

ANNEX A

BRADFORD DISTRICT CARE TRUST

**Minutes of Council of Governors' Membership Development Committee held at
Bradford District Care Trust, New Mill, Saltaire, Shipley, BD18 3LD
at 5.00 pm on Tuesday, 17 November 2015**

Present:	Mahfooz Khan	Public Governor, Bradford West (Chair) (from agenda item 5)
	David Spencer	Public Governor, Bradford West
	Michelle Eggett	Public Governor, Bradford South
	Kevin Russell	Public Governor, Bradford East
	Amanda Martin-Richards	Public Governor, Bradford East (from agenda item 5)
	Sandra McIntosh	Public Governor, Bradford South
	Nicholas Smith	Public Governor, Keighley
	Val Convery	Non-Clinical Staff Governor

In attendance:	Stella Jackson	Deputy Trust Secretary
	Lisa Wright	Head of Equality and Work Experience (until agenda item 5)

1. WELCOME AND APOLOGIES

The Deputy Trust Secretary welcomed everyone to the meeting. Apologies had been received from Ms West and Mr Waterhouse. Cllr Mohammed was also absent from the meeting and apologies had not been received.

The Deputy Trust Secretary reported that following expressions of interest received, the Chair had agreed that Mrs McIntosh and Mrs Chatwin would also become members of the Committee. Mrs Chatwin would be joining the Committee in December.

2. DECLARATIONS OF INTEREST

There were no declarations of interests.

3. MINUTES OF THE MEMBERSHIP DEVELOPMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2015

The minutes of the meeting held on 20 October 2015 were agreed to be a true and accurate record of the meeting.

4. MATTERS ARISING FROM THE MEMBERSHIP DEVELOPMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2015

Actions

The Deputy Trust Secretary reported a draft calendar of events would be produced once the local authority had published the local events programme in January/February 2016.

5. PRESENTATION ABOUT THE DIVERSITY OF BRADFORD, AIREDALE AND CRAVEN

The Head of Equality and Work Experience, Lisa Wright, gave a presentation about the diversity of Bradford, Airedale and Craven. During the presentation, Mrs Wright outlined the purpose of her role; key facts in relation to the local area; ways in which the Trust engaged with people from different backgrounds and the challenges to doing this effectively; and work being undertaken within the Trust relating to equality.

During discussion, the following key points were made:

- The term 'disability' was used to describe people with both mental and physical disabilities. **Action: Head of Equality and Work Experience to circulate data regarding the percentage of local people with a mental or physical disability;**
- The figures presented were incorporated from 2011 Census data and population figures had increased since then;
- The national Friends and Family Test survey tool was not appealing to young people. Additionally, the wording used in some questions required review;
- The Trust monitored its compliance with Equality Act requirements through the Equality Delivery System framework and an annual performance report to Board;
- The Trust abided by the law, policies and protocol in relation to the care of trans people;
- Trust members were invited to declare their sexual orientation and disability via a questionnaire sent to them on joining the Trust. However, only a small number of members returned the questionnaire;
- Governors had a role to play in engaging different communities in the work of the Trust. It was also important that Governors were informed about and invited to participate in relevant engagement activities being undertaken within the Trust. Mrs Jackson reported the Trust was considering how it might join up engagement activities across the Trust more effectively and that any engagement activities notified to her would be incorporated into the calendar of events.

Committee members thanked Mrs Wright for attending the meeting.

6. MEMBERSHIP STRATEGY OBJECTIVES

The Deputy Trust Secretary drew Governors' attention to flipcharts containing potential Membership Strategy objectives and actions. These had been drawn from discussions at former Membership Committee meetings. Mrs Jackson invited Governors to:

- Review the objectives and actions and consider whether any additional objectives and actions were required;
- Review the objectives and actions contained within the 2014/15 Membership Strategy and highlight those which should carry over into the 2015-17 Strategy; and
- Highlight who should be responsible for delivery of the actions: Governors or the Trust.

Committee members placed on the flipcharts post-it notes containing proposed additional actions. They also developed a proposed additional objective relating to the obtaining of feedback from members about the Trust's services. They agreed they should review and prioritise the actions at the next meeting. **Action: Deputy Trust Secretary to organise.**

7. YOU AND YOUR CARE STRATEGIC REFERENCE GROUP

The Deputy Trust Secretary informed Committee members that the presentation at the January Board-on-the-road meeting would focus on the Membership Strategy and External Relationships. Mrs Jackson invited Governors to contact her or Paul Hogg should they wish to take part in the presentation. Mrs Eggett and Mr Russell expressed an interest in doing so. **Action: Deputy Trust Secretary to forward these expressions of interest to the Trust Secretary.**

8. ANY OTHER BUSINESS

Membership Committee Meeting in January

Committee members agreed the Committee should meet again on 19 January at 5.00 pm to consider the draft Membership Strategy. **Action: Deputy Trust Secretary to circulate this date to Committee members.**

There were no other items of business. The meeting concluded at 7.00 pm.

**COUNCIL OF GOVERNORS' MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
17 NOVEMBER 2015**

ACTIONS

Ref No	Actions requested	Timescale	Progress
9/9/15-1	<u>Membership Strategy</u> i) Produce a calendar of local events, following input by Governors. ii) Incorporate an action within the Membership Strategy relating to the development of revised promotional material.	November 2015 meeting By January 2016	Incorporated within the actions for consideration by Committee members Incorporated within the actions for consideration by Committee members
20/10/15-2	<u>Presentation about Research</u> i) Research Manager to pursue the development of a research promotional flyer for use within GP surgeries and by Governors; and ii) Deputy Trust Secretary to incorporate an action within the Membership Strategy relating to a research specific article within the Membership magazine.	February 2016 January 2016	
20/10/15-3	<u>Membership Representativeness Update</u> Deputy Trust Secretary to incorporate the following within the Membership Strategy: <ul style="list-style-type: none"> • The membership magazine to feature a young person specific page; and • Young people to be engaged in the work of the Trust through careers and mental health activities. Trust Chair to explore, with the Barnardo's Appointed Governor, the possibility of extending the Barnardo's young people's forum offer to young members of the Trust.	January 2016 Two months	Incorporated within the actions for consideration by Committee members Incorporated within the actions for consideration by Committee members
17/11/15-1	<u>Presentation about the Diversity of Bradford, Airedale and Craven</u>		

	Head of Equality and Work Experience to circulate to Committee members data regarding the percentage of local people with either a mental or physical disability.	One week	Completed
17/11/15-2	<u>Membership Strategy Objectives</u> Deputy Trust Secretary to pull together for consideration the objectives and actions identified by Committee members at the 17 November meeting.	December meeting	On the agenda
17/11/15-3	<u>You and Your Care Strategic Reference Group</u> Deputy Trust Secretary to inform the Trust Secretary about Miss Eggett's and Mr Russell's interest in taking part in the January Membership Board-on-the-road presentation	One week	Completed
17/11/15-4	<u>Any Other Business</u> Deputy Trust Secretary to circulate future meeting dates to Committee members.	One week	Completed

BRADFORD DISTRICT CARE TRUST

**Minutes of Council of Governors' Membership Development Committee held at
Bradford District Care Trust, New Mill, Saltaire, Shipley, BD18 3LD
at 5.00 pm on Tuesday, 15 December 2015**

Present:	Ann West	Public Governor, Shipley (Deputy Chair)
	David Spencer	Public Governor, Bradford West
	Michelle Eggett	Public Governor, Bradford South
	Kevin Russell	Public Governor, Bradford East
	Sandra McIntosh	Public Governor, Bradford South
	Hazel Chatwin	Public Governor, Craven
	Nicholas Smith	Public Governor, Keighley

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

1. WELCOME AND APOLOGIES

The Deputy Chair welcomed everyone to the meeting. Apologies had been received from Mrs Martin-Richards and Mrs Convery. Cllr Mohammed, Mr Khan and Mr Waterhouse were also absent from the meeting and apologies had not been received.

2. DECLARATIONS OF INTEREST

There were no declarations of interests.

**3. MINUTES OF THE MEMBERSHIP DEVELOPMENT COMMITTEE MEETING HELD ON
17 NOVEMBER 2015**

The minutes of the meeting held on 17 November 2015 were agreed to be a true and accurate record of the meeting.

**4. MATTERS ARISING FROM THE MEMBERSHIP DEVELOPMENT COMMITTEE
MEETING HELD ON 17 NOVEMBER 2015**

Actions

20/10/15-2: Presentation and Research - the Deputy Trust Secretary reported an action had been incorporated into the Membership Strategy actions relating to research.

5. MEMBERSHIP BY CONSTITUENCY AREA

The Deputy Trust Secretary circulated copies of graphs which showed the representativeness of membership by constituency area and compared this with local population data. Committee members believed the information provided assurance that membership in each constituency area was broadly representative of the local population. They also believed the recruitment of young people as members should continue to be a key objective of the Membership Strategy and recognised that, once a critical mass of young members had been recruited, consideration should be given to the development of bespoke engagement activities.

Committee members agreed that copies of the graphs should be circulated to all Governors with an invitation that they contact the Committee should they have any concerns about the representativeness of the membership. **Action: Deputy Trust Secretary**

Mr Hogg concluded the discussion by reporting that Governors would have an opportunity to report about the representativeness of the membership through the Annual Report.

6. MEMBERSHIP STRATEGY OBJECTIVES AND ACTIONS

The Deputy Trust Secretary circulated to Committee members a document containing the draft Membership Strategy objectives and actions. These had been developed by the Committee at its November meeting. Mrs Jackson invited Committee members to review the objectives and actions and to consider whether any required refreshing. Mr Hogg then reported a 'You and Your Care in Action group' had been established to consider how existing Trust-wide engagement activities could be more aligned with membership. Mr Hogg circulated a diagram which depicted how this might occur and considered it important that the role of this group be considered by the Committee when reviewing the actions within the Membership Strategy.

During the ensuing discussion, the following comments were made:

- The work of the You and Your Care in Action group should be reflected within the Strategy actions;
- The You and Your Care in Action group diagram should be shared with Governors at the Governor-only meeting on 28 January. **Action: Trust Secretary;**
- Governors may wish to consider how they might develop their relationships with schools;
- The membership strategy actions should be monitored by the Committee in September 2016 and March 2017. **Action: Deputy Trust Secretary to circulate meeting dates to Committee members;**
- A working party should be established to review the Trust's membership communication tools;
- The Strategy should run from March 2016 until April 2018 with the actions reviewed on an annual basis;

- The 'explore opportunities to engage young people in the Barnardo's Young Person's Forum' action should be removed as this would be considered ahead of the Strategy being finalised; and
- A variety of communication tools could be used to promote research opportunities within the Trust and this should be reflected within the Strategy actions.

Committee members agreed:

- **The objectives and actions should be refreshed to reflect comments made at the meeting; and**
- **To consider objective 3 'obtain views from the Trust's members about the services provided by the Trust' at the January meeting of the Committee.**

7. ANY OTHER BUSINESS

Board-on-the-road Presentation in January

Mr Hogg reported the 'Board-on-the-road' presentation in January would focus on the Membership Strategy and requested that an item be included on the next Committee meeting agenda relating to this. **Action: Deputy Trust Secretary**

There were no other items of business. The meeting concluded at 7.10 pm.

**COUNCIL OF GOVERNORS' MEMBERSHIP DEVELOPMENT COMMITTEE MEETING
15 DECEMBER 2015**

ACTIONS

Ref No	Actions requested	Timescale	Progress
20/10/15-2	<p><u>Presentation about Research</u></p> <p>iii) Research Manager to pursue the development of a research promotional flyer for use within GP surgeries and by Governors; and</p> <p>iv) Deputy Trust Secretary to incorporate an action within the Membership Strategy relating to a research specific article within the Membership magazine.</p>	<p>February 2016</p> <p>January 2016</p>	<p>Completed</p>
15/12/15-1	<p><u>Membership by Constituency Area</u></p> <p>Deputy Trust Secretary to circulate 'membership representativeness by constituency area' graphs to all Governors and invite comments about these.</p>	Two weeks	Circulated via email on 16/12/15
14/12/15-2	<p><u>Membership Strategy Objectives and Actions</u></p> <p>Trust Secretary to present the You and Your Care in Action diagram to all Governors at the January Governor-only meeting</p> <p>Deputy Trust Secretary to circulate future Committee meeting dates to Committee members.</p>	<p>28 January 2016</p> <p>January 2016</p>	<p>Circulated via email on 4/1/16</p>
14/12/15-3	<p><u>Any Other Business</u></p> <p>Deputy Trust Secretary to incorporate an agenda item on the January Committee agenda relating to the Board-on-the-road membership presentation.</p>	One week	Completed