



## Summary Notes of the AGM

### Public Board

25 November 2021

<b>Presented for:</b>	Information, governance and an archived record
<b>Presented by:</b>	Jo Bray, Company Secretary
<b>Author:</b>	Jo Bray, Company Secretary
<b>Previous Committees:</b>	Update to 26 November 2020 Board meeting – AGM 2020

<b>Trust Goals</b>	
The best for patient safety, quality and experience	✓
The best place to work	✓
A centre for excellence for research, education and innovation	✓
Seamless integrated care across organisational boundaries	✓
Financial sustainability	✓

<b>Key points</b>	
<p>The Board received a summary update at the 26 November 2020 Board meeting of the access to the website for viewings of the video used to support the delivery of the AGM in September 2020 as there was no formal set of minutes for this meeting.</p> <p>This report sets out the update of this information for the AGM in September 2021, as once again due to social distancing rules associated with infection prevention and control measures, this was delivered by virtual means, and once again there will be no formal minutes to be presented to the AGM in 2022.</p>	Governance

Trust Risks (Type & Category)				
Level 1 Risk		Level 2 Risks	(Risk Appetite Scale)	Risk
Workforce Risk				
Operational Risk				
Clinical Risk				
Financial Risk		Financial Reporting We will deliver sound financial reporting for the Trust with no material misstatements for variances to forecast	Minimal	↔ (same)
External Risk		Legal & Governance Risk We will operate the Trust in compliance with the Law and UK Corporate Governance Code, where applicable	Averse	↔ (same)

## 1. Summary

Due to Covid-19 and the rules for social distancing we could not carry out our AGM in September 2021 in the usual format.

Following the success of delivering the AGM in September 2020 with the number of viewings to the short videos on our website released on the day of the AGM, we reached more people than in previous years when hosting this as a physical meeting. Therefore, adhering to best practice guidance for infection prevention and control, and limitation to social distancing in hospitals, we delivered our AGM in September 2021 by a similar means to the previous year.

Our website has the Annual Report and Accounts and a series of short videos from members of the Board to provide an update on our year.

The number of views of each video is indicated - as at 16 November 2021.

<https://www.leedsth.nhs.uk/about-us/board-meetings/agm/>

	As at 17 Nov 2020	As at 16 Nov 2021
Linda Pollard, Trust Chair	285 views	141 views
Julian Hartley, Chief Executive	308 views	154 views
Simon Worthington, Director of Finance	196 views	176 views
Clare Smith, Chief Operating Officer - Our Covid response	1,115 views	764 views
Esther Wakeman, Chief Executive of Leeds Cares	93 views	N/A
Craige Richardson - Capital Investment	N/A	44 views
A year of thank you	N/A	416 views

There was a total of 391 views of the Annual General Meeting page on our website, previous year were 767 views. Invitations were sent out to our members database and

stakeholders with details on how to find the content on our website or ask a question. The meeting was also promoted more widely through the Leeds Teaching Hospitals website, social media and in local media. It was also shared with staff through various internal communications channels.

The public were also given the opportunity to ask questions in the weeks leading up to the meeting. These were responded to, with the answers published on the day on our website.

All of the above forms the record of our alternative AGM, thus we will not have a set of minutes to approve in September 2022.

## **2. Publication Under Freedom of Information Act**

This paper has been made available under the Freedom of Information Act 2000.

## **3. Risk**

The Trust has remained within its defined risk appetite in delivering the yearend reporting process that form the contents of the AGM delivered by virtual means to adhere to social distancing rules.

## **4. Recommendation**

The Board is informed, for governance purposes, that due to the arrangements in delivering the AGM in the exceptional circumstances of Covid-19, and for the second year running there will not be formal set of minutes to present to the AGM in 2022 for the AGM meetings of 2020 and 2021.

**Jo Bray**  
**Company Secretary**  
**16 November 2021**