

# ANNUAL GENERAL MEETING

6.00pm on the 20th September 2006

The Wiggan Centre, Sir Robert Peel Hospital, Tamworth

## MINUTES

### Present

Sue Durrant	Trust Board Chairman
Stuart Poynor	Chief Executive
Colin Thomas	Director of Finance & Performance
Peter Moseley	Director of Information Management & Technology
Dr Andy Wakeman	Director of Public Health
Julie Tanner	Associate Director of Human Resources
Mary Baker	Non Executive Director
Barry Orriss	Non Executive Director
Liz Smart	Non Executive Director
Sian Skerritt	Non Executive Director

### In Attendance

Sara Rogers	Acting Trust Board Coordinator
Anne Heckels	Managing Director BLT PCT
Maureen Barlow	Deputy Director of Hospital & Community Services In attendance on behalf of Sandra Walker

Members of the public

The meeting was quorate

1	Welcome and Introduction	Action
	Sue Durrant – Chair of BLT PCT – welcomed everyone to the Annual General Meeting of BLT PCT.	
2	<b>Apologies</b> Dr P Gregory, Dr P Ballard, Heather Evans, Sandra Walker, Cllr V Richards, Peter Thorpe, Jim Barlow	
3	<b>Minutes from last meeting</b> The minutes were approved and signed as a true record.	

4	<p><b>Review of 2005/2006</b></p> <p>Sue Durrant welcomed everyone to the Annual General Meeting of Burntwood, Lichfield &amp; Tamworth Primary Care Trust and thanked all staff on behalf of the Trust Board for their professional service. SD reported that the Trust had achieved many targets throughout the year but that had been overshadowed by the financial deficit</p> <p>SD explained to the Board that BLT PCT will cease to exist on the 30<sup>th</sup> September 2006 and that it will join up with 3 other PCT's to become South Staffordshire PCT.</p> <p>At present a Chair has not yet been appointed for the new Trust but there is a Designate Chief Executive in place, which is Stuart Poynor. There is also an Interim Trust Board in place, which is made up of the 4 Chairs and 4 Chairs of the Audit Committee of the PCT's.</p> <p>The Trust has also forged excellent working partnerships with all local agencies e.g. Social Services, local Councils etc</p> <p>On a lighter note the Trust could take credit in the new hospital that is currently being developed in Lichfield and which is due to be open in January 2007. This is a great achievement.</p> <p>Stuart Poynor – Chief Executive – reported that although he had only been Chief Executive with BLT for a short period of time he was delighted with the quality of clinical care that staff were providing to patients within the locality.</p> <p>He thanked the management team for their hard work and particularly Colin Thomas and Dr Andy Wakeman who had worked across both BLT and East Staffs PCT.</p> <p>Stuart highlighted the Trust's achievements in delivering waiting times and outpatients appointments within the national targets.</p> <p>Finally Stuart expressed his delight at being appointed Designate Chief Executive for South Staffordshire PCT and stated that although the PCT will be much bigger than before there will still be an emphasis on having a locality focus.</p>	
5	<p><b>Finance Report 2005/06</b></p> <p>Colin Thomas, Director of Finance and Performance expressed that it had been a very challenging year financially for the PCT unfortunately ending in a deficit. The 2 contributing factors to this were that there had been an overspend in 04/05 and a significant over performance with Queens Hospital Burton and Good Hope Hospital with emergency admissions. A financial summary is included within the Annual Report and a full set of accounts is available from the Primary Care Trust Headquarters if required. The Board adopted the accounts.</p>	
6	<p><b>Final Comments and close</b></p> <p>Sue Durrant formally thanked all staff for their marvellous contributions and hard work during the past year.</p>	

Signed.....  
Sue Durrant, Chair, BLT PCT

Date.....  
20 September 2006

## Extraordinary Board Meeting

12.00 noon on the 28th September 2006

### MINUTES

#### Present

Sue Durrant	Trust Board Chairman
Colin Thomas	Director of Finance
Sandra Walker	Director of Hospitals and Community Services
Dr Peter Gregory	PEC Chair/Director of Clinical Governance
Dr Phil Ballard	Medical Director
Peter Moseley	Director of Information Management & Technology
Dr Andy Wakeman	Director of Public Health
Barry Orriss	Non Executive Director
Liz Smart	Non Executive Director
Sian Skerritt	Non Executive Director

#### In Attendance

Marian Teague	Trust Board Co-ordinator
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The meeting was quorate.

1	Apologies	Action
	Peter Thorpe, Heather Evans, Mary Baker, Anne Heckels, Julie Tanner, Jim Barlow and Mary Baker.	
2.	<b>Annual Audit Letter</b>  Colin Thomas introduced the Annual Audit Letter 2005 – 06. He explained that this was usually on the agenda during October/November, but due to reconfiguration the letter needed to be approved and accepted before the end of BLT PCT.  He said the letter was a public document and will be available on the BLT website. The key findings of the letter were discussed at length.  Section four of the letter was looking forward and preparing for the merger of the 4 PCTs. Concern was expressed that the new PCT will inherit the deficit from BLT.	

	<p>In answer to a question, Barry Orriss confirmed that the auditors will continue with the new PCT for the next year. He explained that they are already auditors for the 3 other PCTs and therefore it made sense to continue for the immediate future.</p> <p>Following discussions the Board <b>approved and accepted</b> the Annual Audit Letter 2005-06.</p>	
3.	<p><b>Statement of Internal Control</b></p> <p>Colin Thomas explained that the Statement of Internal Control, due to reconfiguration, needed to be signed off by the Board before the merger took place.</p> <p>The auditors have confirmed that nothing had worsened since the previous sign off in July 2006.</p> <p>Following this the Board <b>agreed</b> to sign off the Statement of Internal Control for the next 6 months.</p>	
4.	<p><b>Any Other Business</b></p> <p>Colin confirmed that any outstanding points from the audit letter will be conciliated into the new organisations by the 3 Directors of Finance.</p>	
	<p>Finally, the Chairman thanked everyone for their contribution to the BLT Trust Board over the last few years and wished them well for the future.</p> <p>It was noted that the first meeting of the South Staffordshire Primary Care Trust Board will be taking place on 11 October at 2.00pm at Merlin House.</p>	

Signed.....  
Sue Durrant, Chair, BLT PCT

Date.....  
11 October 2006