

**BOARD MEETING**

**28 JULY 2016**

Paper Title:	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:	19

**KEY ISSUES AND REQUIREMENTS OF THIS REPORT:**

- The report provides Board members with information on this year's Annual Members' Meeting (formerly the Annual General Meeting) which will be held on Tuesday, 27 September at City Training Services, 39/41 Chapel Street, Bradford, BD1 5BY.

**RISK ISSUES IDENTIFIED FOR DISCUSSION:**

- None identified. A Steering Group is in place to manage the arrangements for this event.

**FINANCIAL IMPLICATIONS:**

The cost of the AMM is included in existing plans and budgets.

**LEGAL IMPLICATIONS:**

There is a legal requirement for all Foundation Trusts trusts to hold an Annual Members' Meeting at which the Annual Report and Accounts is discussed.

**PREVIOUS MEETINGS/COMMITTEES:**

Highlight whether the paper has been discussed at any of the following meetings:

Audit Committee	<input type="checkbox"/>	Quality and Safety Committee	<input type="checkbox"/>	Remuneration Committee	<input type="checkbox"/>	Finance, Business & Investment Committee	<input type="checkbox"/>
Executive Management team	<input checked="" type="checkbox"/>	Directors Group	<input type="checkbox"/>	Chair of Committee's Meeting	<input type="checkbox"/>	MH Legislation Committee	<input type="checkbox"/>

**RECOMMENDATION:**

That the Board:

- notes the arrangements for the 2016 Annual Members' Meeting.

## **Arrangements for the 2016 Annual Members' Meeting**

### **1. Summary**

This paper provides details about this year's Annual Members' Meeting (formerly the Annual General Meeting). The Annual Members' Meeting (AMM) provides Board members with an opportunity to network with members and key stakeholders who have an interest in our work including service users, carers and staff. Board members are asked to note the content of the report, the programme for the day and to use the event as a networking opportunity with our stakeholders.

### **2. Annual Members' Meeting Requirements**

The 2006 Act, as amended, states that the documents detailed below must be presented to the Council of Governors at a general meeting. These documents also need to be presented by at least one member of the Board at the AMM:

- Annual Accounts;
- Report of the Auditor on them;
- Annual Report; and
- Quality Accounts.

In practice, most foundation trusts combine the AMM with a meeting of the Council of Governors, which is the practice we have adopted.

### **3. This Year's Annual Members Meeting**

This will take place on 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 7.45 pm. The theme of the AMM is 'You and Your Care'.

### **4. Attendance at/Communication about the event**

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 Governors, service users and carers will be forwarded a flyer about the event by those staff working closely with them.

### **5. Programme**

The draft programme for the day is shown below. It is proposed that 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, it is proposed that 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 the tables. A Board member or Deputy Director will facilitate discussion about the Annual Plan. Board members will also wish to network with the audience before and after the AMM itself.

## **6. Annual Report and Review of the Year**

The fully designed Annual Report and Accounts will be available on the Trust's website prior to the AMM, and limited copies will be available at the meeting itself. An Executive Summary of the Quality Accounts will also be available at the AMM.

## **8. Programme for the day**

The programme for the AMM is as follows:

4.30 pm	Registration opens and Board members to arrive
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

## **9. Recommendation**

That the Board:

- note the arrangements for the 2016 AMM.