

**Draft Minutes of: Annual Members Meeting**  
**Date/Time of meeting: 26<sup>th</sup> October 2022 at 5pm**

<b>Title / Department</b>	<b>Name</b>	<b>Initials</b>
Chair	Kathy Doran	KD
Non-Executive Director	Elkan Abrahamson	EA
Non-Executive Director	Geoff Broadhead	GB
Non-Executive Director	Terry Jones	TJ
Chief Executive	Liz Bishop	LB
Director of Workforce & OD	Jayne Shaw	JS
Medical Director	Sheena Khanduri	SK
Chief Nurse	Julie Gray	JG
Director of Finance	James Thomson	JT
Chief Information Officer	Sarah Barr	SB
Director of Strategy	Tom Pharaoh	TP
Public Governor	Anne Olsson	AO
Public Governor	Andrew Waller	AW
Public Governor	Caroline Pelham-Lane	CPL
Public Governor	Keith Lewis	KL
Public Governor	John Roberts	JR
Public Governor	Vincent Olsson	VO
Public Governor	Jane Wilkinson	JW
Public Governor	Miles Mandelson	MM
Staff Governor	Abhishek Mahajan	AM
Staff Governor	Myfanwy Borland	MB
Staff Governor	Laura Jane Brown	LJB
Appointed Governor	Mahmoud Elfar	ME
Appointed Governor	Nancy Whittaker	NW
<b>Title</b>	<b>Name</b>	
Corporate Governance & Governor Engagement Officer	Anne Mason	
Interim Associate Director of Corporate Governance	Paul Buckingham	
Corporate Governance Manager	Skye Thomson	
Associate Director of Communications	Emer Scott	
6 Members of the Public		
Representative from External Auditors Ernst & Young	Hassan Rohimun	

<b>Standard Business</b>	
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>The Chair gave a warm welcome to everyone who attended the Trusts Annual Members Meeting and introductions were made by all. The Chair explained that the meeting was being held both in person and virtually; and provided an overview of the running order of the meeting.</p>

	Meeting Programme	
2	<p><b>Chairs Update</b></p> <p>The Chair provided the following highlights of the year April 2021 – March 2022 and advised that the Annual Accounts and Reports, together with the presentation slides and Minutes of the meeting will be available on the Trust’s website:</p> <ul style="list-style-type: none"> <li>• The last year was an exceptionally busy time for the Trust with the ongoing challenges of the Covid-19 pandemic combined with an increase in the numbers of patients being treated, which are higher than pre-pandemic levels.</li> <li>• Having settled into the new flagship hospital, Clatterbridge Cancer Centre Liverpool, which opened in June 2020, the need to restrict access to visitors and members of the public through 2021/22 continued, making a busy time even more challenging for the inpatient teams.</li> <li>• The Trust delivered a number of important projects, including the opening of the Aseptic Pharmacy Unit at Clatterbridge Cancer Centre Liverpool and the transfer of the Haemato-Oncology service at Aintree University Hospital to the Liverpool site, from Liverpool University Hospital NHS Foundation Trust.</li> <li>• Collaboration continues to be a top priority and as host for Cheshire and Merseyside Cancer Alliance, the Trust is a pivotal part of this partnership which demonstrates tremendous leadership and operational oversight into the restoration of cancer services.</li> <li>• Working in collaboration with Cheshire and Merseyside acute and specialist trust provider collaborative. In addition to the Trust’s role in the Cancer Alliance, the Trust assumed an important leadership role for the regional Community Diagnostic Centre programme and the wider diagnostic programme for the partnership.</li> <li>• The Chair thanked all the committed workforce, Governors and Members who contribute to making The Clatterbridge Cancer Centre a place of excellence for all patients and their families, which would not have been achieved without their support or the support of the volunteers who have worked hard to provide practical support to patients at critical times when they were unable to receive visitors.</li> <li>• The Trust looks forward to 2022/23 with the hope that the grip of Covid-19 loosens, and that the programme of work, including service developments across the Trust, working closely with our neighbours at the new Royal Liverpool University Hospital and the redevelopment of Clatterbridge Cancer Centre Wirral continues to progress.</li> </ul>	
3	<p><b>Lead Governor Update</b></p> <p>The Lead Governor gave the following highlights from the Council of Governors, who work closely with the Trust Board and various committees to make sure the services are meeting the needs of the Foundation Trust Members, patients, and local community:</p> <ul style="list-style-type: none"> <li>• The Lead Governor provided an overview of the current status of the Governors having 29 in total comprising of 15 Public Governors, who are elected by Members in their constituencies, 8 Appointed Governors from local partner organisations and 6 Staff Governors, elected by the staff groups they represent.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Lead Governor welcomed the newly elected Governors and those Governors who were elected for a further three-year term.</li> <li>• The Council of Governor sub-committees have progressed after being impacted by the Covid-19 pandemic, including promoting and growing Trust Membership through the Membership Engagement and Communications Committee strategy.</li> <li>• March 2022 saw the launch of the Patient Experience Commitment 2021-2025 with progress updates reported at the quarterly Council of Governor meetings</li> <li>• The Nominations and Remunerations Committee extended the terms of office for two Non-Executive Directors and the Chair and recommended their appointments to the Council of Governors. A further two Non-Executive Directors' terms of office were extended for a three-year term in July 2022.</li> <li>• During 2021-22 the Governors and Non-Executive Directors took part in virtual walk-rounds using video links to visit various areas of the Trust to speak to staff and patients. These are now being carried out in person.</li> <li>• The Lead Governor thanked everyone for their support and encouraged friends and family to join the Trust's Membership by visiting The Clatterbridge Cancer Centres website.</li> </ul>
<p>4</p>	<p><b>Performance Update</b></p> <p>The Chief Executive Officer gave a warm welcome to all at the meeting and provided the following highlights from the year, including an update on performance and future plans:</p> <ul style="list-style-type: none"> <li>• The Trust received the HSJ Value award for enhanced care in September 2021 and received National media coverage including BBC focus on metastatic breast cancer in October 2021</li> <li>• The Trust has experienced significant growth in activity compared to 2020-2021 which may be as a consequence of the Covid-19 pandemic However, the additional growth has been accommodated thanks to the continued support from the hard-working staff.</li> <li>• Work continues with the Integrated Care Board which has an important part to play across the region and the Trust has taken on the challenges with the diagnostic services.</li> <li>• The Trust is currently in its second year of the Five-year Strategic Plan and is a top performer in the National Inpatient Survey. The Trust takes a leadership role in the Community Diagnostic Centre and has refreshed the Trust Values to achieve being a Great Place to Work.</li> <li>• The Trust is a leader in research with the first in-human studies taking place and with the Mode Of Action Transgene study, (MOAT).</li> <li>• A funding bid has been approved to provide a 24-hour patient hotline to improve patient care and improvements have been made to the Electronic Patient Record system.</li> <li>• The Trust has expanded Clatterbridge in the Community and patient initiated follow ups.</li> </ul>

	<ul style="list-style-type: none"> <li>• In relation to Quality and Performance the Trust has strengthened performance reviews, performed well on cancer waiting times and are seeing more complex/acute patients.</li> <li>• The Clatterbridge Cancer Charity has given significant contributions to the Trust of £680k towards the new Liverpool Hospital build and equipment; and more than £300k towards funding for other projects including Research and Innovation.</li> <li>• The Trust's two subsidiaries include PropCare who manage the Estates and Facilities and who have welcomed a new Director this year; and PharmaC, who manage the outpatient pharmacy and who have welcomed a new Chief Pharmacist who has had a significant impact on the new Aseptic Unit.</li> <li>• The Trust host and lead Cheshire and Merseyside Cancer Alliance, enabling coordination of NHS pathways across the region and recovery of activity post-pandemic.</li> <li>• The focus for 2022/2023 in the second of the 5-year Strategic Plan is to support the strategies including the Patient Experience Commitment, the Quality Strategy, and the Digital Strategy. The Trust continues to redevelop the Clatterbridge Wirral site and will celebrate its 65<sup>th</sup> Birthday in 2023. Support is also ongoing for the CAR-T therapy led by the Haemato-Oncology Team.</li> </ul>
<p>5</p>	<p><b>Finance</b></p> <p>The Director of Finance provided the following overview of the Trust's performance:</p> <ul style="list-style-type: none"> <li>• The Trust achieved the NHS England Improvement Target with a surplus of £1.2m</li> <li>• Capital spend of £10.8m saw investments in expanding the Digital processes and infrastructure, improvements to Trust premises and equipment replacement which covers upgrades to existing equipment.</li> <li>• The Trust is pleased to report that the external auditors have given positive feedback advising that the Trust provides value for money by viewing how we spend relative to what is provided. This was substantiated by Ernst &amp; Young representative HR, who advised there are no issues to report noting a true and fair financial position. HR advised he looks forward to working with the Trust in the future.</li> <li>• There has been an increase in revenue from inpatient care by 21% which reflects the growth and Trust recovery and clinical trials post-Covid produced a £500k increase.</li> <li>• Revenue expenditure covered staff pay awards, together with an increase in the numbers of staff of 10% at the end of the financial year. There has been an increase in the cost of drugs in line with the additional patient activity of 21%, which is an increase year on year. Depreciation costs have also increased together with clinical supplies, however investments have been sufficient to cover these costs.</li> <li>• Going forward the Trust is working with Cheshire and Merseyside collaboratively to improve the financial position; the Trust has an ongoing partnership with the new Royal Liverpool University Hospital Foundation Trust and the Team are working hard on future sustainability.</li> </ul>
<p>6</p>	<p><b>Questions &amp; Answers</b></p>

	<p>The Chair advised that the questions and answers posed prior to the meeting will be published on the Trust's website together with a record of the meeting.</p> <p>One of the Public Governors commented on the amazing achievements the Trust has made over the past year, with the support of the Communications Team and their work on publicising all the hard work on social media.</p> <p>The Public Governor also mentioned the increase in activity and the Chief Executive Officer replied stating that the Trust has seen growth year on year with patients living longer with this chronic disease due to advances in research. The Trust anticipated the increase and put a plan in place to accommodate the growth assisted by the strong leadership team.</p> <p>A Member of the Public thanked everyone at the Trust for the high level of care they received during their 15 years of treatment and complimented all the staff they have come into contact with during this time. The Chair thanked the Member for her feedback advising that their thanks will be passed on.</p> <p>One of the Public Governors advised that the Governors are working hard to spread awareness of the role of the Governor informing that they attend the Non-Executive Director and Governor Engagement Walk-Rounds across the Trust's three sites talking to patients and staff. The Governor also reiterated the importance of being a Member of the Trust and advised that the Membership Engagement and Communications Committee is open to anyone who wishes to attend.</p> <p>The Chair thanked all participants for attending and for their input in the Annual Members Meeting.</p>
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