Meeting: Annual General Meeting
Date: Tuesday, 26th September 2023
Time: 13:00 – 14:00
Meeting held via MS Teams

All reports and documents can be found here https://www.nhsbenchmarking.nhs.uk/nhsbn-agm-papers

1) Welcome and Apologies

Sam Wilde (SW) Co-Chair of the Network introduced himself and welcomed all attendees to the AGM. SW introduced fellow presenters and thanked everyone for taking the time to join the meeting.

2) Minutes & Matters Arising

Link to draft minutes of the previous AGM were posted in the meeting chat. The minutes were approved as an accurate record of the meeting.

3) Midlands Partnership University NHS Foundation Trust – Case Study 'How to get the Best of Benchmarking' presented by Andrew Hateley (AH) General Manager Countywide Services.

4) Co-Chairs Report - SW presented the Co-Chairs report. Highlights included.

- The findings from various member projects have been presented at a number of external conferences.
- The publication of the CVDPREVENT National Annual Audit Report highlighting recovery from the impact of the COVID-19 pandemic and health inequalities.
- The third NACEL National Audit Report had been published and provided 8 clear recommendations.
- NHSBN have been commissioned by the NHS England Workforce team to run a number of projects over a 3-year period.
- The Network have hosted over 30 webinars with over 2,000 attendees. In November 2022, the Network held their first in-person event since the pandemic. SW expressed thanks to all those who participated in this and all other events. A Whole System face-to-face event on Health Inequalities and Benchmarking is currently being planned and set to take place later this financial year. SW encouraged all members to attend.
- SW expressed thanks on behalf of himself and Co-Chair Haydn Jones (HJ) to all member organisations, The Network could not succeed without member input. Thanks, were also expressed to those who support the Steering Group, Reference Groups and User Groups, input to these groups is very much appreciated and these are voluntary roles.
- Thanks were expressed to East London Foundation Trust for continuing to host the Network and the two commissioning support units that host finance and web services.
- Finally, thanks were expressed to the Benchmarking Network support team who are responsible for coordinating data collection, delivering the reports, findings, and events. Evidence of the benefits of the data to improve health and care services had been clearly demonstrated as shown in the case study.

No comments or actions.

5) Network and Membership Report

- Kim Burton, Network and Membership Manager provided the link to the members webpage https://www.nhsbenchmarking.nhs.uk/current-members and her contact details k.burton12@nhs.net for any non-members who would like to discuss membership.

- Helen Rushforth (HR) delivered the Network and Membership Report. HR echoed comments around support from the Network support team.
- HR highlighted from the report the two levels of memberships that are offered by the Network with particular focus on the development of the Insight membership (formally enhanced membership). The Network is starting to see increased interest in the Insight membership from organisations.
- HR highlighted the strong level of membership of the Network including across the devolved nations as outlined in the membership report.
- There is a focus on the ICB members and development on products for these member organisations, seizing the opportunities to work with these members as system working becomes increasingly important across the NHS.

No comments or actions

6) **Treasurer's Report –** HR delivered the treasurer's report.

- The report sets out the financial position for the year ending 31st March 2023. There has been an increase in membership income of around 11% since 2021/22.
- Expenditure has increased this year, the Steering Group recognised that there was a large surplus some of which has been reinvested to benefit our members. The investment was made in technology development to improve the offer to members, which resulted in higher expenditure than previous years.
- The in-year deficit was £147k for 2022-23 and after the investment of £117k, the brought forward cumulative surplus into 2023/24 is £208k.
- The Income and Expenditure account shows the detail and reflects strong performance across all projects.
- There are no concerns in regard to assets and liabilities on the balance sheet.
- Given the financial position of the NHS there is a potential risk to membership income, the team are mindful of this and are working with member organisations to ensure membership fees are paid.
- Overall, the Network is in a good financial position.

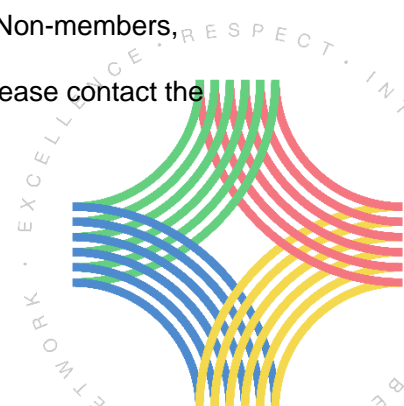SW thanked HR for her work as treasurer over the past year.

No comments or actions

Update on the [Network's 23/24 Work Programme](#) – Sarah Atkinson (SA) Director of the Network presented on the progress to date and future opportunities for the Network.

- SA presented an update on the Work Programme for 22/23 giving some highlights of the year including the revision of Vision and Values and the wide-ranging nature of the work that the Network undertakes. Feedback in the chat suggested members are not always aware of the extent of the work programme.
- SA reminded members that the Support Team is available to help and support members utilise the data and insight the Network has. Contact information for the teams can be found here https://www.nhsbenchmarking.nhs.uk/contact

Links reference in the presentation

- IC Benchmarker https://members.nhsbenchmarking.nhs.uk/ics Members can find the IC Benchmarker under the All Sectors section of the Members Area.
- IC Benchmarker demonstrations can be provided to both Members and Non-members, please contact the team nhsbn.ics@nhs.net to arrange a date and time.
- For further information on the Insight Packages and our bespoke offer please contact the team enquiries@nhsbenchmarking.nhs.uk
- Workforce Programme information is available here https://www.nhsbenchmarking.nhs.uk/workforce-programme

- Information on our Audits can be found here
  https://www.nhsbenchmarking.nhs.uk/national-audits

No comments or actions

7) **Formally approve the Constitution and Terms of Membership-** HJ provided a brief update on the changes.

- The Constitution and Terms of Membership have been reviewed and updated in light of legislative changes within the NHS, therefore in 2023 the team have undertaken a review of the constitution to strengthen the governance of the Network and reflect the changes in the NHS legislation.
- A second point highlighted is regarding the Reference Group in terms of linking in with the Steering Group, this governance is now in place which helps with joining up the Network.
- The updated Constitution can be found here
- The updated Terms of Membership bring in line changes within the NHS, with more focus on collaborative working and system working with a view to improve patient and population outcomes, encouraging more sharing of data safely and allowing members to opt into these changes.
- HJ expressed thanks to Karen Rix (KR) for all her hard work, working alongside the legal team to update all the documents.
- SA reiterated thanks to KR and the team. The shift in the Terms of Membership is an important change to align to the member environment. SA reminded everyone that KR and team are sending out communications regarding the changes to the Terms of Membership to ensure members are happy with the changes and giving the opportunity to ask questions or share concerns with team if necessary.
- The revised Terms of Membership can be found here:
  https://www.nhsbenchmarking.nhs.uk/terms-and-privacy#terms-of-membership

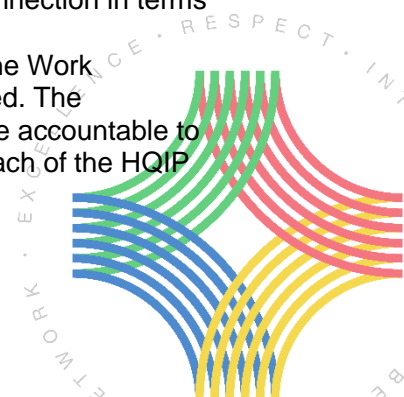The documents were formally approved.

No comments or actions.

8) **Steering Group Membership –** HJ presented the Steering Group report.

- Our Steering Group webpage contains information on our Steering Group members and meeting minutes: https://www.nhsbenchmarking.nhs.uk/steering-group
- HJ explained that membership to the SG is through an election process, colleagues from member organisations can put themselves forward to represent their sector for these positions.
- Claire Taiwo (CT) updated in the chat that the Network are accepting EoI from community sector members for the Steering Group, please get in touch if you are interested c.taiwo2@nhs.net

9) **AOB**

- Question from Richard Ansell (NHS England, formerly HEE) – In terms of membership, to clarify there is no change of arrangement for NHS Digital, HEE, NHS England in terms of membership, do all organisations fall under one membership?
- SA confirmed that all organisations would now fall under NHS England membership.
- RA – Thanked SA for sharing how projects are commissioned and gave thanks for sharing the slide on the NHS England commissioned projects. RA questioned, as NHS England are not part of Steering Group whether they have a different connection in terms of commissioning?
- SA confirmed that the Steering Group is responsible for the delivery of the Work Programme for members and membership income and how this is utilised. The Workforce programme is delivered for NHS England and the Network are accountable to a Programme Board and Steering Group from NHS England, similarly each of the HQIP

commissioned Clinical Audits has a Steering Group to whom the Network are accountable. However, as the projects are delivered by the NHS Benchmarking Network team under the banner of the Network it is important to provide information to the Steering Group and members on all the work of the Network.

- SW gave a huge thank you for everyone joining the AGM and encouraged members to support and get involved in the Network activities. SW also encouraged members to attend the forthcoming face-to-face Whole System event – Health Inequalities and Benchmarking.
- A list of events can be found here www.nhsbenchmarking.nhs.uk/events
- SW concludes the meeting at 14:00 with final thanks to HJ, HR, the Steering Group members, and members of the Network, as well as the NHSBN Support Team.

Meeting closed