

MINUTES OF THE SEVENTH ANNUAL PUBLIC MEETING OF THE CHARITABLE TRUSTS FOR THE UNITED BRISTOL HOSPITALS HELD ON THURSDAY 16 NOVEMBER 2006 IN THE BOARD ROOM, BRISTOL ROYAL INFIRMARY

Present: Mr R Bryant Pearson (Chairman)  
Ms J E Austin, Trustee  
Mrs J Bayliss, Trustee  
Professor R N Dixon, Trustee  
Mr T B Dowell, Trustee

In Attendance: Ms R J Clarke, Director  
Mr S Bavister, Treasurer  
Mr A Monk, Fundraising Manager  
Mrs J Southway, Secretary  
Miss R Shepherd, Finance Assistant  
Mr B Joyce, Accountant  
Ms L Knight, Fundraising Officer

By Invitation: Alison Bailey, Chairman, League of Friends, BRI  
Roger Baird, Consultant Surgeon  
Paul Barham, Consultant Surgeon  
Joan Breach, Former Trustee/Member of Board of Appeal  
Sue Burleton, Chairman, League of Friends, BGH  
Polly Burns, Chair of Guild of Friends, BRHC  
Sue Davis, Divisional HR Manager  
Elaine Eastman, Manager, Play Services, BRHC  
David Easty, Chairman, League of Friends, BEH  
Louise England, Former Member of the Board of Appeal  
David Gammon, Local Rotarian and Member of Board of Appeal  
Phil Gregory, Chairman, UBHT  
Adrian Gregory, Manager, UBHT Education Centre  
David Hall, Radioisotopes, BRI  
Geraldine Johnston, Divisional Manager, Women's & Children's  
Fran Jones, Non-Exec Board Member of PCT  
Ron Kerr, Chief Executive, UBHT  
Paul Mapson, Director of Finance, UBHT  
Alan McKenzie, Director of Medical Physics & Bioengineering  
Michele Narey, Assistant Divisional Manager, BRHC  
Bob Pepper, Director of Facilities & Estates, UBHT  
Alan Preece, Consultant Clinical Scientist  
Jonathan Sheffield, Medical Director, UBHT  
Jane Thomas, Donations Officer, BRHC  
Robert Woolley, Director of Corporate Development, UBHT

Apologies for Absence: Margaret Allen, Acting Clinical Nurse Manager, BRI  
James Brennan, Consultant Clinical Psychologist  
John Catterall, Consultant Physician  
David Connally, Charge Nurse, BEH  
Jacqui Cornish, Head of Division [Women's & Children's]  
Elizabeth Crowne, Chair Medical Research Committee  
Melanie Easton, Clinical Site Manager, BRI  
Deborah Evans, Chief Executive, Bristol Teaching PCT  
Maurice Hakkak, Assistant Divisional Manager [Surgery]  
Hilary Hiscox, Clinical Manager, St. Michael's Hospital  
Jo Hudson, MacMillan Clinical Nurse Specialist  
Denise Johnson-Carr, Ronald McDonald House  
Julian Kabala, Head of Diagnostic & Therapy Division  
Ian Learmonth, Head of Orthopaedic Surgery  
Kate Liddington, Assistant Divisional Manager, BEH  
Kate Love, Radiotherapy Services Manager  
Suzannah Marsh, Press Officer, UBHT  
Lisa Mason, Family Information Officer  
Claire McGillycuddy, Assistant Divisional Manager, SMH  
Elizabeth McLear, Dept of Anaesthesia Secretary  
Chris Monk, Head of Division of Medicine  
Helen Morris, Senior Nurse/Matron, BRHC  
Elizabeth Munden, Friends of BHOC  
Graham Nix, former Director of Strategic Development, UBHT  
David Nutt, Professor of Clinical Medicine  
Jo Poulton, Assistant Divisional Manager [Specialised Services]  
Graham Rich, Chief Operating Officer, UBHT  
Dawn Scott, Assistant Divisional Manager [Theatres]  
Julie Smee, Assistant Divisional Manager [CAMHS & Community]  
Mary Stork, Administrator William Budd Health Centre  
Graham Stuart, Consultant Cardiologist  
Kady Sugg, Ward 18, BRI  
Bill Tacey, MS Unit, Bristol General Hospital  
Sue Taylor, Head of Physiotherapy, UBHT  
Anthea Thomas, Friends of BHOC  
Jon Tobias, Consultant Senior Lecturer, BRI  
Sue Turner, Learning Difficulties Service Manager  
Julie Vass, Assistant Divisional Manager [BRHC]  
Jayne Weare, Head Occupational Therapist, BRI  
Amanda Webster, Radiotherapy Services Manager, BHOC  
Angela Whitaker, Share Care Optometrist, BEH  
Gareth Williams, Non-Executive Director, UBHT  
Megan Willsher, Ward Manager, Ward 35, BRHC

#### CHAIRMAN'S WELCOME AND OPENING REMARKS

Mr Bryant Pearson thanked everyone for joining the Trustees and welcomed them to the Seventh Annual Public Meeting.

He introduced himself as Chairman of the Trustees, a position he had held for seven years, whilst being a Trustee for eight years. He said that, regretfully he would be standing down today as Chairman and Trustee. He went on to introduce his fellow Trustees and Officers.

Mr Bryant Pearson reported that it had been another good year for the Charity. He said that grants of around £2.6m had been made to enable funding of projects within UBHT and its associated community services, which made a real difference to patient care. He said that examples of grant making could be found in the Annual Report, which everyone had received, but he drew particular attention to the £230,000 grant made to improve the environment for patients and staff and for the purchase of state of the art equipment for the new Queen's Day Unit.

Mr Bryant Pearson thanked Fund Advisors for their support and gave credit to his fellow Trustees, Officers and Staff. He said he was sad to be stepping down having been associated with UBHT and CTUBH for such a long time. He said it had been an immense privilege to have been appointed as an Executive Director of UBHT in 1995 when he had been proud to have played a small part in contributing towards the development of the new Bristol Royal Hospital for Children. Likewise, whilst, at CTUBH, he said he was proud to have been involved in the development of the Education Centre.

He said that when he had become Chairman of CTUBH there had been things that needed to be rectified, eg, inadequate corporate governance, and top-heavy management. He paid tribute to Ros Clarke, describing her as 'exemplary', and thanking her personally for her support and friendship over the years.

He went on to thank the Trustees' Staff by name for all their help and support during his time with CTUBH. He also thanked Joan Breach, David Gammon and Louise England from the Board of Appeal for all their help in supporting the Trustees' fundraising efforts by contributing their expertise.

Finally, he thanked Phil Gregory for all his support, wisdom and advice over the years.

#### MINUTES OF THE SIXTH ANNUAL PUBLIC MEETING HELD ON 18 NOVEMBER 2005

These were signed as a correct record.

#### RECEIPT OF AUDITED ACCOUNTS

Mr Bryant Pearson introduced Stephen Bavister, Treasurer. Mr Bavister proceeded to give a review of the Accounts for the financial year ended 31 March 2006. He said that funds had risen by £0.7m to £12.9m and were held as a mixture of investment properties, stockmarket investments and cash within the Trustees' investment policy.

He explained Income and Expenditure for the year, and went on to say that total investment income and gains for the year had been £1.7m while central costs amounted to £311k leaving a considerable net benefit to funds. He went on to say that if the Trustees' commitments, of £1.4m which had to be taken into account, were added back, then the total fund would be £14.3m.

There were no questions for Mr Bavister.

## APPOINTMENT OF AUDITORS

The Trustees reported that RSM Robson Rhodes LLP would continue to act as their Auditors for the coming year.

## DIRECTOR'S REPORT

Mr Bryant Pearson introduced Ms Clarke, Director.

Ms Clarke said that 2005/06 had been another busy and successful year, and one in which CTUBH had achieved it's main objectives.

She said that Andrew Monk had been appointed as Fundraising Manager and had implemented the Community Fundraising Appeal whilst, at the same time, beginning to co-ordinate fundraising generally throughout the Hospitals. As a result, for the first time CTUBH were able to offer fundraising advice and expertise to ensure both compliance with good practice and that all legal requirements were being met.

Ms Clarke said that Chris Marshall who had been the Director of Finance for 8 years had retired and Steve Bavister had been appointed as Treasurer. She said that Mr Bavister had begun to lead the modernisation of the IT system with a view to improving the information available, not only to the Trustees, but also to Fund Advisors; this work was ongoing as it was hoped to combine the new system with the Fundraising database thus further improving efficiency.

Ms Clarke said that CTUBH continued to build relationships with its stakeholders and, in particular, with its Fund Advisors. She said it was great to see so many at the APM, which possibly reflected the very real efforts CTUBH were making.

Ms Clarke said that the new Divisional structure in UBHT had posed a challenge for CTUBH. She said that maintaining an ongoing dialogue with beneficiaries was important for all charities in terms of achieving their objectives. Close contact with UBHT helped identify needs, inform about activities, help secure funding, measure performance and head off potential problems.

She said that CTUBH did not want a mismatch of expectations caused by misunderstandings, and hoped that CTUBH was communicating clearly and consistently, making it clear what could and could not be done. However, she said CTUBH were open to challenge, to hear concerns and to work to improve experience.

Ms Clarke went on to say that good governance, underpinned by effective risk management arrangements safeguarded the Charity's future. She said that it protected both its strategic direction and effective operation and, most importantly, ensured CTUBH as making a real difference to its beneficiaries and a contribution to its local community.

Ms Clarke said that her aim a couple of years ago to see the Charity become much more successful in terms of heightening its profile across UBHT and to become a truly excellent resource centre for Fundraising was now well on its way to being achieved.

Finally, Ms Clarke thanked all the Staff at the Abbot's House for their hard work and encouragement throughout the year. She also expressed her gratitude to Robert Woolley and Andrew Dick for their advice and support on behalf of UBHT and the University of Bristol throughout the year; also to Phil Gregory who she said would be missed by the Charity when he left UBHT, as he had always been so supportive and helpful. She wished Mr Gregory well for the future.

She thanked Robert Bryant Pearson for his years of dedicated service to the Charity and added that he would be missed very much. She wished him well for the future.

### FUNDRAISING MANAGER'S REPORT

Mr Bryant Pearson introduced Andrew Monk, Fundraising Manager.

Mr Monk began by saying how much goodwill and enthusiasm there was towards the United Bristol Hospitals. He said that people were keen to give something back.

Mr Monk said that with regard to fundraising already taking place within the Hospitals, his role was to co-ordinate and support this. He explained that every opportunity should be taken to increase donations via Gift Aid. He said that part of fundraising was to build links with community groups.

Mr Monk went on to say a little about the Above & Beyond Appeal. He said that this was a community fundraising appeal implemented to support specific projects for those areas that did not usually attract much in the way of donations. He said that the Appeal's first project had been to set up a 'one-stop gynae clinic' at St. Michael's Hospital, and he was very pleased to report that this had been achieved, aided by events such as a Zip Wire and Abseil down the Avon Gorge, a Gala Dinner on the ss Great Britain, a Dragon Boat Race etc.

Mr Monk said that, in future, fundraising would be based around the theme of "Little Projects, Big Difference" which would enable support to be spread throughout the various Hospitals within UBHT. He explained that people supported the Hospitals they had an affinity to rather than CTUBH or UBHT. He said that having a number of different projects would give people a choice as to where and how they would like to direct their support. He said that the Charity needed to build on personal connections, letting people know the outcomes of the fundraising. He said that the Trustees needed to shout about their achievements and be proud of the difference they made to patients' lives, by "putting the cherry on top of the icing on top of the cake".

### ELECTION OF CHAIRMAN

Mr Bryant Pearson asked for proposals for Chairman for the coming year, explaining that only the Charity Trustees were eligible to vote. Mr Dowell proposed Professor Dixon; Ms Austin seconded the proposal. There were no other nominations and Professor Dixon was duly elected. Mr Bryant Pearson congratulated him on his appointment and Professor Dixon took the Chair.

Professor Dixon thanked his fellow Trustees and said he hoped to do the job as well as Mr Bryant Pearson had, although he recognised he would be a hard act to follow! He thanked Mr Bryant Pearson and gave him good wishes for his retirement.

#### ANY OTHER BUSINESS

Mr Gregory thanked the Charity Trustees on behalf of the beneficiaries, saying that the work CTUBH did made a big difference to UBHT. He cited the Queen's Day Unit as an example, saying that the facilities provided were excellent; it had hosted visiting lecturers and community representatives who had said what a wonderful facility it was and how it had made even the old building look modern.

He said that an annual staff survey had indicated that staff thought that UBHT was the best Trust in the country to work for because it took staff's professional development seriously. He said that this was possible due to the contribution the Trustees' made to staff development and education.

Mr Gregory thanked all the Trustees and their Staff, but particularly Mr Bryant Pearson whom he congratulated in respect of the contribution he had made both to UBHT and to CTUBH over the years. He said he had been pleased to be a part of building the Charity for the future.

There being no further business, Professor Dixon declared the meeting closed