



Royal Berkshire
NHS Foundation Trust

Membership Committee - 15 February 2024

MEETING

15 February 2024 17:30 GMT

PUBLISHED

9 February 2024

Agenda

Location	Date	Time		
Video Conference Call	15 Feb 2024	17:30 GMT		
Item	Owner	Time	Page	
1 Apologies for Absence and Declarations of Interest (Verbal)	Richard Havelock		-	
2 Minutes for Approval: 16 October 2023 and Matters Arising Schedule	Richard Havelock	17:30	3	
3 Membership Update	Kerrie Brent	17:35	8	
4 Membership Events	Caroline Lynch	17:45	12	
5 Governor Training & Development	Caroline Lynch	18:00	14	
6 Membership Strategy Review (Verbal)	Caroline Lynch	18:15	-	
7 Work Plan	Caroline Lynch	18:20	16	
8 Reflections of the Meeting:	Richard Havelock	18:25	-	
8.1 How did you feel during discussions?			-	
8.2 How did our thinking move us on?			-	
8.3 Do we need to do anything differently?			-	
9 Date of Next Meeting: Thursday 11 April 2024 at 17.30			-	

Minutes

Membership Committee

Monday 16 October 2023

17.30 – 18.30

Videoconference

Present

Mr. Richard Havelock	(Volunteer Governor, Chair)
Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Jonathan Barker	(Public Governor, Reading)
Mr. Darren Browne	(Partner Governor, Autism Berkshire)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Cllr. Deborah Edwards	(Partner Governor, Reading Borough Council)
Mr Douglas Findlay	(Public Governor, Wokingham)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr Benedict Krauze	(Public Governor, Wokingham)
Mr Tom Lister	(Staff Governor: Allied Health Professionals/Scientific)
Dr. Sunila Lobo	(Public Governor, Reading) (Lead Governor)
Cllr. Alan Macro	(Partner Governor, West Berkshire Council)
Mrs. Sally Moore	(Staff Governor: Admin/Management)
Mr. James Mugo	(Public Governor, Reading)
Prof. Carol Wagstaff	(Partner Governor, University of Reading)
Mrs Miranda Walcott	(Public Governor, Buckinghamshire, Oxfordshire & Berkshire West)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Miss. Kerrie Brent	(Interim Corporate Governance Officer)
Dr Bannin De Witt Jansen	(Head of Corporate Governance)
Mrs. Caroline Lynch	(Trust Secretary)

Apologies

Dr Tom Duncan	(Staff Governor, Medical & Dental)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing & Midwifery)
Mr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mrs. Beth Rowland	(Public Governor, Wokingham)
Mr. Graham Sims	(Trust Chair)

18/23 Minutes for Approval: 25 July 2023 and Matters Arising Schedule

The minutes of the meeting held on 25 July 2023 were approved as a correct record.

The Committee noted the matters arising update. All actions were either included on the Agenda or completed.

The Committee discussed the preferred format of the Membership Committee and agreed that meetings would be held online during the Winter months in line with NHS England recommendations and face to face during the Summer months.

19/23 Membership Update

The Interim Corporate Governance Officer introduced the report and highlighted that a meeting had been held with the Trust's Widening Participation Officer and a list of dates for forthcoming career and other events taking place in local schools had been provided. The Membership team and Governors would be able to attend some of these events as part of the recruitment drive to increase Trust membership among the 16-29 age group. A list of dates and events would be circulated to Governors. **Action: K Brent**

Further community events aimed at the younger age group were being considered in the light of the success of Reading Pride that had resulted in 59 new members being recruited.

The Trust Secretary advised that work was ongoing with the Meet PEET and Trust Workforce teams to identify public events held in the community to increase membership in under-represented constituencies.

The Interim Corporate Governance Officer advised that the publication schedule for Pulse Magazine had been increased from quarterly to monthly editions. Two new sections on the benefits of membership and dates of Public Board of Directors and Council of Governors meetings had been added. Pulse was also available on the Trust website.

The Annual General Meeting held on 20 September 2023 had been very successful and the recording was now available on the Trust website. The minutes of the AGM would be published shortly and feedback provided by attendees would be considered in the planning of the next AGM.

A seminar on pain management was planned for November 2023 and the Membership team would liaise with Reading Public Governors in relation to hosting the event. **Action: K Brent**

A query was raised in relation to a membership event on the Virtual Ward. The Trust Secretary advised that an event had been held previously on this topic. However, it had been virtual and this did not work very well. It was agreed that should this topic be reconsidered it would need to be face to face. **Action: K Brent**

The Committee agreed that the Membership and Meet PEET teams would meet to facilitate Governor attendance at some of the Meet PEET health check events. **Action: K Brent**

The Committee agreed that the Membership team would liaise with the Chair to organise some tours of the Trust's Medical Museum for Governors. **Action: K Brent**

20/23 Governor Objectives

A query was raised in relation to the feasibility of using a data-driven approach to identify geographical and constituent areas of low representation in the Trust membership. The Trust Secretary advised that the Membership database already highlighted areas of low or poor representation. This was a driver for the increased investment in the Corporate Governance Team with the appointment of a Membership Officer, the development of the quarterly schedule of events and engagement with partners such as the Widening Participation Officer, Charity, Meet PEET and others. The Trust Secretary emphasised that addressing health inequalities was a core strand of the Trust strategy. Governors could seek assurance of progress made towards delivery of the strategy from Non-Executive Directors (NEDs).

A Governor raised a query in relation to increasing attendance from members of the public at Trust public board meetings. The Trust Secretary advised that Governors' support in encouraging members of the public to attend public Board of Directors' meetings was

welcomed. The Trust Secretary recommended that Governors encouraged members of the public from their constituencies and beyond to attend Council of Governors meetings as these provided an opportunity for the public to raise questions directly.

21/23 Membership Committee Terms of Reference

The Trust Secretary introduced the terms of reference as part of the annual review cycle.

The Committee approved the terms of reference with no changes. It was agreed that these would be submitted to the Council for approval.

Action: R Havelock

22/23 Reflections of the Meeting

The Trust Secretary led the discussion. It was agreed that the decision to hold Membership Committees online during winter months and face-to-face during the summer would remove the need for Governors to travel in the dark during the winter.

The Committee noted a delay in receiving meeting minutes after meetings had taken place. The Trust Secretary advised that capacity pressures within the team would be resolved once all positions had been recruited to.

A query was raised in relation to the Governor role and Trust operational matters. The Trust Secretary clarified that Governors were not involved in operational matters but were responsible for holding the Non-Executive Directors (NEDs) to account for Board performance. Governors were encouraged to attend the Governors Assurance Committee (GAC) meetings where assurance could be requested from NEDs in relation to the performance of the Trust Board.

A query was raised in relation to Governor communications. The Trust Secretary advised that a dedicated page available on the Trust's intranet site, WorkVivo, had been developed to facilitate Governor communication. Information about events and forthcoming meetings were also shared on this page. The Interim Corporate Governance Office was available to assist Governors accessing and using this page.

23/23 Date of the Next Meeting

The 2024 meeting calendar was being finalised and would be circulated to Governors in due course.

SIGNED:

DATE:

Membership Committee Matters Arising Schedule

Agenda Item 2

Date	Minute Ref	Subject	Matter Arising	Owner	Update
16 October 2023	19/23	Membership Update	<p>The Membership team and Governors would be able to attend some of these events as part of the recruitment drive to increase Trust membership among the 16-29 age group. A list of dates and events would be circulated to Governors.</p>	K Brent	In-Progress: 2024 events to be confirmed and will be circulated once received
			<p>A seminar on pain management was planned for November 2023 and the Membership team would liaise with Reading Public Governors in relation to hosting the event.</p>	K Brent	Completed.
			<p>A query was raised in relation to a membership event on the Virtual Ward. The Trust Secretary advised that an event had been held previously on this topic. However, it had been virtual and this did not work very well. It was agreed that should this topic be reconsidered it would need to be face to face.</p>	K Brent	Update included in the Membership Events report on the agenda.
			<p>The Committee agreed that the Membership and Meet PEET teams would meet to facilitate Governor attendance at some of the Meet PEET health check events.</p>	K Brent	Due to the sensitive nature of members of the public discussions with the Meet PEET team it is considered that it would not be appropriate for Governors to attend. However, we are engaging with Patricia Bennett to discuss holding a membership event at South Reading Community Hub and Governors will be asked to host this.
			<p>The Committee agreed that the Membership team would liaise with the Chair to organise some tours of the Trust's Medical Museum for Governors.</p>	K Brent	Update included in the Membership Events report on the agenda.

Date	Minute Ref	Subject	Matter Arising	Owner	Update
16 October 2023	21/23	Membership Committee Terms of Reference	The Committee approved the terms of reference with no changes. It was agreed that these would be submitted to the Council for approval.	R Havelock	Scheduled for approval at the February 2024 Council of Governors meeting.

Title:	Membership Update
Agenda item no:	3
Meeting:	Membership Committee
Date:	15 February 2024
Presented by:	Kerrie Brent, Corporate Governance Officer
Prepared by:	Kerrie Brent, 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 10,722 that is an increase of 284 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 10,722 that is an increase of 284 members compared with the figures from October 2023.
- 1.2 The Trust currently has;
- (a) 3,574 public members (increase of 85 members)
 - (b) 375 volunteer members (increase of 39 members)
 - (c) 6,773 staff members (increase of 160 members)
- 1.3 A breakdown of public membership by constituency is provided below.

Public Constituencies	No of Members
East Berkshire and Borders	838
Reading	1,017
South Oxfordshire	180
West Berkshire and Borders	578
Wokingham	856
Out of Trust Area	15
Not Specified	90
Total	3,574

2 Membership Representation

- 2.1 Membership remains under represented until we reach the 30+ age groups. However, of note, since the last meeting 5 new members were between the 0-16 age group; and 1 between the 17-21 age group.
- 2.2 A further list of planned events for upcoming careers events, college and local school visits is awaited from the Trust's Widening Participation Officer for 2024, as well as recruitment drives that the Corporate Governance team will attend to promote and recruit members, specifically within the 16-29 age group.
- 2.3 As at 7 February 2024 the Corporate Governance team have signed up to attend the following events and Governors are encouraged to attend this by emailing the Trust Secretary to express an interest;
 - 15 February 2024 – Speech and Language Therapy Fair, University of Reading
 - 6 March 2024 - Introduction to Medicine Day, RBFT
(We would like a Governor to volunteer to give a 5 minute talk at this event)
- 2.4 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.

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 Since the meeting on 16 October 2023, the following editions were circulated to public members;

October 2023 – the edition was sent to 2,210 public members with a valid email address. 41% of recipients opened the magazine link. 3% higher than in the previous edition.

November 2023 - the edition was sent to 2,175 public members with a valid email address. 44% of recipients opened the magazine link. 3% higher than in the previous edition.

December 2023 - the edition was sent to 2,194 public members with a valid email address. 40% of recipients opened the magazine link. 4% lower than in the previous edition.

January 2024 - the edition was sent to 2,177 public members with a valid email address. 43% of recipients opened the magazine link. 3% higher than in the previous edition.
- 3.3 The schedule for Governor articles for Pulse Magazine for 2024/25 is attached below. Governors that do not wish to participate need to confirm to the Corporate Governance Officer.
- 3.4 The next issue is due to be circulated on 10 February 2024

4 Conclusion

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

5 Attachments

- 5.1 The following are attached to this report:

Appendix 1 – Membership figures & analysis

Appendix 2 – Governor Article Pulse Schedule 2024/25

Appendix 1 – Membership figures & analysis as at 7 February 2024

	Public	Staff	Volunteers	TOTAL
TOTAL MEMBERSHIP	3,574	6,773	375	10,722
Age				TOTAL
0-16	5	0	2	7
17-21	34	76	45	155
22+	3,295	6,697	328	10320
Not stated	240	0	0	240
TOTAL	3,574	6,773	375	10,722
Age 22+ breakdown				TOTAL
22-29	90	1132	37	1,259
30-39	306	2140	29	2,475
40-49	458	1529	35	2,022
50-59	563	1288	48	1,899
60-74	975	593	123	1,691
75+	813	15	56	884
TOTAL *does not include Not stated or Age 0-21	3,205	6,697	328	10,230
Gender				TOTAL
Unspecified	183	0	0	183
Male	1,523	1,621	116	3260
Female	1,778	5,152	259	7189
TOTAL	3,484	6,773	375	10,632
Ethnicity				TOTAL
White - English, Welsh, Scottish, Northern Irish, British	2,669	2,522	104	5,295
White - Irish	35	103	3	141
White - Gypsy or Irish Traveller	0	0	0	0
White - Other	110	548	9	667
Mixed - White and Black Caribbean	17	33	0	50
Mixed - White and Black African	10	20	1	31
Mixed - White and Asian	17	37	0	54
Mixed - Other Mixed	23	53	1	77
Asian or Asian British - Indian	110	606	13	729
Asian or Asian British - Pakistani	64	141	5	210
Asian or Asian British - Bangladeshi	4	31	1	36
Asian or Asian British - Chinese	16	63	3	82
Asian or Asian British - Other Asian	49	508	7	564
Black or Black British - African	75	467	1	543
Black or Black British - Caribbean	23	94	2	119
Black or Black British - Other Black	4	28	2	34
Other Ethnic Group - Arab	0	0	0	0
Other Ethnic Group - Any Other Ethnic Group	26	198	3	227
Not stated	232	1,308	220	1,760
TOTAL	3,484	6,760	375	10,619

Appendix 2 – Proposed Pulse Schedule 2024

Publication Date	KB & Article Deadline	Copy for Approval	NED Article	Governor Article
July 2023			Sue Hunt	Deborah Edwards
15 th September 2023	01/09/2023	01/09/2023	Parveen Yaqoob	Sunila Lobo
13 th October 2023	29/09/2023	06/10/2023	Helen Mackenzie	Andrew Haydon
17 th November 2023	03/11/2023	10/11/2023	X	X
13 th December 2023	29/11/2023	06/12/2023	Priya Hunt	Richard Havelock
19 th January 2024	05/01/2024	12/01/2024	Mike McEnaney	Tom Lister
16 th February 2024	02/02/2024	09/02/2024	Bal Bahia	X
15 th March 2024	01/03/2024	08/03/2024	Mike O'Donovan	Adrian Mather
19 th April 2024	05/04/2024	12/04/2024	Parveen Yaqoob	Miranda Walcott
17 th May 2024	03/05/2024	10/05/2024	Helen Mackenzie	Dhian Singh
14 th June 2024	31/05/2024	07/06/2024	Priya Hunt	Tom Duncan
19 th July 2024	05/07/2024	12/07/2024	Mike McEnaney	Darren Browne
16 th August 2024	02/08/2024	09/08/2024	Bal Bahia	Clive Jones
20 th September 2024	06/09/2024	13/09/2024	Mike O'Donovan	Alice Gostomski
18 th October 2024	04/10/2024	11/10/2024	Parveen Yaqoob	Sally Moore
15 th November 2024	01/11/2024	08/11/2024	Helen Mackenzie	Douglas Findlay
11 th December 2024	27/11/2024	04/12/2024	Priya Hunt	Bill Murdoch
January 2025			Mike McEnaney	Alan Macro

Title:	Membership Events
Agenda item no:	4
Meeting:	Membership Committee
Date:	15 February 2024
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Kerrie Brent, Corporate Governance Officer

Purpose of the Report	To provide an overview of Membership events for 2024/25.
------------------------------	--

Report History	n/a
-----------------------	-----

What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	To agree the priorities of events for 2024/25

1 Membership Events 2023

- 1.1 The Annual General Meeting took place on the 20 September 2023 at Green Park Conference Centre. The meeting was held in a hybrid format. Circa 75 people attended including members, governors and members of the public. There was 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.
- 1.2 A Pain Management Webinar was held on 21 November 2023 with a presentation and talk led by Dr Deepak Ravindran, Consultant in Anaesthesia, Pain and Musculoskeletal Medicine. Members had the opportunity to listen to an interesting and provocative interactive talk about the newer advances in the neuroscience of pain and the opportunities of adopting an integrated community wide approach to understanding and overcoming pain. This event was attended by circa 30 people including members, governors and members of the public. Feedback received was that the event was overall very informative and useful. However, the team acknowledged that participants found the feedback form challenging to complete and will consider e-forms going forward. Of note circa 50% of people who had signed up to attend the event did not attend. The team are reviewing options for a booking system for future events.

2 Annual General Meeting 2024

- 2.1 The Annual General Meeting is scheduled to take place Wednesday 18 September 2024 at 5.30pm. The venue is yet to be confirmed although it is likely to be held at Green Park Conference Centre where previously held in 2021 and 2023.
- 2.2 The team will begin to make preparations for this event and details will be circulated to members in July/August 2024.

3 Proposed Events in 2024/25

3.1 The Corporate Governance Officer has contacted both Reading College and University of Reading as well as the Trust's Widening Participation Officer for school and college visits to consider attendance at any future events and career fairs to promote membership specifically in the 16-30 age group.

3.2 The Committee is asked to note the proposed list for events for 2024/25:

Proposed list of events for 2024/25	Annual General Meeting (Hybrid) (regulatory)
	Surgical Robots (Face to Face)
	Introducing Brainomix into the NHS (Face to Face)
	NHS Manage and Prevent: Diabetes (Virtual)
	Maternity (Virtual)
	Autism Awareness (Virtual)
	Virtual Wards (Face to Face)

3.3 The Committee is asked to note the proposed list of events for membership recruitment for 2024/25:

Proposed list of events for 2024/25	Reading PRIDE
	Reading College Career's Fair
	Speech and Language Therapy Fair, UoR
	Introduction to Medicine Day, RBFT
	Walk for Wards
	Reading Half Marathon Volunteering
	South Reading Community Hub

3.4 Governors are asked to discuss and agree the above list and to make any further suggestions.

4 Conclusion

4.1 The Committee is asked to **NOTE** the report and **AGREE** the priorities for the next 12-18 months.

Title:	Training & Development
Agenda item no:	5
Meeting:	Membership Committee
Date:	15 February 2024
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Kerrie Brent, Corporate Governance Officer

Purpose of the Report	To provide an overview of governor training and development for 2023 - 2025.
------------------------------	--

Report History	n/a
-----------------------	-----

What action is required?	
Assurance	
Information	To note the proposed training & development sessions
Discussion/input	
Decision/approval	To agree the priorities for 2024/25

1 Introduction

- 1.1 The democratic nature of the Foundation Trust model places an onus on trusts to effectively develop and equip Governors with the skills necessary to carry out their role. This has been recognised in legislation.

2 Governor Training & Development 2022/23

- 2.1 Catherine Mountford, Director of Governance, Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board attended the Council of Governors meeting on the 28 September 2022 and provided an update to governors on the role of the ICB.
- 2.2 Pete Sandham attended the Chair/Governor meeting on the 13 October 2022 to provide an update to governors on Leadership Behaviours.
- 2.3 Hannah Spencer, Deputy Chief Nurse and Alex Baker, Head of Compliance provided a Care Quality Commission (CQC) Well-Led session at Governance Assurance Committee on 28 June 2023.
- 2.4 Dom Hardy, Chief Operating Officer attended the Council of Governors meeting in 29 November 2023 and provided an update on the 2023/24 Winter Plan and performance against the cancer 62-day standard.

3 Governor Training & Development 2024/25

3.1 Dr. Rachel De Caux, Chief Medical Officer for Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) is attending the Council of Governors meeting on 28 February 2024 to provide a consultation and engagement session on the Primary Care Strategy.

3.2 The proposed list for training and development for 2024/25 is set out as below:

Proposed list of training for 2024/25	Consultation on ICB Primary Care Strategy
	Improving Together and how this fits with the role of a Governor
	What Matters 2024
	Workvivo Training (Face to Face)
	NHS Finance
	Understanding the Integrated Performance Report (IPR)
	Integrated Care Board (ICB)
	Building Berkshire Together (BBT)
	Equality, Diversity and Inclusion
Patient Experience/Patient Leaders	

3.3 Governors are asked to discuss and agree the above list and to make any further suggestions.

3.4 As part of Governor development the following tours are suggested to raise understanding and knowledge of Trust services.

Proposed list of development tours for 2024/25	Pharmacy Department
	Medical Museum
	Clinical Skills Suite
	Rapid Response Lab
	Building Berkshire Together

3.5 Governors are asked to discuss and agree the above list and to make any further suggestions.

4 Conclusion

4.1 The Committee is asked to **NOTE** the proposed training & development training sessions and are asked to **AGREE** the priorities for the next 12 – 18 months.

Governors Membership Committee Work Plan 2024

Item	Lead	Freq	Feb-23	Apr-23	Jul-23	Oct-23
Minutes from previous meeting/ Matters Arising Schedule	GS	Every				
Membership Strategy Review	CL	Annually				
Membership Committee Terms of Reference	CL	Annually				
Membership Update	BJ/KB	Every				
Membership Events	BJ/KB	Every				
Preparations for Annual General Meeting	CL	2 x year				
Membership Survey	CL	By Exception				
Training & Development	CL	2 x year				
Council of Governors Objectives Review	CL	Annually				
Council of Governors Composition	CL	Annually				
Membership Recruitment Plan	NN	2 x year				
Work Plan	CL	Every				