



THE 28TH ANNUAL GENERAL MEETING OF THE BOARD OF TRUSTEES OF LINDSEY LODGE HOSPICE

Minutes of the Meeting Held 24th July 2018

Present: Andrew Horwich (Chair), Alan Bell, Karen Dunderdale (Vice-Chair), Michael Boughton, Paul Clark, Gordon Leitch, Ian Pepperdine, Pat Webster, Andrew Wignall, , Dr Lucy Adcock, Kate Conway, Karen Griffiths (Chief Executive), Jane Lacey Hatton, Mike Rocke

In Attendance: Steph Smith - Meetings Clerk, Sandra Marshall - representing Townsend's Chartered Accountants.

	<p>The Chair welcomed the members of the public who were attending the meeting.</p> <p>Copies of the agenda, the Quality Account, and the Chief Executive's Annual Report were available to members of the public attending.</p>	<p>ACTION POINTS</p>
1	<p>Apologies - Maureen Georgiou, Angela Lidgard, Pete Wisher</p>	
2	<p>Minutes of the 27th Annual General Meeting The minutes of the meeting of 18th July 2017 were reviewed and formally adopted by the Board, subject to an amendment in the list of persons present.</p>	
3	<p>Chief Executive's Annual Report 2017-18 KG (tabled at the meeting) The Chief Executive presented the 2017/2018 Annual Report, noting that it had been 2 years since her appointment and the second published Annual Review. She reported on the high standard of care which the hospice is delivering, changing patient needs and the commitment to continue to provide and develop services free of charge to patients. Generation of income was a responsibility and a significant challenge and development of the business development team had been undertaken to support this. It had been a busy year during which two new directors and four new trustees had been appointed. The Medical team had been strengthened by the appointment of a specialty doctor. The kitchen had undergone a £70k refurbishment and had received a 5* hygiene rating. A new sub-committee of the Board had been created to oversee IT and IG. New shops had been opened. The Chief Executive spoke of the overwhelming support which the hospice had received from donors and sponsors to refurbish all the patient rooms in the In Patient Unit. The report included the strategic direction for 2018-19 which included development of day care service and service expansion - e.g. to non-cancer patients. Finally the Chief Executive thanked the trustees, staff, volunteers, partners and sponsors for their support and added that the report will be shared with partners. The report will be available on the website and be used to support future discussions with our health and business partners. Trustees accepted the report and noted its future use.</p>	

4	<p><u>2017-2018 Annual Quality Account Dr LA</u> (circulated prior to meeting) Dr Lucy Adcock, Medical Director, presented the Quality Account booklet which had been circulated prior to the meeting. It was presented in three sections, Introduction and Strategy, Identified Priorities for 2018-19 and a Review of Quality and Performance.</p> <p>Our Vision Mission and Values were stated in Part One and the six areas of focus in the Strategy (In-Patient Unit, Service Expansion, Environment, Day-Care, Partnership Working and Delivering Outstanding Care). The Quality Report now brings together all our activity and quality data that provides evidence of the quality of care afforded to our patients and families.</p> <p>It was highlighted that the development of the well-being centre from the traditional day care service would bring about future care changes to the organisation as we continue to meet the changing needs of our patients and carers. The third section on quality and performance furnished analysis of data for all our services. It was noted that in future years the Quality Account will be prepared and submitted to the Board of Trustees at an earlier date in order that it can be finalised in time to meet the deadline of 30th June for uploading to NHS Choices Website.</p> <p>Karen Dunderdale reported that the report had been presented at the Quality Assurance meeting last week and she recommended it to the Board.</p> <p>Mike Rocke observed that this document is a key marker for enabling the organisation to move from ‘good’ to ‘outstanding’.</p> <p>The document will be used to support discussions with our health partners and a plan was to develop to meet all GP surgeries over coming months. It was also recommended the report be shared with the North Lincolnshire Overview and Scrutiny panel.</p> <p>Action- Maureen Georgiou/Lucy Adcock/Karen Griffiths</p>	MG/LA/KG
5	<p><u>Presentation of Annual Accounts - Townsends Chartered Accountants</u> (circulated prior to meeting)</p> <p>The Chair welcomed Sandra Marshall to the meeting and Sandra presented the annual accounts. She explained that the layout of the document was largely stipulated by the Charities Commission and she went on to offer an overview of restricted and unrestricted funds. Total income was £2,939, 365. She asked the meeting to note a number of factors which distorted the income figures somewhat (e.g. some of the income from the IPU refurbishment having been received in the previous year, grant income now including income from the pharmacy recharges from the previous year. Expenditure overall had risen by £664,000 mostly due to staffing costs following the appointment of new clinical and non-clinical personnel. It was important to note a deficit budget had been planned due to increased spending required on the infrastructure to support the quality and income generation challenges. The refurbishments had increased the tangible assets of the hospice. A modest increase in investments had reduced the deficit slightly and the final deficit was £223,656, and less than had been budgeted. Sandra stated that when viewed against UK benchmarking, Lindsey Lodge Hospice fits well within expected levels of income and that it was to be noted that the balance sheet was strong. Mike Rocke commented that he felt that due to planned expenditure and development it would be 2 years before equilibrium was reached and some assets would need to be liquidated to pay for land purchase.</p> <p>Andrew Wignall complemented the Management Accounts team and Townsends for coping well in spite of the long term absence of the Finance Manager, and enabling the financial audit to be undertaken smoothly. He thanked Sandra Marshall.</p>	

6	<p><u>Retirement and Appointment of Trustees - Andrew Wignall</u> Andrew Horwich had reached the end of his term of office and wished to stand for re-election. Karen Dunderdale was retiring due to her future out of area employment. Gordon Leitch was retiring Paul Clarke was retiring Angela Lidgard had reached the end of her term of office and wished to stand for re-election. Michael Boughton was retiring. Andrew Horwich thanked all the retiring trustees for their support.</p>	
7	<p><u>Nomination of Auditors - Andrew Horwich</u> Andrew Horwich nominated Townsends as auditors. Andrew Wignall seconded and the motion was carried unanimously.</p>	
8	<p><u>Questions from the Public</u> A member of the public asked whether the reserve was too high. Mike Roche responded that the balance between having reserves and using money was an important one. He confirmed that the reserve is being used to improve patient care and a re-alignment will be seen in the next two years.</p>	
9	<p><u>AOB</u> The Chair thanked everyone for attending and closed the meeting at 1645 hours.</p>	