



**Annual Members Meeting 2015**  
**Thursday 16<sup>th</sup> July 2015, The Auditorium**  
**DRAFT Minutes**

**Presenting;**

Christine Outram (CO)

Roger Spencer (RGS)

Jackie Collins (JC)

Professor Nick Slevin (NS)

Chairman

Chief executive

Public governor – Stockport & lead governor

Consultant clinical oncologist & senior responsible officer (SRO) for Manchester Protons

Item		Action
1	<p><b>Introduction</b></p> <p>CO introduced herself and thanked staff, governors, volunteers and members for attending today. She noted that this is her first annual members meeting (AMM) as chairman and how glad she is to see so many people here for the meeting.</p> <p>The formal part of the meeting will be followed by a presentation from one of our Clinical Oncologists, Professor Nick Slevin who will be telling you all about the high energy Proton Beam Therapy project. The work to build the PBT centre has already started as you may have seen on Oak Road.</p> <p>CO welcomed our members, governors, staff and volunteers. This is the Annual Members meeting of The Christie 2015 where we will be looking at the work and achievements of the trust in 2014/15.</p> <p>CO pointed to the pack of information that contains some information about the meeting – agenda, minutes and a summary of changes to our constitution in 2014/15 as well as a summary of the annual report &amp; accounts, some information about the charity and a feedback form.</p> <p>CO asked that people fill in the feedback form and post it into one of the silver boxes outside the auditorium.</p> <p>CO informed everyone that there will be an afternoon tea served following the meeting and we really hope that you will be able to stay for something to eat and drink.</p> <p>CO outlined the fire evacuation procedure.</p>	
2	<p><b>Minutes</b></p> <p>The minutes for the previous annual members meeting from 13<sup>th</sup> September 2014 are in your pack. CO asked that these are approved. Minutes of the meeting on 13<sup>th</sup> September 2014 were approved.</p>	
3	<p><b>Report from the chairman</b></p> <p><b>Governor election results</b></p> <p>CO announced the results of the governor elections. Alex Davidson has been re-elected as public governor for Cheshire, Christine Mathewson has been re-elected</p>	

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<p>as public governor for Rochdale. Nick Coghlan has been appointed as public governor for Wigan unopposed and Allen Leitch-Whittaker has been appointed as public governor for Stockport unopposed.</p> <p>CO extended a warm welcome to our new governors and said she looks forward to working with them. Congratulations were extended to our existing governors on their re-election to the council.</p> <p>CO also noted that the Council have approved a change to the constituencies of the council (as detailed in the pack) that means that volunteers are now represented by the staff governor for non-clinical staff.</p> <p>Thanks were extended to the governors that are finishing. Jackie Collins, Carl Sharpe and Thelma Gowenlock. CO summarised the work they have each undertaken as governors and thanked them for their contribution to The Christie</p> <p><b>Executive Directors</b></p> <p>CO outlined the changes to the executive directors in 2014/15. Caroline Shaw resigned as Chief Executive in October 2014. Roger Spencer was appointed as Chief Executive from March 2015 following a period as Interim CEO (from December 2013).</p> <p><b>Non-executive Directors</b></p> <p>Pat Loftus, Barrie Bernstein and Jenny Johnson all ended their terms in year.</p> <p>Dame Christine Beasley and Kathryn Riddle were appointed as interim non-executive directors in May 2014. Dr Ron Stout and Neil Large were appointed as interim non-executive directors in July 2014.</p> <p>Lee Childs stepped down as a non-executive director at the end of July 2014 after serving 7 years on the board. Sir Hugh Taylor finished as Interim Chair in September 2014. Christine Outram started as Chair on 1<sup>st</sup> October 2014.</p> <p>Jayne Brown was appointed as a non-executive director on an interim basis in October 2014.</p> <p>CO extended her thanks to those that have served as interims on the board in the year.</p> <p>CO then outlined that as new chair permanent appointments have also been made to the board. Katherine Riddle, Neil Large and Kieran Walshe have all been appointed substantively.</p> <p>CO summarised that this has been a time of great change and thanks were extended to the board and the staff for their help in guiding The Christie through a period of change that has also been a very successful period for the trust.</p> <p><b>Amendments to the constitution</b></p> <p>CO highlighted the detail relating to the amendments that have been made to the constitution that are detailed in the distributed packs. These are all minor amendments and they have all been approved in the appropriate way through the council and board. CO asked for the meeting to approve these amendments today.</p>	

Item		Action
	Approved	
4	<b>Report from the chief executive</b>	
	<p>RGS welcomed everyone to the meeting and noted that it is amazing to see so many people here. He summarised that The Christie are passionately committed to improving outcomes for patients. In 14/15 the team have done just that. RGS informed the meeting that a short film will be shown that will summarise these achievements and firstly summarised some of the details.</p> <p><b>Quality Standards</b> RGS noted that we met all the required quality standards across the year including our safety measures such as waiting list targets and extremely low infection rates. We have also received excellent feedback from our patients giving us excellent outcome and experience results.</p> <p><b>Financial Performance</b> shows that our results are better than plan. In summary;</p> <ol style="list-style-type: none"> <li>1. Consolidated the charity with the NHS accounts</li> <li>2. We have made a consolidated surplus of £12.9m, with our Trust surplus being £5.9m</li> <li>3. The charity has received a record £13.35m donations and funded £6.4m of projects</li> <li>4. NHS commissioners have invested in an extra £23.8m more patient treatments</li> <li>5. We have invested £16.1m on new assets including: <ul style="list-style-type: none"> <li>• upgrade and replacement of two state of the art linear accelerators.</li> <li>• successfully completed the upgrade of our Patient Administration System (PAS) and clinical information system.</li> <li>• commenced work on future projects work such as the proton beam therapy unit</li> </ul> </li> </ol> <p><b>Auditors Opinion</b> RGs informed the AMM that we have been given a clean bill of health by our auditors. They have set out in their report that our accounts are a true representation and we pass the required efficient, effective and economic tests.</p> <p><b>Regulators Assessment</b> We have achieved excellent results:</p> <ol style="list-style-type: none"> <li>1. Continuity of service risk rating 4 – the best possible rating</li> <li>2. Governance rating of red for Q1 and green for Q2 to 4 <ul style="list-style-type: none"> <li>• In March 2014 Monitor issued the Trust with a section 105 notice of intervention following concerns raised about the governance of the board of directors, the suspension of the previous chief executive and the resignation of our then chairman; this automatically red rated the Trust.</li> <li>• The requirements of the notice were complied with and a certificate of the Trust's return to full compliance with its license condition was issued on 18th November 2014.</li> <li>• The Trust's governance rating returned to green (backdated to Q2).</li> <li>• In July 2014 our regulators, Monitor and the CQC, undertook a joint review following concerns raised with them.</li> <li>• The review confirmed there were no serious governance failings or failings of culture at the Trust.</li> <li>• One of the recommendations from the review was for the Trust to</li> </ul> </li> </ol>	

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	<p>commission an independent external review of leadership and governance. This was carried out during Quarter 4 and the findings confirmed those of our Regulators</p> <p>RGS pointed to the summary booklet of the annual report and accounts in the pack. A more detailed set of accounts is also available on the internet.</p> <p>Review of the year film was showed summarising the achievements in year.</p> <p>RGS concluded that none of this is possible without everyone's support. Our staff do a fantastic job, our support from members and charity supporters allow us to do what we do &amp; we're very lucky.</p>	
<b>5</b>	<b>Report from the council of governors</b>	
	<p>JC noted that it is lovely to see so many people here. She introduced herself as the Public governor for Stockport &amp; Lead Governor.</p> <p>JC went on to give a summary of the work of the Council and each of its committees.</p> <p>The Membership and Engagement Committee have worked on the 3 year membership strategy. This has a focus on local governor engagement and maintaining membership of 30,000. JC noted that there are lots of governors here today and offered for members to speak with local governors if anyone wants to.</p> <p>The Quality committee has focused on patient safety, clinical effectiveness and patient experience. The committee received the quality accounts and undertook the talking to patient initiatives. JC noted that this is a great privilege as it enables governors to talk about real issues with patients and make improvements then and there.</p> <p>The Development and Sustainability committee have looked at the annual planning process in detail and the review of the 5 year strategy &amp; 2 year operational plan. They have also looked at capital plans.</p> <p>The Nominations committee meet when it is needed and this year has been a busy year supporting the board in appointing non-executive directors and the new chair.</p> <p>JC thanked members in Stockport for the opportunity to represent them. She added that she is extremely impressed with the new developments in cancer care and wished the organisation continued success in all its work. JC also thanked Peter Latimer who will take on the role of lead governor.</p>	
<b>6</b>	<b>Questions and closing remarks</b>	
	<p>Governments 5 year plan – what impact will it have on the Christie.</p> <p>CO – the Christies existing plans will go ahead as we're expecting. We will work very hard to ensure we fit with other services in the region. Devolution agenda will have an impact. We will continue with our ambitions to be one of the very top cancer centres.</p> <p>Will changes in tax affect us – Joanne Fitzpatrick (Director of Finance &amp; Business Development) responded that they won't as we don't pay tax as an NHS institution.</p>	

Item		Action
	<p>The minutes will be put on the website before the meeting next year.</p> <p>The annual members meeting concluded.</p>	
<b>7</b>	<b>Proton Beam Therapy</b>	
	<p>Professor Nick Slevin introduced himself &amp; thanked patients and relatives for attending &amp; showing their support</p> <p>NS explained that his role is as the senior responsible officer (SRO) for Manchester Protons and that this is a challenging role.</p> <p>He talked about the importance of looking behind the buildings in terms of developments and what they provide in terms of treatment for patients.</p> <p>NS gave some information on what proton therapy (PBT) is. Protons don't have an exit dose whereas conventional radiotherapy passes through and effects healthy tissue. PBT provides an ideal dose to the tumour. Late effects of treatment can be reduced.</p> <p>An excess dose of conventional radiotherapy has a negative impact on patients, especially younger patients.</p> <p>NS gave specific examples of the effect on the brain, hearing and sight. Long term damaging side effects can occur in traditional therapy.</p> <p>PBT shows promise of better survival for patients with less long term effect. This can improve tumour control.</p> <p>A national service is planned with 650 patients planned to be treated each year. Challenges include coordination of care the need for accommodation &amp; getting the transport right. We will need a lot of specialist staff and also excellent recording of outcomes. We also need to promote fundraising to enable us to fund research into PBT.</p> <p>Questions were invited.</p> <p>Q - why do we need a national programme?</p> <p>Need to offer patients a treatment that will improve outcomes &amp; reduce long term effects.</p> <p>Pledge that by 2023 we will be leading this treatment in the UK.</p> <p>Q – what is the source of protons?</p> <p>NS responded that they are formed in a cyclotron from hydrogen.</p> <p>Q - is PBT just for brain tumours or for others too?</p> <p>PBT will be commissioned for paediatric &amp; young adults, brain, base of skull and spinal cord tumours. There will be further research to improve the number and types of cancer we treat.</p> <p>Q – a proton beam is carrying lots of energy – is this creating a heating effect?</p> <p>NS responded that the heat is managed in the machinery but not in the patient.</p>	

Q - what are the side effects?

All cancer treatments are a balance between benefit & risk. This form of treatment really minimises side effects.

Sinus cancer – conventional treatment could be superseded by PBT, this is a good example.

Q - which was the first country to use PBT and are they collecting data?

Proton was discovered in Manchester but first clinical use was in the US. Been used for 50 years but clinically useful information is still limited. We would expect research to start to have a big impact in the next 5 years.

NS concluded that our big problem is going to be demand. The government will need to look at this if we need to extend the use of PBT beyond the current indications.

CO thanks NS for his great presentation.

CO ended the meeting by offering a great thanks to everyone for attending. This has been a great year and we will continue to strive to get the very best outcomes for patients.