Farm
- A key role of governors is to hold the non-executives to account; this is done by observing non-executive directors, sitting on board committees and holding informal meetings with a guest non-executive director before each Council of Governors meeting
- The nominations committee, which is the only committee of the council is responsible for the appraisals of non-executive directors (and the chair) and also appoints and re-appoints non-executive directors. This year two new non-executive directors Ms Doris Olulode and Sir Chris Ham were appointed to the board. Ms Mary Basterfield, non-executive director, was appointed to be Vice chair and Senior Independent Director.

	<p>Finally, Ms Dewinter encouraged members to look out for the forthcoming governor elections and drew attention to the film regarding the work of the Council now on the Trust's website. Ms Dewinter also encouraged members and the public to communicate with the council of governors through their dedicated email address – <a href="mailto:rf.governors@nhs.net">rf.governors@nhs.net</a></p>
3.	<p><b>Chair's introduction</b></p> <p>Mr Dodd, chair, thanked the Council of Governors for all their work and in particular thanked Ms Frances Blunden, Deputy Lead Governor who is standing down at the end of September. The Chair also noted the sad death of Mr Arthur Brill and sent condolences on behalf of the Trust to Arthur's family.</p> <p>Mr Dodd congratulated Judy Dewinter on being appointed Chair of the Trustees of the Royal Free Charity. Mr Dodd noted that not only does the charity support major projects such as the construction of the Pears Building, it also provided 35,000 massages to patients, carers and staff in the last year as well as managing 850 volunteers across our three hospital sites. Mr Dodd thanked all the volunteers for the very valuable work that they do.</p> <p>Mr Dodd also thanked the outgoing Group Chief Executive, Sir David Sloman for the nine years that he had been chief executive and welcomed Caroline Clarke who has been Deputy Chief Executive and Chief Financial Officer at the trust for the past five years.</p> <p>The chair asked the meeting to approve the minutes of the 2017/18 Annual Members Meeting which were endorsed by those present.</p>
4.	<p><b>Vision, progress and plans</b></p> <p>Ms Clarke, group chief executive stated that the work of the hospital over time is changing. The local population has grown and the trust is now serving 1.4 million and the diversity of the population has also grown. People are living longer, but years spent in poor health are growing as a proportion of a life span. At least half of the population served has one lifestyle related condition; with approximately 200,000 suffering from diabetes. Services are responding to the changes in the population.</p> <p>Ms Clarke stated that in 2018/19 the RFL had 10,000 staff members, 630 doctors in training, the trust completed its 2,000 liver transplant, there were 7,827 live births and 737 patients had been recruited into the genome study and 5,562 patients recruited onto clinical trials.</p> <p>Research is important to the Royal Free London. Ms Clarke welcomed members of the senior clinical and research departments to outline their work:</p> <p>Professor Anthony Schapira spoke on "reversing the brain drain" giving an overview of treatment for patients with Parkinson's' and other neurological conditions</p> <p>Professor Derralynn detailed "cancer services at the Royal Free London"</p> <p>Professor Alison Rodgers gave a presentation on the "Partner Study" which showcased developments in treatments for HIV patients</p> <p>Dr John Connolly on "Clinical Pathways" looking at more efficient and patient centred ways of delivering services.</p>

5	<p><b>Annual report &amp; accounts 2018/19</b></p> <p>The group chief finance and compliance officer, Peter Ridley, presented the annual report and accounts for 2018/19, highlighting the following points:</p> <ul style="list-style-type: none"> <li>• The trust spent £81m on capital projects of which i£29.6m was spent on Chase Farm Hospital</li> <li>• The trust receives its income from clinical commissioning groups and from NHS England for specialist services; in 2018/19 income received was £885.6m</li> <li>• The deficit in 2018/19 was £67.1m; which was £1.3m more than the deficit agreed with our regulator</li> <li>• The trust received an unqualified audit opinion on its statutory accounts.</li> </ul> <p><b>The group chief finance and compliance officer commended the 2018/19 accounts to the members and public, which were duly received.</b></p>
5	<p><b>Questions &amp; answers</b></p> <p>The chair invited questions from the audience, as follows:</p> <p>“What was the cause of the deficit and how will you reduce it?”</p> <p>“Waiting times for services at Edgware Hospital are long, can this be improved? There are some services at Edgware Hospital but not all, why is that?”</p> <p>“What are you doing following the CQC inspection to improve services?”</p> <p>“It’s difficult to get to Chase Farm Hospital from Camden; are all operations moving there?”</p> <p>“North Middlesex A&amp;E is open all the time; but Chase Farm Urgent Care Service shuts at 9 pm; why is that?”</p> <p>“Patient transport services has a new contractor; what will that mean for me?”</p> <p>“The eligibility criteria for patient transport services has changed to be the same across North Central London; how do I appeal a decision?”</p> <p>“Is social care involved in making decisions on patient pathways?”</p> <p>The questions were answered by the panel, including contributions from the group medical director and the chief nurse.</p>
6	<p><b>Closing remarks</b></p> <p>The chair thanked the board, governors and members for attending the meeting and hoped that they had found it interesting and informative.</p>

Agreed as a correct record

Signature .....Date      16 September 2020

**Dominic Dodd, chairman**