

COUNCIL OF GOVENORS' MEETING

11 AUGUST 2016

Paper Title:	Annual Report and Accounts, Quality Report and Arrangements for the 2016 Annual Members' Meeting
Section:	Public – Governance
Lead Director:	Paul Hogg, Trust Secretary
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	13

PURPOSE OF THIS PAPER:

To provide Governors with information about the Trust's Annual Report and Accounts, Quality Report and Annual Members' Meeting (AMM), which will be held on Tuesday, 27 September at City Training Services, 39/41 Chapel Street, Bradford, BD1 5BY. It will start at 5.45 pm and will finish with a light supper and an opportunity to network at c7.45 pm.

EXECUTIVE SUMMARY:

The Trust's Annual Report and Accounts (including the Quality Report) was approved by the Board on 26 May 2016, presented to Parliament on 11 July 2016 and published on the Trust's website on 25 July 2016. The report is a legal requirement and contains a review of the Trust's performance, service developments, financial review and achievements over the last year. We have published the Quality Report as a separate report to the Annual Report and Accounts and both can be found via the attached link: [Annual Report / Quality Report documents](#).

Each Governor will receive a hard copy of both reports on 11 August and have an opportunity to raise questions with Executive Directors at this meeting, prior to formal presentation at the AMM on 27 September 2016. The AMM provides Governors with an opportunity to network with members and key stakeholders who have an interest in our work including service users, carers and staff.

The AMM is open to members of the Trust, our staff and the general public. Information about the event is being communicated via a letter to members, on our website, social media and through e-updates to staff. It will also be advertised in the local press. Our service users and carers will be forwarded a flyer about the event by those staff working closely with them.

PROGRAMME

The draft programme for the day is shown below. The event will consist of an opportunity for members and the public to meet their Governors; and short presentations on the Annual Report and Quality Account, Annual Accounts (including the Auditors report on

these) and FT membership. These presentations will be followed by a question and answer session with the audience.

Following feedback received at the last AMM, the last 30 minutes of the event will consist of round table discussion on one or two key areas to inform the 2017/18 Annual Plan. This not only enables the Board and Governors to interact with members, service users, carers and the public but it also assists Governors to fulfil their duty to obtain views about the Annual Plan.

Unlike in previous years, it is proposed that those people attending the event will be seated at round tables and that one Board member and at least one Governor will be seated at each table. A Board member or Deputy Director will facilitate discussion about the Annual Plan.

PROGRAMME FOR THE DAY

The programme for the AMM is as follows:

4.30 pm	Registration opens
5.00 pm	'Meet Your Governor' drop in session
5.45 pm	Welcome - Michael Smith
	Minutes of the Meeting held on 22 September 2015
	Matters arising from the Meeting held on 22 September 2015
	2015/16 Annual Report and Quality Accounts – Nicola Lees
	2015/16 Accounts – Liz Romaniak
	Auditors Opinion on the Accounts – KPMG representative
	2015/16 Membership Report – David Spencer
c6.35 pm	Short break
c6.45 pm	Question and Answer Session – facilitated by Michael Smith
c7.15 pm	Your Say on the Year Ahead – round table discussion
7.45 pm	Light buffet available and networking opportunity
by c8.30 pm	Close

RECOMMENDATION

That the Governors:

- Notes the arrangements for the 2016 AMM; and
- Informs the Membership Office as soon as possible whether or not they will be attending the meeting.