

**PUBLIC BOARD MEETING**

**26 JULY 2018**

Paper Title:	Annual Members Meeting 2018
Section:	Public
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Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	17
Presented For:	Information
Paper Category:	Governance & Compliance

**Executive Summary:**

The report provides Board members with information regarding this year's Annual Members' Meeting (AMM) which will be held on Tuesday, 18 September at Bradford City Football Club, Valley Parade, Bradford, BD8 7DY.

**Recommendations:**

That the Board notes the arrangements for the 2018 AMM.

## Governance/Audit Trail:

Meetings where this item has previously been discussed (please mark with an X):					
<b>Audit Committee</b>		<b>Quality &amp; Safety Committee</b>		<b>Remuneration Committee</b>	<b>Finance, Business &amp; Investment Committee</b>
<b>Executive Management Team</b>	√	<b>Directors</b>		<b>Chair of Committee Meetings</b>	<b>Mental Health Legislation Committee</b>
<b>Council of Governors</b>	√				

This report supports the achievement of the following strategic aims of the Trust: (please mark those that apply with an X):	
Quality and Workforce: to provide high quality, evidence-based services delivered by a diverse, motivated and engaged workforce.	√
Integration and Partnerships: to be influential in the development of new models of care locally and more widely across the West Yorkshire and Harrogate H&CP	√
Sustainability and growth: to maintain our financial viability whilst actively seeking appropriate new business opportunities	√

This report supports the achievement of the following Regulatory Requirements:	
<b>Safe:</b> People who use our services are protected from abuse and avoidable harm	
<b>Caring:</b> Staff involve people who use our services and treat them with compassion, kindness, dignity and respect	
<b>Responsive:</b> Services are organised to meet the needs of people who use our services	
<b>Effective:</b> Care, treatment and support achieves good outcomes, helps to maintain quality of life people who use our services and is based on the best available evidence.	
<b>Well Led:</b> The leadership, management and governance of the organisation make sure it's providing high-quality care that is based around individual needs, encourages learning and innovation, and promotes an open and fair culture.	√
<b>NHSI Single Oversight Framework</b>	

Equality Impact Assessment :
Not applicable.

Freedom of Information:
<b>Publication Under Freedom of Information Act</b>
This paper has been made available under the Freedom of Information Act.

# **Annual Members Meeting 2018**

## **1. Summary**

This paper provides details about this year's Annual Members' Meeting (AMM). The 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.

The event content takes account of evaluation questionnaire findings from the 2017 event, recommendations made by the AMM Planning Group and discussion by the Executive Management Team.

## **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 Tuesday 18 September at Bradford City Football Club, Valley Parade, Bradford, BD8 7DY. It will start at 10.30 am and will finish with a light lunch and an opportunity to network and view the stalls at c12.30 pm. The theme of the AMM is 'quality improvement'.

## **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 email 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. 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.

The last 30 minutes of the event will consist of round table discussion on quality improvement themes (to be identified by the Executive Management Team). 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 from local people.

At least one Board member and Governor will be seated at the tables. A Board member or Deputy Director will facilitate discussion. 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:

9.30 am	Registration and stalls open and Board members to arrive
10.30 am	Welcome - Michael Smith
	2017/18 Annual Report and Quality Accounts – Brent Kilmurray
	2017/18 Accounts – Liz Romaniak
	Auditors Opinion on the Accounts – KPMG representative
	2017/18 Membership Report – Lead Governor
c11.15 am	Question and Answer Session – facilitated by Michael Smith
c12.00 noon	Quality Improvement – round table discussion
c12.30 pm	Light buffet available, stalls open and networking opportunity

## **9. Recommendation**

That the Board notes the arrangements for the 2018 Annual Members Meeting.