

BRADFORD DISTRICT CARE TRUST

**Minutes of Council of Governors' Membership Development Working Group held at
Bradford District Care Trust, New Mill, Saltaire, Shipley, BD18 3LD
at 5.30 pm on Tuesday 10 January 2017**

Present:	Nick Smith (Chair)	Public Governor, Keighley
	David Spencer	Public Governor, Bradford West
	Kevin Russell	Public Governor, Bradford East
	Amanda Martin-Richards	Public Governor, Bradford East
	Sandra McIntosh	Public Governor, Bradford South
	Mahfooz Khan	Public Governor, Bradford West

In attendance:	Paul Hogg	Trust Secretary
	Stella Jackson	Deputy Trust Secretary

1. WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. Apologies had been received from Mrs Chatwin, Mr Waterhouse, Miss Eggett and Ms West.

2. DECLARATIONS OF INTEREST

There were no declarations of interests.

**3. MINUTES OF THE MEMBERSHIP DEVELOPMENT COMMITTEE MEETING HELD ON
11 OCTOBER 2016**

The minutes of the meeting held on 11 October 2016 were agreed to be a true and accurate record.

**4. MATTERS ARISING FROM THE MEMBERSHIP DEVELOPMENT COMMITTEE
MEETING HELD ON 11 OCTOBER 2016**

Item 6a: Membership Representativeness

The Trust Secretary reported the Trust would now be leading the district wide young people's event which was likely to take place in October 2017.

Item 6d: Feedback from Performance Evaluation Review

Working Group members were reminded that Governors had expressed an interest in obtaining feedback about the Trust's services from patients attending Trust clinics. A questionnaire had been developed and a timetable of clinics had been circulated to all Governors. One Governor had made arrangements to attend the clinics.

Working Group members were encouraged to attend at least one clinic each for an hour or two to obtain feedback about the services. **Action: Working Group members to inform Katie Watmough should they wish to attend the clinics.** Mrs Jackson reported she would brief individual Governors ahead of the visits to ensure they were clear about their role and that they had the relevant survey and membership documents.

Working Group members also discussed the importance of meeting up with fellow Governors from the same constituency.

Actions

- 11/10/16: Matters Arising from the Membership Development Committee Meeting Held on 4 May 2016 – Mrs Jackson had emailed Mr Waterhouse to determine whether Staff Governors had had a discussion about more effective ways in which to engage staff. A reply was awaited;
- 11/10/16-6: Monitoring of Actions from the Strategy – Mr Smith agreed to speak to Mr Oversby at the Council of Governors meeting in February; and
- 11/10/16-7: Governor-Only Actions – Mr Russell hoped to be able to attend youth cafes in the area by the end of January 2017. Mr Russell reported he and the Deputy Trust Secretary had promoted membership at a careers event in November at Bradford University. Over forty people had signed up to become members of the Trust. Mr Russell had also attended a meeting at the Trust earlier in the day where opportunities to join up young people work across the Trust had been explored.

5. GOVERNOR PERFORMANCE EVALUATION TASK AND FINISH GROUP

The Deputy Trust Secretary introduced the Governor Performance Evaluation Task and Finish Group Action Plan and highlighted those items which had not been completed. The following key points were made:

- Governor Task and Finish groups were likely to be identified through discussions at Council of Governor meetings, with the Chairman or at Governor-only meetings;
- A number of Governors would be attending the social media training course on 16 January, following which they were more likely to start using social media to promote their role/work;
- Governors had an opportunity to influence the content of the Council of Governor meeting agenda either when considering the work programme at the Council of Governor meeting, at the Governor-only meeting or directly through the Membership office; and
- Governors were likely to receive information about the key messages to communicate to the membership at Council of Governor meetings.

Working Group members noted the update.

6. MEMBERSHIP STRATEGY

6a: Monitoring Actions from the Strategy Action Plan

The Deputy Trust Secretary referred to the Governor actions arising from the Membership Strategy Action Plan. This contained evidence of actions undertaken and details of actions still to be completed by Governors. During ensuing discussion, the following key points were highlighted in relation to the strategy objectives:

- Membership recruitment had taken place at the Bradford University Careers event and would take place at the Craven College Wellbeing event. **Action: Deputy Trust Secretary to record this evidence within the action plan;**
- Mr Smith would discuss with Mr Oversby potential opportunities to engage young members in the Barnardo's Young Person's forum; and
- A number of actions yet to be completed related to the engagement of members by Governors. Consequently, the Chair had invited Governors to attend a group discussion to share best practice and learning from those that were engaging and to consider how Public Governors might more effectively engage the membership and the public. **Action: Deputy Trust Secretary to brief Working Group members about the outcomes from the meetings with the Chair.**

Working Group members noted the update.

7. Date and Time of Future Meetings

Future meetings would take place on the following dates:

- 5.30pm on Wednesday 8th March 2017
- 5.30pm on Tuesday 13th June 2017
- 5.30pm on Tuesday 3rd October 2017

8. ANY OTHER BUSINESS

Membership Development Working Group Meeting, 8 March 2017

The Deputy Trust Secretary invited Working Group members to identify agenda items for the March 2017 meeting. It was agreed that the following items would be discussed:

- Actions to be completed from the Governor Only Performance Evaluation Review action plan and the Membership Strategy action plan;
- District-wide young people's event.

There were no other items of business and the meeting concluded at 7.15 pm.

**COUNCIL OF GOVERNORS' MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
10 JANUARY 2017**

ACTIONS

Ref No	Actions requested	Timescale	Progress
11/10/16 -1	<p><u>Matters Arising from the Membership Development Committee Meeting Held on 4 May 2016</u></p> <p>i) Mr Smith, Public Governor to raise an issue, at a future Council of Governor meeting, around WRAP referrals and the numbers being turned away on a weekly basis; and</p> <p>ii) Mr Waterhouse to speak to other Staff Governors about effective ways in which to engage staff, in view of a lack of attendance by staff at the Annual Members Meeting.</p>	<p>February 2017</p> <p>December 2016</p>	<p>Staff Governors giving staff engagement regular consideration</p>
11/10/16-6	<p><u>Monitoring of actions from the Strategy</u></p> <p>Mr Smith, Public Governor to discuss with Mr Oversby further opportunities to engage members in young people work at Barnardo's</p>	January 2017	Likely to be February 2017
11/10/16-7	<p><u>Governor-Only Actions</u></p> <p>i) Mr Russell to contact Shipley youth café and other youth groups in the area to obtain feedback and promote membership</p> <p>ii) Ms Eggett to forward details of events attended to the office for recording</p>	<p>January 2017</p> <p>January 2017</p>	
11/10/16 -8	<p><u>Feedback from Performance Evaluation review</u></p> <p>i) Task and Finish group members to provide an update at the next Membership Working Group meeting.</p>	January 2017	Discussed at the January 2017 meeting
10/1/17-1	<p><u>Feedback from Performance Evaluation Review</u></p> <p>Working Group members to advise Katie Watmough which clinics they can attend to obtain feedback via a survey.</p>	January 2017	

10/1/17-2	<u>Membership Strategy</u> Deputy Trust Secretary to i) record evidence of Governor involvement in the Bradford University Careers event and the Craven Wellbeing event; and ii) to advise Working Group Members of the outcomes of the membership engagement discussions with the Chair.	January 2017 March 2017	Completed
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