



Royal Berkshire
NHS Foundation Trust

Membership Committee - 16 October 2023

MEETING
16 October 2023 17:30

PUBLISHED
13 October 2023

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Video Conference Call	16/10/23		17:30
1. Welcome and Apologies for Absence (Verbal)		Richard Havelock	
2. Minutes for Approval: 25 July 2023 and Matters Arising Schedule		Richard Havelock	17:30
3. Membership Update		Kerrie Brent	17:35
4. Council of Governors Objectives Review		Caroline Lynch	17:50
5. Terms of Reference		Caroline Lynch	18:00
6. Reflections of the Meeting:		Caroline Lynch	18:05
6.1. How did you feel during discussions?			
6.2. How did our thinking move us on?			
6.3. Do we need to do anything differently?			
7. Date of Next Meeting: Thursday 15th February 2024			

Membership Committee

Tuesday 25 July 2023

17.30 – 18.30

Seminar Room, Trust Education Centre, Royal Berkshire Hospital

Present

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders) (Chair)
Mr. Jonathan Barker	(Public Governor, Reading)
Mr. Richard Havelock	(Volunteer Governor)
Mr. Tony Lloyd	(Public Governor, Wokingham) (Lead Governor)
Dr. Sunila Lobo	(Public Governor, Reading)
Mr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Miss. Kerrie Brent	(Interim Corporate Governance Officer)
Mrs. Caroline Lynch	(Trust Secretary)

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. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Mrs. Beth Rowland	(Public Governor, Wokingham)

13/23 Minutes for Approval: and Matters Arising Schedule

The minutes of the meeting held on 1 June 2023 were approved as a correct record.

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

14/23 Membership Update

The Interim Corporate Governance Officer introduced the report and highlighted that total membership was 10,101, an increase of 101 members since the last meeting. Membership remained under represented in the 16-30 age groups. However, 10 new members had been recruited between the 22-29 age group since the last meeting.

Following feedback at the last meeting, it was agreed that the Pulse magazine would return to monthly distributions from October 2023 and would include additional input specifically on Health Service Discounts available to members as well as any upcoming events, including any Royal Berks Charity events. In addition, a review as to whether a refresh of the name of the Pulse magazine had been considered. Governors were asked to put forward suggestions to aid decision making. Suggestions included heartbeat and patient record.

The Committee noted that the schedule for Governor Pulse articles for 2023/24 would be revised following Governor Elections and once changes to the Council had been confirmed. 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 18 July 2023 included a breakdown of all membership by category, age, gender and ethnicity as well as the positive membership feedback received on recent 'Our place, our progress, our people' publication that celebrated the 75th anniversary of the NHS.

15/23 Membership Events

The Interim Corporate Governance Officer presented an overview of the planned event dates for 2023/24. Governors provided suggestions for future events including pain management, ageing population, cancer and diabetes.

It was noted that the Annual General Meeting had been scheduled for 20 September 2023 and the venue had now been confirmed as Green Park Conference Centre previously used for the AGM in 2021. The meeting would be held in a hybrid format provided by a procured specialist AV supplier whereby the public would be able to attend either in person or virtually. In addition, to increase public engagement and representation the Corporate Governance team had organised departments from the Trust to host welcoming stands including a Governor stand and the 'MEET PEET' team who had agreed to provide free mini health checks to those in attendance. Discussions were on-going to determine how to manage this on the day. Promotion of this would be included on any advertisements.

Following the success of membership recruitment at Reading PRIDE 2022, a stand to promote membership had been agreed jointly with the Royal Berks Charity generously funded by Ultima Business Solutions. Governors were asked to attend to sign up new members on the day.

The Interim Corporate Governance Officer had contacted both Reading College and University of Reading to consider attendance at any future events and career fairs to promote membership specifically in the 16-30 age group.

Following discussion at the last meeting the list of agreed topics of events for 2023/24 was presented.

16/23 Training & Development

The Interim Corporate Governance Officer provided an overview of Governor training and development for 2023/24. It was noted that Governors had recently received a Well-Led session at Governance Assurance Committee on 28 June 2023 led by Hannah Spencer, Deputy Chief Nurse and Alex Baker, Head of Compliance provided a Care Quality Commission (CQC). The schedule for the remainder of 2023/24 included; social media, NHS finance, counter fraud, freedom to speak up, the what matters programme and patient leaders.

The Committee discussed the need for a Governor induction session. The Interim Corporate Governance Officer advised that a Governor induction session would be scheduled in October 2023 following Governor Elections and the Annual General Meeting on 20 September 2023.

Action: K Brent

17/23 Reflections of the meeting

The Trust Secretary led the discussion. Reflections included a discussion on the location of the meeting. It was agreed that during winter months the meeting should be held virtually and in summer months in person.

The Interim Corporate Governance Officer demonstrated the new information and communications platform for Governors 'Workvivo'. It was noted that Governors would be able to find the latest news, meetings and events in the Trust, as well as access all documents whilst providing a shared space where they would be able to engage with each other. It was noted that this was due to be rolled out imminently.

The Committee thanked John Bagshaw, for his time as Chair of this Committee and welcomed the new appointed chair Richard Havelock.

17/23 Date of the Next Meeting

It was agreed that the next meeting would be held on Monday 16 October 2023 at 17.30.

SIGNED:

DATE:

Membership Committee Matters Arising Schedule**Agenda Item 2**

Date	Minute Ref	Subject	Matter Arising	Owner	Update
25 July 2023	14/23	Membership Update	The Committee noted that the schedule for Governor Pulse articles for 2023/24 would be revised following Governor Elections and once changes to the Council had been confirmed. The Interim Corporate Governance Officer would contact Governors to confirm their input, and once agreed, the schedule would be circulated to the Committee.	K Brent	Agenda Item 3 (Appendix 3)
25 July 2023	16/23	Training & Development	The Committee discussed the need for a Governor induction session. The Interim Corporate Governance Officer advised that a Governor induction session would be scheduled in October 2023 following Governor Elections and the Annual General Meeting on 20 September 2023.	K Brent	Complete.

Title:	Membership Update
Agenda item no:	3
Meeting:	Membership Committee
Date:	16 October 2023
Presented by:	Kerrie Brent, Interim Corporate Governance Officer
Prepared by:	Kerrie Brent, Interim Corporate Governance Officer

Purpose of the Report	This report sets out the changes in membership figures since the last Committee meeting. Total membership now stands at 10,438 that is an increase of 337 members since the last meeting.
------------------------------	---

Report History	N/A
-----------------------	-----

What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

1 Membership Figures

- 1.1 Current membership is 10,438 that is an increase of 337 members compared with the figures from 25 July 2023.
- 1.2 The Trust currently has;
- (a) 3,489 public members (increase of 51 members)
 - (b) 336 volunteer members (increase of 12 members)
 - (c) 6,613 staff members (increase of 274 members)
- 1.3 A breakdown of public membership by constituency is provided below.

Public Constituencies	No of Members
East Berkshire and Borders	837
Reading	1,016
South Oxfordshire	180
West Berkshire and Borders	580
Wokingham	857
Out of Trust Area	15
Not Specified	4
Total	3,489

2 Membership Representation

- 2.1 Membership remains under represented until we reach the 30+ age groups. However, of note, since the last meeting 24 new members were between the 17-29 age group; 12 between the 17-21 age group and 12 between the 22-29 age group.
- 2.2 A meeting has taken place with the Widening Participation Officer who has provided a list of upcoming careers events and visits to local and surrounding schools, as well as recruitments drives that the Membership team will attend to promote and recruit members, specifically within the 16-29 age group.
- 2.3 The 60+ age categories remains the highest represented in the public constituencies and the 30-39 age category the highest represented in the staff group.
- 2.4 Posters with QR codes have been located around the hospital sites to promote membership of the Trust. This enables members of the public to scan a code with their phone that accesses directly the membership form.
- 2.5 A dedicated Corporate Governance Officer with specific duties focused on membership has officially been appointed as of November 2023.

3 Pulse Magazine

- 3.1 The Pulse magazine article is distributed on a monthly basis to provide updates from the Trust. The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.2 The most recent edition was circulated in September 2023. The edition was sent to 2,183 public members with a valid email address. 38% of recipients opened the Pulse Magazine link. 7% lower than the previous edition.
- 3.3 A revised schedule has been created for Governor articles for Pulse Magazine for 2023/24 in line with the change in distribution inductions.
- 3.4 The next issue is due to be circulated in October 2023.

4 Membership Events

- 4.1 The Annual General Meeting took place on the 20 September 2023 at Green Park Conference Centre. The meeting was held in a hybrid format. Final figures are yet to be confirmed. However, there was around 75 members, governors and public that attended the session. There was also an opportunity for members to meet governors prior to the presentation as well as a number of stands to highlight Research and Development, the Royal Berks Charity, Building Berkshire Together, and 'Meet PEET'. The Chair also provided a question and answer session for members during the meeting.
- 4.2 The Committee is asked to note that 59 new members were recruited at Reading PRIDE 2023.
- 4.3 The meeting was recorded and will be made available to the public on the Trust website in due course, as well as the minutes of the meeting.
- 4.4 Feedback from the meeting has been analysed and can be found in **appendix 2**.

5 Proposed Events

- 5.1 At a previous meeting the Corporate Governance team were asked to consider virtual events during the winter months when organising membership events. It has been agreed that a pain management webinar would be held in November 2023. Further details are yet to be confirmed.

6 Conclusion

The Committee is asked to note the update on membership figures.

7 Attachments

- 7.1 The following are attached to this report:

Appendix 1 – Membership figures & analysis

Appendix 2 – Proposed Pulse Schedule 2023-24

Appendix 3 – 2023 Annual General Meeting feedback analysis

Appendix 1 – Membership figures & analysis as at 18 July 2023 - 12 October 2023

	Public	Staff	Volunteers	TOTAL
TOTAL MEMBERSHIP	3,489	6,613	336	10,438
Age				TOTAL
0-16	0	0	0	0
17-21	33	73	35	141
22+	3216	6,540	301	10057
Not stated	240	0	0	240
TOTAL	3,489	6,613	336	10,438
Age 22+ breakdown		Staff		TOTAL
22-29	95	1,113	32	1,240
30-39	312	2,068	22	2,402
40-49	460	1,515	32	2,007
50-59	577	1,262	49	1,888
60-74	965	570	109	1,644
75+	807	12	57	876
TOTAL *does not include Not stated or Age 0-21	3,216	6,540	301	10,057
Gender				TOTAL
Unspecified	184	0	0	184
Male	1,527	1,569	104	3200
Female	1,778	5,044	232	7054
TOTAL	3,489	6,613	336	10,438
Ethnicity				TOTAL
White - English, Welsh, Scottish, Northern Irish, British	2,680	2,454	102	5,236
White - Irish	35	100	2	137
White - Gypsy or Irish Traveller	0	0	0	0
White - Other	110	535	9	654
Mixed - White and Black Caribbean	16	34	0	50
Mixed - White and Black African	10	18	1	29
Mixed - White and Asian	17	31	0	48
Mixed - Other Mixed	23	46	1	70
Asian or Asian British - Indian	108	554	11	673
Asian or Asian British - Pakistani	62	130	5	197
Asian or Asian British - Bangladeshi	4	25	1	30
Asian or Asian British - Chinese	16	60	2	78
Asian or Asian British - Other Asian	48	470	6	524
Black or Black British - African	75	443	1	519
Black or Black British - Caribbean	23	97	2	122
Black or Black British - Other Black	4	22	2	28
Other Ethnic Group - Arab	0	0	0	0
Other Ethnic Group - Any Other Ethnic Group	26	187	3	216
Not stated	232	1,399	188	1,819
TOTAL	3,489	6,605	336	10,430

Appendix 2 – Proposed Pulse Schedule 2023

Publication Date	CG Article Deadline	Copy for Approval	NED Article	Governor Article
July 2023	X	X	Sue Hunt	Deborah Edwards
15 th September 2023	01/09/2023	01/09/2023	Parveen Yaqoob	Sunila Lobo
13 th October 2023	18/10/2023	18/10/2023	Helen Mackenzie	Andrew Haydon
17 th November 2023	03/11/2023	10/11/2023	Bal Bahia	Beth Rowland
13 th December 2023	29/11/2023	06/12/2023	Mike McEnaney	Adrian Mather
19 th January 2024	05/01/2024	12/01/2024	Mike O'Donovan	Miranda Walcott
16 th February 2024	02/02/2024	09/02/2024	Priya Hunt	Tom Duncan
15 th March 2024	01/03/2024	08/03/2024	Parveen Yaqoob	Bet Tickner
19 th April 2024	05/04/2024	12/04/2024	Helen Mackenzie	Clive Jones
17 th May 2024	03/05/2024	10/05/2024	Bal Bahia	Alice Gostomski
14 th June 2024	31/05/2024	07/06/2024	Mike McEnaney	Richard Havelock
19 th July 2024	05/07/2024	12/07/2024	Mike O'Donovan	Sally Moore
16 th August 2024	02/08/2024	09/08/2024	Priya Hunt	Darren Browne
20 th September 2024	06/09/2024	13/09/2024	Parveen Yaqoob	Douglas Findlay
18 th October 2024	04/10/2024	11/10/2024	Helen Mackenzie	Bill Murdoch
15 th November 2024	01/11/2024	08/11/2024	Bal Bahia	Alan Macro
11 th December 2024	27/11/2024	04/12/2024	Mike McEnaney	Tom Lister

Agenda Item 3 - Appendix 3

Annual General Meeting 2023 – Feedback Analysis

1. How informative did you find the following?

Presentation	Very	Quite	Not at all
Chairman	19	3	0
Chief Executive	22	2	0
Chief Finance Officer	21	1	0
Lead Governor	18	4	0

Overall Analysis – Attendees found the presentations ‘very’ informative

2. Overall, how useful was this members’ meeting to you?

Very useful	18
Quite useful	2
Not at all useful	0
No response	3

Overall Analysis – Attendees found the meeting very useful

3. Did you have difficulties finding/accessing the venue?

Yes	2
No	21
If yes, please tell us why	- Initially yes, different map applications give different locations it seems. Final map sent by Kerrie was fine.
Additional comments	- Good signage - It is a venue that I have easy access to i.e. train, car, walk - It is in the centre of Reading - Easy to find on google maps - Easy bus route - Clearly situated and easy to get to despite the M4

Overall Analysis – Attendees did not find have difficulty finding or accessing the venue

4. Where do you live?

Reading	Newbury	South Oxfordshire	Wokingham	East Berkshire
11	2	2	7	1

Other	N/A
-------	-----

Overall Analysis - The majority of attendees were from the Reading constituency

5. Where did you hear about this meeting?

Local media	1 (LinkedIn)
Email from the Trust	14
Word of mouth	6
Poster at one of the Trust sites	1
Poster at non NHS-site	0
From an external organisation I am involved with	0
Other:	0
Not stated:	2

Overall Analysis - The majority of attendees heard about the meeting via an email to them from the Trust.

6. How could we improve next year?

- Ensure that the speakers talk loudly enough as some were difficult to hear
- Confirm hybrid provision on Q&A
- More communications to encourage greater engagement
- It was very informative
- Change the venue from Green Park to wellbeing garden. This will save money for living within our means and give staff with no transport the opportunity to attend. If you chose Green Park venue please arrange free transport to the venue.
- Maybe invite local 6th form students looking at careers in the NHS to become members and join the AGM.
- Starting in the rush hour a bit of a problem
- Could we reduce the level of formal information and possibly have a clinical presentation on well-known conditions
- Hearing about the event earlier
- Presentation from clinical director
- Do more to increase the number of public attendees (challenge double the numbers)
- A more suitable time for those that work

Overall analysis – The majority of suggested improvements related to difficulty hearing, lack of communication and other suggested presentations.

7. Do you have any other feedback for us?

- The venue was perfect
- Gives confidence to know that we have such an active Trust to care for us
- Keep up the enthusiasm and energy
- It's just about right to have 4 questions and the opportunity to take questions from the floor.
- Expanding membership should be a priority for the Trust – this can be done through media, radio, newspaper, and social media. Perhaps engaging with council offices to help as they have extensive email contacts in their areas.
- People online struggled to hear Steve, Nicky and Tony as they speak quietly but could hear Graham
- Loads of ideas for the Membership Committee, will feed through
- Snacks not biscuits
- Keep presentations running to time
- Well run meeting Trust is clearly moving in the right direction and has the right attitude

Overall analysis – Other suggested feedback related to positive reflections of the meeting and expanding membership.

Title:	Council of Governor Objectives
Agenda item no:	X
Meeting:	Membership Committee
Date:	16 October 2023
Presented by:	Kerrie Brent, Interim Corporate Governance Officer
Prepared by:	Kerrie Brent, Interim Corporate Governance Officer

Purpose of the Report	To provide an update on the Council of Governors Objectives for 2022/23
------------------------------	---

Report History	N/A
-----------------------	-----

What action is required?	The Committee is asked to note the progress against the Council objectives for 2022/23						
Assurance		Information		Discussion/input	✓	Decision/approval	✓

1 Background

- 1.1 The Council of Governors sets objectives for achievement each year. These reflect a combination of the statutory duties that the Council is likely to be asked to discharge in the year, along with membership and other activities which the Council sets as priorities.

2 Council Objectives 2022/23

- 2.1 There are a number of statutory duties that the Council are required to focus on that include the appointment of Non-Executive Directors, Governor training and development and review of the annual report and accounts.
- 2.2 There is also a recommendation to have a continued focus on membership to enable governors to ‘represent the views of their members’. It is recommended that refreshing membership events within the Trust constituencies and promotional campaigns aimed at recruitment of members in the 16 – 30 age category is also progressed.

3 Recommendation

- 3.1 The Committee is asked to note the progress against the objectives recommend these are submitted to the Council of Governors for information.

4 Attachments

- 4.1 The following is attached to this report:
- (a) Appendix 1 - 2022/23 Refreshed Council Objectives

Appendix 1

Objective	Methods	Outcomes	Progress
Embed arrangements for Non-Executive and Executive leads of Committees and regular reporting of Non-Executive Directors to assurance committees	Attendance, engagement and responsiveness of Non-Executive and Executive Leads at Governors Assurance Committees	Satisfaction with the process to be reviewed via an appraisals review at the end of the financial year	The Governors Assurance Committee was reformatted to enable more engagement with Non-Executives. The round table discussions have created an open and transparent platform for holding the NEDs to account for the performance of the Board. Executive leads including the Acting Chief Executive, Chief Operating Officer and Acting Director of Finance have attended Governor meetings throughout the year.
Implementation of the governors' training and development plan	Membership Committee to review progress against delivery of the training and development programme for 2022/24	Feedback forms to be provided following training and development programmes and regular updates provided to the Membership Committee	A revised governor training and development schedule for 2023/24 was submitted and agreed at the Membership Committee in July 2023.
Statutory (ensuring good governance)			
Appoint Non-Executive Directors as required	Appointment to be made by the Council of Governors on the advice of the Nominations & Remuneration Committee.	Non-Executive Appointment(s) to be made.	The Council have reviewed the NED job description, protocol for appointing NEDs and approved the engagement of a recruitment agency for the NED appointment process in 2023. Governors were invited to attend focus group sessions as part of the recruitment process on 18 September 2023. Three governors are also on the interview panel.

Objective	Methods	Outcomes	Progress
			Two Non-Executive Directors were appointed by the Council of Governors during 2023/24.
Review the annual report and accounts	To receive at the Annual General meeting and the Council of Governors meeting.	Opportunity to scrutinize in detail at the Council of Governors	The Council of Governors received the annual report during the AGM in September 2023. In addition, the Governors are to receive the annual report at the Council of Governors meeting scheduled for 29 November 2023.
Participate in the appraisals of the Chair and Non-Executive Directors	The Chair's appraisal will be undertaken by the Senior Independent Director with input from the Lead Governor. The Chair will undertake the appraisals of non-executive directors, taking into account governor feedback, collated by the Trust Secretary.	Constructive appraisal held with inputs from governors and feedback provided on the process.	Feedback was received and appraisals undertaken in May and June 2023.
Strategic (influencing the plans)			
Monitor the Trust's progress on achieving strategic objectives and the implementation of the Committee Plan.	Council to review progress during the year.	satisfaction with the achievements and process to be reviewed via an evaluation review at the end of the financial year	A meeting took place in February 2023 to engage Governors on the updated Operational Plan. In addition, a meeting took place on the 27 September 2023 to engage

Objective	Methods	Outcomes	Progress
			Governors on the updated People Strategy for 2023-2027.
Review the Trust's strategy and represent the views of members and public in responding to the Board.	Review progress of the Trust's strategy at key milestones.	Satisfaction on the Board's process to the actions raised with the process to be reviewed via an evaluation review at the end of the financial year	<p>There has been no update since the launch of the refreshed strategy provided to Council of Governors.</p> <p>Governors are able to represent the views of members/public through dedicated agenda items and the Governor Question log, which is available on the Trust website.</p>
Membership (developing and involving)			
Strive to achieve a representative membership and meaningfully engage with all members.	<p>Continue to develop links with the University of Reading and the University of West London to promote Trust membership to a younger age group.</p> <p>Promotional campaign to increase members in the 16 – 30 age group</p>	Improvement in the representativeness of membership.	<p>We have linked with the Widening Participation Officer who has provided a list of upcoming careers events and visits to local and surrounding schools, as well as recruitments drives that the Membership team will attend to promote and recruit members, specifically within the 16-29 age group.</p> <p>PRIDE 2022/23 enabled recruitment of circa 60 members in the 16-30 age group.</p> <p>A Youth Governor has been appointed to represent this age groups views at Council.</p>

Objective	Methods	Outcomes	Progress
<p>Undertake a membership engagement programme comprising:</p> <ul style="list-style-type: none"> • a seminar in each of the five area constituencies • an annual open day in July • the Annual General Meeting • one attendance each month by a Governor at a community based event • Produce four editions of Pulse within 12 months 	<p>Corporate Governance team to deliver, with Governor support and overview by Membership Committee.</p> <p>Governors to actively participate in hosting membership events. Trust premises e.g. Bracknell Healthspace and West Berkshire Community Hospital will be used to host future events.</p> <p>Membership events with specific topics for people in the 16 – 30 age group.</p> <p>Increase social media – e.g. Come Meet Your Governor sessions and find out about membership and being a governor</p>	<p>Progress against the Membership Strategy submitted to the Membership Committee on a quarterly basis.</p>	<p>Due to capacity issues in the Corporate Governance team during 2022/23 constituent events were not scheduled. These have been implemented from November 2023 onwards.</p> <p>Due to on-going works on the Reading site an annual open day was not possible during 2022/23 but will be considered for 2024 onwards.</p> <p>Annual General Meeting was held on 20 September 2023.</p> <p>The Membership Pulse Magazine is now produced and circulated on a monthly basis.</p>
<p>Establish methods for meaningful engagement with members</p>	<p>Focus groups ahead of membership events</p> <p>Conduct an online survey to gain members' views on what hospital related information that they would like to know more about.</p>	<p>Results to be presented to membership committee and considered as part of on-going development of membership strategy.</p>	<p>Due to capacity issues this has not been progressed but will be considered in 2023/24 onwards.</p>

Objective	Methods	Outcomes	Progress
	<p>Make more use of social media to interact with members.</p>		
<p>Attract an appropriate audience to the Annual Members' Open Day.</p>	<p>Corporate Governance team to deliver, with Governor support</p> <p>Governors to publicise the Open Day and other membership events via their established links e.g. community groups</p>	<p>Attendance figures plus feedback from members electronic feedback form</p>	<p>Due to on-going works on the Reading site an annual open day was not possible during 2022/23 but will be considered for 2024 onwards.</p>
<p>Highlight the role of governors to attract new governors.</p>	<p>Membership events hosted by governors in order to provide a forum for governors to engage in ad hoc focus groups with members. Governors should also use their own contacts and groups to promote the role of the Council of Governors.</p>	<p>Members aware of the role of the Council of Governors.</p> <p>“Meet Your Governors” engagement sessions / video about what it means to be a governor available on the Trust website</p>	<p>Due to capacity issues this has not been progressed but will be considered in 2023/24 onwards.</p>

Membership Committee

Terms of Reference

Role of the Committee

The Committee will, within the terms of the Constitution, develop, implement and keep under review a membership strategy for the Trust. It will also consider any dispute which arises with regard to membership of a constituency, of the Trust or the conduct of individual governors.

The Committee will make recommendations to the Council of Governors on how it interacts with members and the public on Trust strategy and feedback their views

Composition

The Committee will be chaired by the Volunteer Governor when undertaking the disciplinary elements of its terms of reference. Any Governor may chair the Committee at other times.

The Chair of the Committee will be subject to annual appointment.
The membership will comprise any Governor wishing to serve.

The Trust Secretary, and other Trust Directors as appropriate, will be in attendance to advise the Committee.

Quorum

The quorum will be five members, three of whom must be public Governors.

Duties

The Committee will, having regard to the views of the Board of Directors on appropriate resource levels, make recommendations to the Council of Governors on the following

1. To develop a policy, implement agreed proposals and keep under review the Trust approach to engaging with the membership community
2. To recommend appropriate relationships and methods of communicating between Governors and the membership
3. To develop, implement and review, annually, a membership strategy for the Trust and to prepare an annual report for the Council and the Annual General Meeting with regard to the steps taken to secure representative membership, the progress of the membership strategy and any changes to the membership strategy
4. To keep under review the membership of the Trust to ensure that the actual membership is representative of those eligible to be members of each constituency
5. To oversee preparations for the Annual Members' Open Day
6. To consider any disputes concerning membership of a constituency, right to membership of the Trust and the conduct of individual governors

7. To seek the views of members and the public on material issues being discussed by the Trust and to conduct arrangements for collecting and reviewing views of members and the public on key issues and their experience of the Trust in general
8. To recommend objectives to the Council of Governors which are achievable and within the resources available
9. To keep under review the implementation of the objectives
10. To oversee the annual evaluation of the Council and its performance and to recommend any subsequent action
11. To recommend a governor training and annual development programme
12. To make recommendations to the Council on how it interacts with members and the public on Trust strategy and feedback their views to the Council.

Review

The Committee will review these terms of reference annually, making recommendations to the Council of Governors as appropriate.

Approved by the Committee:

Approved by the Council: