



Royal Berkshire
NHS Foundation Trust

Council of Governors - 27 September 2023

MEETING
27 September 2023 17:00

PUBLISHED
22 September 2023

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Seminar Room, Trust Education Centre (TEC)	27/09/23		17:00
1. Apologies for Absence and Declarations of Interest (Verbal)			
		Graham Sims	17:00
2. Minutes for Approval: 24 May 2023 and Matters Arising Schedule			
3. Changes to the Council Membership (Verbal)			
		Caroline Lynch	17:05
4. Questions from the Public (Verbal)			
		Graham Sims	17:10
Holding the Board to Account			
5. Chief Executive Update (Presentation)			
		Steve McManus	17:15
6. People Strategy (Presentation)			
		Don Fairley	17:35
Items of Council Business			
7. Governor Nominations & Remunerations Minutes from 13 July 2023			
		Sunila Lobo	17:55
8. Governor Assurance Committee Minutes: 28 June 2023			
		Andrew Haydon	18:00
9. Changes to the Trust Constitution			
		Caroline Lynch	18:05
Representing the Views of the Public and General Public			
10. Membership Committee Minutes: 1 June 2023			
		John Bagshaw	18:15
11. Governor Question Log (No update since last meeting)			
		Caroline Lynch	

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Seminar Room, Trust Education Centre (TEC)	27/09/23		17:00

12. Date of the Next Meeting: 29 November 2023 at 17.00 Graham Sims

Minutes

Council of Governors

Wednesday 24 May 2023

17.00 – 18.40

Video Conference Call

Present

Mr. Graham Sims	(Chair of the Trust) (Chair)
Mr. Jonathan Barker	(Public Governor, Reading)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Mr. Richard Havelock	(Volunteer Governor)
Cllr. Clive Jones	(Public Governor, Wokingham)
Mr. Benedict Krauze	(Public Governor, Wokingham)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Ms. Sunila Lobo	(Public Governor, Reading)
Mr. Brian Painting	(Public Governor, Reading)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Mr. Rob Bowen	(Acting Director of Strategy and Partnerships, Buckinghamshire, Oxfordshire & Berkshire Integrated Care Board (BOB ICB) (for minute 23/23)
Mrs. Sue Hunt	(Non-Executive Director)
Mrs. Priya Hunt	(Non-Executive Director)
Dr. Janet Lippett	(Acting Chief Executive) (up to minute 21/23)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director)
Mr. Peter Milhofer	(Non-Executive Director)
Mr. Andrew Statham	(Director of Strategy) (for minute 23/23)
Mr. Eamonn Sullivan	(Chief Nursing Officer) (for minute 22/23)
Prof. Parveen Yaqoob	(Non-Executive Director)

Apologies

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Chris Plumb	(Staff Governor, Admin/Management)
Ms. Bet Tickner	(Public Governor, Reading)

17/23 Declarations of Interest

There were no declarations of interest.

18/23 Minutes for Approval: 22 February 2023 and Matters Arising Schedule

The minutes of the meetings held on 22 February 2023 were agreed as a correct record and were signed by the Chair.

The matters arising schedule was noted. All items had been completed or scheduled for future meetings.

19/23 Changes to the Council Membership

The Trust Secretary announced that, since the last meeting, the only change to the Council membership was Graham Bridgeman, who was no longer the Partner Governor, West Berkshire Council, following the recent round of local elections. The announcement of a new Partner Governor was awaited.

20/23 Questions from the Public

Brian Painting raised a question on behalf of a public constituent. This was whether the Trust used any patient data for Artificial Intelligence. It was agreed that this would be added to the governor question log.

Action: C Lynch

The Trust Secretary advised that data of any member of the public who had opted out of the National Opt-Out scheme would not be used for any other purposes than direct healthcare.

21/23 Acting Chief Executive Update

The Acting Chief Executive provided an overview of the Operational status of the Trust as well as Emergency Department (ED) performance during April 2023. The Council noted that ED attendances had reduced and the Trust had met the 2023/24 national performance expectation against the 4 hour standard with 76% of patients seen, treated, admitted or discharged over the month.

The Acting Chief Executive provided an overview of cancer performance and the critical incident that took place in April 2023. In response to a query, the Acting Chief Executive advised that the Integrated Care System (ICS) and other system partners had been informed immediately about the incident that resulted in major power outage and had provided excellent support to the Trust.

The Council noted the update on industrial action. This included junior doctors' taking strike action during April 2023 and the British Medical Association (BMA) balloting Consultants for strike action during May 2023. The Royal College of Nursing (RCN) members took strike action during 30 May to 1 April 2023 and members were also being balloted during June 2023 for support for further strike action. In response to a query, the Acting Chief Executive advised that in the event of Consultants taking strike action, the biggest impact would be on elective care. In response to a further query, the Acting Chief Executive advised that the Trust did use private providers for some services.

The Acting Chief Executive provided an update on the Agenda for Change pay award and the Trust's current financial position.

In response to a query regarding Research & Innovation (R&I) update provided to the public Board earlier that day, the Acting Chief Executive advised that, the Trust had circa 12 members of staff trained as primary investigators. The Partner Governor, University of Reading, advised that there were currently 54 projects being worked on by collaboration between the Trust and the University and these were funded 50:50. The Acting Chief Executive confirmed that funding for R&I had been protected and including in the budget for 2023/24. The Trust Secretary

advised that the Quality Committee would be receiving their annual update at its next meeting in June 2023.

The Chair, on behalf of the Council of Governors, thanked the Acting Chief Executive for her tenure in the role as this would be her last Council meeting.

22/23 Quality Strategy

The Chief Nursing Officer advised that the Trust's previous Quality Strategy ended in 2023. A refreshed Quality Strategy was proposed for 2023 to 2028. The Council noted that the development of the Quality Strategy had been paused during the Winter period. However, now work was on-going to engage with all stakeholders including patient leaders, young carers as well as other patient groups to refresh the Strategy. An update had also been submitted to the Quality Committee. The Council noted that the Quality Strategy had been aligned with the Improving Together programme.

In response to a query regarding

It was agreed that the Quality Strategy would be circulated to all Governors to provide feedback and this would be collated by the Trust Secretary. **Action: C Lynch**

23/23 BOB ICB Joint Forward Plan 2023/24

The Director of Strategy introduced the interim Director of Strategy & Partnerships, BOB ICB, advised that the Joint Forward Plan (JFP) was developed by the ICB and partner trusts. The document was dynamic and would be developed over the next few years. Comments from the Trust had been included and further clarity would be included in relation to ICB priorities. The JFP would be submitted to the ICB and Healthwatch for their views during June 2023.

The interim Director of Strategy & Partnerships, BOB ICB, highlighted the need to balance requirements to provide NHS services at the moment with the associated operational challenges as well as the need to set out the long term ambition over the next five years. The Council noted the service delivery plans that detailed ambitions for specific services. The JFP would be updated and published on an annual basis. The Council discussed the challenges in relation to health inequalities, the financial challenge in relation to sustainability as well as sustainability often being a key focus for future employees. The Council also noted that future focus for the ICB was the Primary Care model.

The interim Director of Strategy & Partnerships advised that the draft JFP had been shared with the NHS England (NHSE) and they were supportive of the direction outlined in the plan.

It was agreed that JFP would be circulated to all Governors to provide feedback and this would be collated by the Trust Secretary. **Action: C Lynch**

24/23 Governance Assurance Committee 26 April 2023

The Council received the draft minutes of the meeting held on 26 April 2023. The Chair of the Governor Assurance Committee provided an overview of the items discussed at the meeting.

25/23 Governor Question Log

The Trust Secretary introduced the report and highlighted that two questions remained outstanding. However, information had been provided internally and this would be included on the next update to the Council.

26/23 Questions from the Public

There were no public in attendance.

27/23 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday 27 September 2023 at 17.00.

SIGNED:

DATE:

Agenda Item 2

Date	Minute Ref	Subject	Matter Arising	Owner	Update
24 May 2023	20/23	Questions from the Public	Brian Painting raised a question on behalf of a public constituent. This was whether the Trust used any patient data for Artificial Intelligence. It was agreed that this would be added to the governor question log.	C Lynch	Completed. It was confirmed that the Trust does use AI for patient data.
24 May 2023	22/23	Quality Strategy	It was agreed that the Quality Strategy would be circulated to all Governors to provide feedback and this would be collated by the Trust Secretary.	C Lynch	Completed
24 May 2023	23/23	BOB ICB Joint Forward Plan 2023/24	It was agreed that JFP would be circulated to all Governors to provide feedback and this would be collated by the Trust Secretary.	C Lynch	Completed

Minutes

Council Nominations & Remuneration Committee

Thursday 17 July 2023

16.30 – 16.55

Video Conference Call

Present

Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor) (Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mr. Benedict Krause	(Public Governor, Wokingham)
Ms. Sunila Lobo	(Public Governor, Reading)
Cllr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Paul Williams	(Public Governor, Reading)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)

In attendance

Miss. Kerrie Brent	(Interim Corporate Governance Officer)
Mr. Don Fairley	(Chief People Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mr. Graham Sims	(Chair of the Trust)

Apologies

Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Richard Havelock	(Volunteer Governor)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. Victor Koroma	(Partner Governor, Alliance for Cohesion and Racial Equality)
Mr. Brian Painting	(Public Governor, Reading)
Mr. Christopher Plumb	(Staff Governor, Admin/Management)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Ms. Bet Tickner	(Public Governor, Reading)

01/23 Declarations of Interest

There were no declarations of interests.

02/23 Minutes and Matters Arising

The minutes of the meeting held on 8 December 2022 were approved as a correct record and would be signed by the Chair.

The Committee noted the matters arising updates. All actions had been completed.

03/23 NED Recruitment Agency Proposal and timeline for interview (Verbal)

The Chief People Officer provided an overview of the formal selection process and timeline for the recruitment of two Non-Executive Directors. The proposal for the Executive Search Partner was received by the Committee.

The Committee discussed whether lessons could be learned by both the Trust and Hunter Healthcare following the previous NED recruitment process as a result of an early resignation. It was concluded that the events could not have been foreseen and therefore the Committee did not consider that lessons could be learned.

The Chief People Officer confirmed that the Trust would produce its own candidate packs. However, discussions were on-going to decide if the Trust should pay an additional £1.5k for the development of the microsite.

The Committee approved the recommendation to appoint Hunter Healthcare.

04/23 Job Descriptions for Non-Executive Director Recruitment

The Committee received the job descriptions for the Non-Executive Director recruitment.

The Chair of the Trust highlighted the requirements for the Non-Executive Directors (NED) role. It was noted that both candidates required a financial background as well as Board level experience, and one would specifically be required to be a qualified accountant or equivalent. The Chair of Audit & Risk Committee would also be the Senior Independent Director (SID) the NED lead for Freedom to Speak Up. The other candidate would be required to chair the Finance & Investment Committee.

The Chair of the Trust noted that in line with strengthening system wide relationships; he had liaised with chairs of Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) to consider a sharing NED role.

The Committee considered the removal the phrase 'to accept no excuses' that was highlighted in the principal responsibilities and agreed that would be removed.

The Council approved the job description.

05/23 Protocol for the appointment of a Non-Executive Director

The Committee noted the protocol that set out the process for the appointment of two Non-Executive Director (NED).

The Trust Secretary noted that Governors would be invited to take part in the focus groups. It was suggested that Governors should email the Trust Secretary to express their interest in participation.

It was anticipated that interviews would be scheduled in September 2023. The Chief People Officer would confirm the schedule with Hunter Healthcare as it was noted that this may affect changes to the Council of Governors if scheduled after the Annual General Meeting on 20 September 2023. **Action: DF**

The Trust Secretary confirmed that the shortlist of candidates would be submitted to this Committee for agreement.

06/23 Lead Governor Role

The Trust Secretary set out the timetable of the launch Lead Governor elections. It was noted that nominations of interest would be sought from Monday 7 August 2023 and would run until Friday 18 August 2023, where Governors could nominate themselves for the role. Voting would take place between Monday 21 August 2023 and Friday 8 September 2023 with the result announced in the week beginning Monday 11 September 2023.

The Trust Secretary provided an overview of the role of the Lead Governor. It was noted that the requirements for the role was not onerous in terms of time commitment. However, the Lead Governor was required to chair the Governor Nominations & Remuneration Committee, held on average two to three times a year. Governors are recommended to contact the Trust Secretary for a discussion about any aspect of the role or nominations of interest.

Governors were reminded that the Lead Governor role was not referenced in the Trust's Constitution as it was not recognised in statute. However, a nominated lead was required.

The Committee received the Lead Governor Protocol. The Trust Secretary reminded the Council that the protocol and the specific topic of length of term had been previously been discussed at a special Council meeting in July 2023. At this meeting the Trust Secretary had confirmed that authority to amend the protocol resided with her as Governance lead for the Trust and the protocol was based on best practice guidance. The Trust Secretary confirmed that the decision of three-year length of term had been decided following NHS Provider guidance and would not be changed.

07/23 Date of Next Meeting

It was agreed that the next meeting would take place on Wednesday 25 October 2023 at 16.30.

SIGNED

DATE

Governors Assurance Committee

Wednesday 28 June 2023

17.00 – 19.00

Video Conference Call

Present

Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor) (Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mr. Richard Havelock	(Volunteer Governor)
Mrs. Sunila Lobo	(Public Governor, Reading)
Cllr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Ms. Alex Baker	(Head of Compliance)
Miss. Kerrie Brent	(Interim Corporate Governance Officer)
Mrs. Sue Hunt	(Non-Executive Director) (from minute 16/23)
Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Helen Mackenzie	(Non-Executive Director) (from minute 16/23)
Mr. Peter Milhofer	(Non-Executive Director) (from minute 16/23)
Mr. Graham Sims	(Chair)
Ms. Hannah Spencer	(Deputy Chief Nurse)
Prof. Parveen Yaqoob	(Non-Executive Director) (from minute 16/23)

Apologies

Dr. Bal Bahia	Non-Executive Director)
Cllr. Graham Bridgman	(Partner Governor, West Berkshire Council)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. John Crossman	(Staff Governor, Allied Health Professionals/Scientific)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mrs. Priya Hunt	(Non-Executive Director)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. Benedict Krause	(Public Governor, Wokingham)
Mr. Brian Painting	(Public Governor, Reading)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)

12/23 Declaration of Interests

No declarations of interest were noted.

13/23 Care Quality Commission (CQC) Well-Led Update

The Head of Compliance and Deputy Chief Nurse provided an overview of CQC, their inspection regime and the implications for Governors in relation to a Well Led inspection. The following questions were raised:

- The size of the CQC and its budget. AB clarified that the CQC directly employed around 250 members of staff. However, some clinical NHS staff were also trained to conduct two inspections a year. This provided direct learning and feedback back into organisations. The revenue budget was confirmed at £6.6m.
- How the CQC would assess the current position of the Trust in relation to the ongoing works around Estates and Facilities. AB advised that the CQC would seek assurance that the Trust had identified the risks and had processes in place to escalate risks to the Corporate Risk Register. In addition, that the Trust responded quickly and effectively ensuring that patients and staff were safe with a clear action plan to resolve the issue as well as a review carried out to identify any lessons learned.
- Clarification on the expected upcoming maternity inspection was sought as to whether this would now include a full Trust inspection given the delay. Notification had not been received of a Trust-wide inspection. However, should an inspection be planned the Trust would expect to receive early notification. It was noted that an inspection could be triggered by a raised concern.
- Whether all Governors would be interviewed by the CQC. AB confirmed that this was dependent on the reason for the inspection Governors may not be contacted at all. However, in most cases the Trust would be required to select a group for the inspectors to meet with.
- HS provided an update on the expectation of Governors and highlighted that the CQC would be looking to ensure that Governors understood their roles, the team was functioning as it should be and focusing in the right areas holding the Non-Executive Directors to account.
- A Governor queried whether there was a summary of principles across the country in relation to the challenges in Maternity. It was noted that staffing remained the highest concern nationally.

14/23 Minutes for Approval: 26 April 2023 and Matters Arising Schedule

The minutes of the meeting held on 26 April 2023 were agreed as a correct record and would be signed by the Chair.

Minutes for Approval: 25 January 2023 and Matters Arising Schedule: 07/23 (02/23) (23/22): Member Issue and Feedback: The Trust Secretary advised that a hybrid meeting at Green Park had been agreed by the Chair and Acting Chief Executive. Discussions were on-going in relation to arrangements for the AGM with the venue provider and a visit had been arranged to ensure the site was suitable.

15/23 Member Issues and Feedback

A Governor raised a concern in relation to an individual case where a member of the public had been confused by the purpose of the walk in centres in Henley, Thatcham and Bracknell. The Governor in question would provide further clarification to the Trust Secretary of the specific request to produce marketing material for awareness.

16/23 Board Sub-Committee Key Issues (Group Discussions)

The Committee formed two breakout groups, to discuss items from recent Board sub-committees.

Feedback from the discussions included:

- Governors received assurance in relation to the Trust's financial position, specifically the 2023/24 budget and the risk to the Capital Programme 2023/24 and the deficit position.

- Governors received detail on the ongoing work to identify £15m efficiency savings that remained challenged with focused bi-weekly meetings, and a strong focus on cash. Assurance was received that workforce controls had been implemented including the request for justification for any agency staff requests to improve staffing where there were shortages.
- Governors received assurance on the details of the charitable donation from HFMS Ltd to the Royal Berks Charity.
- Governors received assurance around the completion of the 'must do' CQC actions in relation to Mandatory and Statutory Training 'MAST' compliance and Mixed-Sex Accommodation (MSA) breaches.
- Assurance was received in relation to how the Trust was maintaining safe services through the industrial action.
- Detail was received on the recent pollen bomb attendance through the Emergency Department and the impact that this had on the hospital, including the good news story on how that was managed. Assurance was received on preparedness for any future events.
- Governors received assurance in relation to succession planning for senior roles as well as talent management to identify the up and coming talent within the Trust.
- Governors received assurance that work was ongoing to improve annual appraisals report rate to 90%.

17/23 Reflections of the Meeting

CL led a discussion. The Committee thanked the Lead Governor for chairing the Committee as he was due to step down in September 2023.

18/23 Date of Next Meeting

It was agreed that the next meeting would be held on Wednesday 25 October 2023 at 17.00

SIGNED:

DATE:

Minutes

Membership Committee

Thursday 1 June 2023

17.30 – 18.40

Seminar Room, Trust Education Centre, Royal Berkshire Hospital

Present

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders) (Chair)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Mr. Richard Havelock	(Volunteer Governor)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Mr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)

In attendance

Miss. Kerrie Brent	(Interim Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)
Mr. Niall Norbury	(Campaigns and Marketing Manager) (up to minute 09/23)

Apologies

Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. Graham Sims	(Trust Chair)
Mr. Paul Williams	(Public Governor, Reading)

08/23 Minutes for Approval: and Matters Arising Schedule

The minutes of the meeting held on 9 February 2023 were approved as a correct record.

The Committee noted the matters arising update. All actions were completed.

09/23 Membership Recruitment Plan

The Campaigns and Marketing Manager provided an update on the social media membership recruitment campaign launched from 6 February 2023 and 6 March 2023. The campaign was targeted to recruit members in the 16-30 age group as well as Black, Asian and Minority Ethnic (BAME) groups via various social media channels including Instagram and Facebook. Although the campaign reached 37,777 members of the public with 159,473 impressions, the campaign was concluded as unsuccessful as the Trust did not recruit any new members as a result of this. It was suggested that this could have been due to a number of reasons including audience lack of intent and motivations as well as people being unfamiliar with the term 'membership'. It was agreed that due to the unsuccessful outcome of the campaign the Trust would not progress with any further campaigns at this time.

The Committee noted that a number of other targeted marketing routes continued including posters with QR codes located around the hospital sites and the option to apply via the Trust website. Membership events would continue to be promoted via social media channels.

The Committee discussed alternative routes to recruit members and how to increase awareness and benefits of becoming a member of the Trust. It was suggested that the benefit of NHS Discounts should be further promoted to new members as well as existing members, as it was considered that not all existing members were aware of this.

The Partner Governor, University of Reading, advised that she had access to number of communication routes to reach students at the University including email distribution and student inductions. It was agreed that the Interim Corporate Governance Officer and Trust Secretary would discuss opportunities with the Partner Governor, University of Reading to promote membership further via these routes. **Action: K Brent**

The Trust Secretary reminded Governors that, as part of their role, it was essential that they also promoted membership and sought to recruit new members.

The Trust Secretary would circulate the published campaign to Governors. **Action: C Lynch**

10/23 Membership Update

The Interim Corporate Governance Officer introduced the report and highlighted that total membership was 10,000, an increase of 121 members since the last meeting. Membership remained under represented in the 16-30 age groups.

The most recent edition of the Pulse magazine had been circulated in April 2023. The publication was sent to staff, as well as, 2204 public members with a valid email address. It was noted that 46% of recipients had opened the Pulse magazine link, an increase of 6% from the previous edition in Autumn 2022. The Committee noted that a schedule had been produced for the inclusion of Governor articles in 2023/24. The Interim Corporate Governance Officer would contact Governors to confirm their input, and once agreed, the schedule would be circulated to the Committee. **Action: K Brent**

The Committee noted the membership figures analysis as at 23 May 2023 that included a breakdown of all membership by category, age, gender and ethnicity.

The Interim Corporate Governance Officer presented the revised membership form. It was noted that following feedback received from Reading PRIDE 2022 in relation to the inclusivity of the membership form, specifically in relation to gender type, the form had been amended. The Committee endorsed the revised form subject to minor photographic changes.

11/23 Membership Events

The Interim Corporate Governance Officer presented an overview of the planned dates of events for 2023/24.

It was noted that the Annual General Meeting had been scheduled for 20 September 2023. A venue had not yet been confirmed. Work was on-going to obtain quotes for venues and hybrid facilities. The Trust Secretary highlighted the cost associated with providing hybrid meeting and requested that in light of the Trust's financial position this was reconsidered. The Governors concluded that a hybrid option was necessary. The Partner Governor, University of Reading, suggested the possibility of using a meeting room at the University as it was already aligned with hybrid facilities and would be slightly less expensive than other options. The

Public Governor, Wokingham also suggested the Oakwood Centre in Woodley. It was agreed that the Corporate Governance team would consider these options. **Action: K Brent**

Following the success of membership recruitment at Reading PRIDE 2022, it was noted that discussions were underway to secure a membership stand at the event this year in September 2023. The stand would be joint with the Royal Berks Charity, Patient Experience with sponsorship from Ultima Business Solutions and Governors would be asked to attend and recruit new members at the event.

The Interim Corporate Governance Officer presented a list of suggested topics of events for 2023/24 and requested for feedback. Governors suggested an event on Brainomix, Surgical Robots, Maternity and Pain Management as possible themes for future events.

The Committee queried whether the members open day could be reconsidered for 2023. The Trust Secretary advised that due to the on-going site-wide survey and other building options this was not possible.

12/23 Date of the Next Meeting

It was agreed that the next meeting would be held on Tuesday 25 July 2023 at 17.30.

SIGNED:

DATE: