

**ANNUAL GENERAL MEETING
& HEALTH INFORMATION MARKET**

of County Durham and Darlington NHS Foundation Trust
on **Wednesday 11 September 2019**
at **University Hospital North Durham, North Road, Durham, DH1 5TW**

This meeting and event is open to Trust members, the general public and Trust staff.

4:00pm	Health Information Market
4:00pm to 5:15pm	<p>Main Outpatients Department, First Floor</p> <ul style="list-style-type: none"> ➤ Feel free to browse at your leisure, our health market place filled with stalls with useful health information and speak to our staff to find out more about some of the services we provide.
5:00pm	<i>Annual General Meeting Registration</i>
Open 5:00pm to 5:30pm	<p>Tea / Coffee and Registration</p> <ul style="list-style-type: none"> ➤ Before taking your seat in the meeting room, please ensure you have signed in. ➤ TRUST MEMBERS – To ensure you are able to take part in the members vote, please could all Trust members (including staff members) ensure they have registered at the Members Desk and received a ballot paper prior to the meeting starting. You will need identification with you to vote. (Staff members will need their ID badge).
5:30pm	Annual General Meeting
5:30pm to 7:30pm	<p>Saffreys Restaurant, Second Floor</p> <ul style="list-style-type: none"> ➤ A full agenda for the Annual General Meeting is attached overleaf. ➤ During the meeting a members vote will take place to agree proposed changes to the Constitution. Members are reminded to register (as outlined above) to take part in the vote. ➤ During the meeting there will be a public question time item, where members of the public (and staff) have an opportunity to raise questions. Radio microphones will be used for this item. If you would like to ask a question, please wait until a member of our team has handed a microphone to you.

	Title of Item	Presented by / Status		
Item 1	Welcome and Apologies for Absence – Welcome from Professor Paul Keane OBE, Trust Chairman	Prof Keane	Verbal	For Info
Item 2	Declarations of Interest – Any attendee who is aware of a private or personal conflict of interest relating to any item on the agenda will be required to disclose it at this stage or when the conflict arises during consideration of the item.			
Item 3	Minutes & Matters Arising - From the previous AGM held on Wednesday 12 September 2018 held at the Dolphin Centre, Darlington	Prof Keane	Attached	To Agree
Item 4	Chairman's Opening Remarks	Prof Keane	Verbal	For Info
Item 5	Chief Executive's Review 2018/2019 and the Year Ahead –by Sue Jacques, Trust Chief Executive	S Jacques	Presentation	For Info
Item 6	Presentation of the Annual Report and Accounts 2018/2019 <ul style="list-style-type: none"> ➤ Quality Accounts 2018/19 – Presented by Noel Scanlon, Executive Director of Nursing ➤ Financial Accounts 2018/19 – Presented by David Brown, Executive Director of Finance ➤ Performance in 2018/19 – Presented by Sue Jacques, Trust Chief Executive ➤ Council of Governors and Membership – Presented by Warren Edge, Trust Secretary 	N Scanlon D Brown S Jacques W Edge	Presentations	For info
Item 7	<p>PUBLIC QUESTION TIME The Chairman invites questions* from the public (and staff)</p> <p>[*NOTE: Our Patient Experience Team will be present before and after the meeting to discuss matters concerning individual cases, including any cases involving family and friends, and will ensure that any issues raised will receive a full and detailed response. The Trust values such feedback and will respond to it. Members of the public (and staff) are encouraged to raise questions during the public question time on matters relating to the Trust, its hospitals and services.]</p>			
Item 8	Constitutional Changes – Members' Vote <ul style="list-style-type: none"> ➤ Presented by Warren Edge, Trust Secretary; and Mr Neil Williams, Chair of the Council of Governors' Audit and Governance Committee. 	W Edge / N Williams	Presentation	To Agree
Item 9	Any Other Business	Prof Keane	Verbal	For Info
Item 10	Chairman's Closing Remarks	Prof Keane	Verbal	For Info
Item 11	<p>Meetings Held in Public Announcements:</p> <ul style="list-style-type: none"> ➤ Council of Governors Meeting – Wednesday 9 October 2019 Prospect House, Durham ➤ Trust Board - Wednesday 25 September 2019 Prospect House, Durham <p>(Latest meeting details available on our website www.cddft.nhs.uk)</p>			