

HF Trust Limited Sixtieth Annual General Meeting

Minutes and Actions

9th November 2022, 16:00 – 18:00

Virtual Meeting via MS Teams

5/6 Brook Office Park, Folly Brook Road, Emersons Green, Bristol BS16 7FL
Charity number: 313069 Company number:734984

Present:

Members:

Refer to separate sheet

Trustees:

Amanda Bunce (AB) – Chair - Nominated
Simon Jones (SJ) – Vice Chair - Nominated
Briony Horvath (BH) - Elected
John Devapriam (JD) - Elected
Mary Champion (MC) - Elected
Paul Morgan (PM) – Elected (Partial)
Hugh Piper (HP) - Nominated
Irfana Malik (IM) – Nominated
Lesley Hutchinson (LH) – Co-opted / Elected
Tim Tamblyn (TT) – Nominated

Officers:

Kirsty Mathews (KM) – CEO
Devia Gujar (DG) – Chief Charity and External Affairs Officer
Kaajal Chotai (KC) – Chief of Quality & Governance
Melanie Corish (MCo) – Chief of Strategy, Transformation & Innovation
Paul Robinson (PR) – Chief Commercial Finance Officer
Emma Bagley (EBa) – Head of Care & Support (West)
Lucie Walmsley (LW) – Head of People
Emma Bird (EB) – Head of Governance *minutes*
Lynell Lewis (LL) – Governance Officer

Apologies:

Teresa Parker (TP) – Chief Commercial Housing Officer and Interim Chief Care & Support Officer

Minutes and Actions

Meeting Commenced: 16:00		
Standing Items		Action
Item 1: Welcome and Apologies		
1.1	<p>The Chair welcomed everyone to the 60th Annual general Meeting.</p> <p>The meeting was confirmed as quorate.</p> <p>AB advised this was the third time Hft had held its AGM remotely. It was confirmed that all members, trustees and Chief Officers were attending virtually and this format was much more inclusive to reflect and accommodate our geographical spread. Hybrid meetings were being considered for future years.</p>	
Item 2: Introduction and Chairperson's Report		
2.1	<p>AB spoke about good governance; and shared the Trustee and Executive Board structure.</p> <p>AB asked the Trustees of HFT to introduce themselves. The members of the Executive Board also introduced themselves.</p> <p>Thanks were extended to KM and the executive team for their support and service delivery. Thanks were also extended to HFT employees and to all supporters of HFT.</p> <p>AB presented the AGM slides. The presentation referenced the HFT Strategy development, priorities and focus areas and the year 2021/22 in numbers.</p>	
Item 3: Review of the Year by CEO; Kirsty Matthews		
3.1	<p>KM introduced herself and presented the AGM slides. The presentation referenced quality and housing compliance achievements. KM explained that a Quality Assurance Framework had been developed earlier in 2022.</p> <p>A story was shared about Molly and the role of positive behaviour support.</p> <p>An overview of organisational developments was given to include details on Helix, the digital transformation programme.</p> <p>KM spoke about stakeholder involvement; specifically Voices to be Heard.</p> <p>The lockdown on loneliness report produced by Hft was referenced. As a result of the research over 110 people wrote to their MPs to act and Hft was able to secure a meeting with the Minister for Disability, Health and Work to discuss the findings.</p>	

	<p>Recruitment challenges were referenced and the actions Hft had taken to improve retention; to include increasing basic support colleague pay and improve colleague engagement.</p> <p>Significant changes to include transferring the provision of care at Rowde to another service provider was shared. In addition, it was explained by KM that after 10 years of delivering day services in Bradford, they returned back to Bradford Council's new trading arm, New Choices as a planned transfer.</p> <p>£2.281m in total was raised through various fundraising activities.</p> <p>Looking to the future, the Board are developing a longer-term strategy that meets our charitable aims, delivers a robust financial model, creates a sustainable future, provides a strong framework and aligns our activities and outcomes.</p> <p>KM extended her thanks to the Board of Trustees and to Members for their ongoing support.</p>	
Item 4: Finance Report		
4.1	<p>PR presented an overview of the financial accounts for year ending 31st March 2022; to include advising that the operation broadly achieved a break-even position. A deficit was forecast for 2022/23 resulting from an investment in business improvements and pressures on funding and availability of staff.</p> <p>It was confirmed that the accounts were consolidated to include the subsidiary organisations of HFT. It was further confirmed that the Board approved the accounts on 7th October 2022 which provide a true and fair view in accordance with relevant legislation and were prepared to Financial Reporting Standards 102.</p> <p>PR summarised actions taken against risks identified last year and matters emerging for 2022/23.</p>	
Ordinary Resolutions		Action
Item 5: Minutes of the Last Meeting		
5.1	<p>10 Votes received by proxy: 8 votes in favour 0 votes against 2 abstentions</p> <p>In person (40): 26 votes in favour 10 votes against 4 abstentions</p> <p>Ordinary Resolution passed to approve minutes of the 59th Annual General Meeting held 4th November 2021.</p>	

Item 6: Annual review and Annual Report (Financial Statements for 2021-2022 to include the External Auditors Report)

6.1	<p>10 Votes received by proxy: 10 votes in favour 0 votes against 0 abstention</p> <p>In person (40): 29 votes in favour 10 votes against 1 abstention</p> <p>Ordinary Resolution passed to accept the Annual review and Annual Report (Financial Statements for 2021-2022 to include the External Auditors Report).</p>	
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Item 7: Re-appointment of the External Auditors

7.1	<p>10 Votes received by proxy: 10 votes in favour 0 votes against 0 abstention</p> <p>In person (40): 30 votes in favour 10 votes against 0 abstentions</p> <p>Ordinary Resolution passed to re-appoint RSM UK Audit LLP as external auditors of HFT. Delegated authority was given to the Board of Trustees to agree remuneration.</p>	
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Item 8: Election of Lesley Hutchinson to serve on the Board of Trustees

8.1	<p>10 Votes received by proxy: 10 votes in favour 0 votes against 0 abstention</p> <p>In person (40): 29 votes in favour 10 votes against 1 abstention</p> <p>Ordinary Resolution passed to approve the appointment of Lesley Hutchinson as Trustee of HFT for a three-year term.</p>	
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Item 9: Re-election of John Devapriam to continue serving on the Board of Trustees

9.1	<p>10 Votes received by proxy: 10 votes in favour 0 votes against 0 abstention</p>	
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	<p>In person (40): 29 votes in favour 10 votes against 1 abstention</p> <p>Ordinary Resolution passed to approve the re-appointment of John Devapriam as Trustee of HFT for a three-year term.</p>	
Information		Action
Item 10: Trustee Retirements		
10.1	<p>The following trustee retirements were noted for information:</p> <ul style="list-style-type: none"> • Hilary Schrader – Nominated trustee Retired August 2022 (end of first term of office) • Mary Champion – Elected trustee Retire at the end of the AGM (end of first term of office) • Briony Horvath – Elected trustee Retire at the end of the AGM (end of first term of office) 	
Item 11: Nominated Trustee Appointments		
11.1	<p>The following trustee nominations were noted for information:</p> <ul style="list-style-type: none"> • Hugh Piper – first term of office (May 2022 to May 2025) • Irfana Malik - second term of office (Sept 2022-Sept 2025) <p>Appointments were made by trustee resolution.</p>	
Questions and AOB		Action
Item 12: Questions from Members		
12.1	<p>AB advised questions were received from 2 members in advance of the AGM.; and Hft had responded directly to the member on one part of their question which was in relation to a specific individual. It was explained that the question and response being shared at this meeting was in relation to Senior Support Workers and was asked about by both members.</p> <p>Question: Following last year’s decision to remove many Senior Support Workers from care settings has there been a review of the impact of this?</p> <p>Response: In 2021 Hft introduced different management structures for our care settings (Supported Living, Residential Care and Day activities) and it was only following much consideration that the role of Senior Support worker was removed from the management structure in supported living settings where support is provided in an individual’s own home.</p>	

	<p>At the same time the numbers of managers responsible for clusters of supported living homes were increased and the visibility of local managers to the people we support, families and the care and support worker teams was increased on care support shifts as a result of this change. Pleasingly 19 Senior Support workers were promoted to the Cluster Team Manager role.</p> <p>However, the other aspect to this management structure change was to introduce a suite of IT systems to systemise many of the administrative activities that local Cluster team Managers are required to complete and these systems will be fully live from November. Once these systems have been embedded the true impact and benefits realisation of all the changes we have made can be delivered.</p> <p>In addition, we are committed to reviewing our career pathways, induction and training opportunities so that we can grow and retain our talent as part of our workforce strategy in 2023. This review will also link to our We're Listening colleague engagement survey action plan which is focused on improving our colleague engagement and retention levels.</p> <p>Additional questions were invited and there was a question from Peter Browning on the branding. DG reminded those present that members were invited to remain after the AGM business concluded to receive a full update on branding.</p> <p>Carol Williams asked whether additional hours are offered to employed staff and paid at agency rates. AB advised staff and agency rates were different. KM advised that permanent staff remain at the heart of Hft, but the current difficulties in staff recruitment and retention had required the use of agency staff.</p> <p>Richard Barber asked what message Hft would like to give to MP's to support Hft and social care provision. DG advised an influencing mandate had been developed (voices for our future) that details 4 key issues Hft are campaigning on. This will be presented to the public and parliament in December 2022 and will also be shared with family groups. Hft are asking for an end to unmet need and sufficient long-term funding for social care to ensure sustainable futures. In addition, DG advised that Hft have worked over the last year with 26 charities to deliver a joint communication to the Care Minister.</p>	
Item 13: Any Other Business		
13.1	AB concluded the formal AGM and reminded members that an information session about the future plans and brand positioning for Hft was about to commence for any member who wished to remain.	
Close of meeting: 17:45		

Action Summary		
	None	