

Membership Committee - 22 October 2026

MEETING
22 October 2026 17:00 BST

PUBLISHED
16 October 2026

Agenda

Location
Video Conference Call

Date
22 Oct 2026

Time
17:00 BST

	Item	Owner	Time	Page
1	Apologies for Absence and Declarations of Interest (Verbal)	Richard Havelock		-
2	Member Issues and Feedback (Verbal)	Richard Havelock	17:00	-
3	Minutes for Approval: 2 July 2026 & Matters Arising Schedule	Richard Havelock	17:10	3
4	Membership Update	Kerrie Brent	17:15	7
5	Membership Events	Caroline Lynch	17:35	11
6	Work Plan	Caroline Lynch	17:50	12
7	Reflections of the Meeting:	Paul Williams	17:55	-
7.1	How did we feel/think during discussions?			-
7.2	What improvement/s do we need to make to be more effective?			-
8	Date of Next Meeting: Tuesday 9 February 2027 at 17.30			-

Membership Committee

Thursday 2 July 2026

17.30 – 18.30

Video Conference Call

Present

Mr. Richard Havelock	(Volunteer Governor) (Chair)
Mr. Martyn Cooper	(Public Governors, West Berkshire & Borders)
Ms. Alice Gostomski	(Public Governor, West Berkshire & Borders) (from minute 11/26)
Mr. Paul Jenkins	(Partner Governor, University of Reading)
Mr. Clive Jones	(Public Governor, Wokingham)
Ms. Maria Norville	(Public Governor, Wokingham)
Mr. Andrew Peters	(Public Governor, East Berkshire & Borders)
Mr. Paul Williams	(Public Governor, Reading)
Mr. Joshua Wilson	(Staff Governor, Allied Health Professionals/Scientific)

In attendance

Miss. Kerrie Brent	(Corporate Governance Manager)
Mrs. Caroline Lynch	(Trust Secretary)

Apologies

Mr. Tony Page	(Public Governor, Reading)
Ms. Sunila Lobo	(Public Governor, Reading)
Ms. Terri Walsh	(Public Governor, Wokingham)

There were no declarations of interest or members of the public present.

08/26 Member Issues and Feedback

The Committee discussed the meeting that had been cancelled in April following agreement with the Chair. It was agreed that going forward the Trust Secretary would be included in email correspondences about the meeting.

The Committee discussed the status of the proposed legislative changes to Council following the Council meeting in held in May 2026. The Trust Secretary confirmed that as agreed by the Council an option 3 was being further developed and would be set out in the next Council meeting in September 2026. This included not progressing the annual elections, and extending the term of office for those eligible. No further changes to the rest of the composition were agreed.

09/26 Minutes for Approval: 10 February 2026 and Matters Arising Schedule

The minutes of the meeting held on 10 February 2026 were approved as a correct record of the meeting.

The Committee noted the matters arising schedule. All items had been completed or included as agenda items.

Minute: 06/26: Reflections of the Meeting: The Trust Secretary advised that due to capacity constraints the event led by Dr Amit Sharma Chief Executive of Berkshire West Primary Care Alliance in relation to understanding GP Alliance had not yet been progressed. The Trust would aim to progress this for a future session. **Action: C Lynch**

10/26 Membership Update

The Corporate Governance Manager introduced the report and advised that total membership now stood at 11,029, representing an increase of 190 members since the last meeting. Public membership stood at 3,654, a decrease of 20 members, while volunteer membership had increased by 86 members and staff membership by 124 members. It was noted that, since 1 June 2026, public membership had increased by a further 8 members. Whilst the report recorded 46 new public members and 25 leavers since February 2026, the movements did not currently reconcile with the overall reduction in public membership. Of the leavers, 10 were recorded as a 'member category change' and 9 were deceased. The Corporate Governance Manager had contacted Civica to seek clarification regarding the member category change classification.

The Corporate Governance Manager advised that the April 2026 edition of Pulse Magazine had been distributed to 2,239 public members with a valid email address, with an open rate of 44%, 3% higher than the previous edition. The next edition, due to be circulated in July/August 2026, would include an article from Yaman Islim, Public Governor for East Berkshire and Borders. It was also noted that no other communications had been issued to public members since the previous meeting.

11/26 Preparations for the Annual General Meeting

The Committee noted that the AGM would be held on site in the Trust Education Centre following a successful event held in 2025. The event would be live streamed for members of the public and those unable to attend in person. The Committee were reminded that the event was a Governor led event.

The Committee noted that feedback had been provided to the newly appointed Chief Finance Officer on the complexity of the accounts slides in 2025.

Governors continued to make suggestions that would be included into an AGM planning. This included stands for University of Reading partnership, Research & Innovation, staff Care Award winners, The Medical Museum, Organ Donation, Diabetes and the Royal Berks Charity. Governors were asked to submit any further ideas to the Trust Secretary. **Action: all**

The Partner Governor for University of Reading would share the details of the upcoming Trust and University of Reading Research Hub Conference that showcased types of research between the University of Reading and the Trust. The Trust Secretary would circulate details to Governors. **Action: P Jenkins**

12/26 Council of Governors Objectives Review

The Trust Secretary outlined the Governors Objectives review 2025/26 and proposed objectives for 2026/27.

The Committee discussed the two recent pilot governor information points and the lessons learned. This included a discussion on the location of the information point and the suggestion of relocating to South Block at the Reading site and consideration for other sites. The Public Governor for West Berkshire & Borders provided feedback on her experiences when recruiting

members including locations and approach. The Trust Secretary confirmed that the suggestion to re-locate to the South Block area at the Reading site would be considered for progression with the relevant teams who occupied the space.

Action: C Lynch

It was agreed that a recommendation would be submitted to the Council of Governors to approve the refreshed objectives for 2026/27 subject to the addition of a specific objective on Governor information point.

Action: R Havelock

13/26 Membership Terms Of Reference

The Committee received the terms of reference as part of the annual review cycle.

It was agreed that a recommendation would be submitted to the Council of Governors to approve the terms of reference subject to a minor amendment to the wording in the composition.

Action: R Havelock

14/26 Work Plan

The Committee received the work plan. The Trust Secretary queried whether Governors wanted to hold a further single-item meeting prior to the AGM to discuss any preparations. It was agreed that any necessary arrangements could be progressed via email.

15/26 Reflections of the Meeting

The Committee led the discussion. Feedback was provided that the meeting was positive, and the video conference call had been well received. However, there remained an on-going issue in Governor meetings being quorate. It was suggested that a survey be undertaken with Governors to seek views on future meeting arrangements, including the option to hold Governor meetings virtually, with only the Council of Governor meetings continuing to be held in person.

16/26 Date of the Next Meeting

It was agreed that the next meeting would be held on Thursday 8 October 2026 at 17.30.

SIGNED:

DATE:

Membership Committee Matters Arising Schedule**Agenda Item 3**

Date	Minute Ref	Subject	Matter Arising	Owner	Update
2 July 2026	09/26 (06/26)	Reflections of the Meeting	The Trust Secretary advised that due to capacity constraints the event led by Dr Amit Sharma Chief Executive of Berkshire West Primary Care Alliance in relation to understanding GP Alliance had not yet been progressed. The Trust would aim to progress this for a future session.	C Lynch	Due to continued capacity constraints this has not yet been progressed.
2 July 2026	11/26	Preparations for the Annual General Meeting	Governors were asked to submit any further ideas to the Trust Secretary.	All	Completed.
2 July 2026	11/26	Preparations for the Annual General Meeting	The Partner Governor for University of Reading would share the details of the upcoming Trust and University of Reading Research Hub Conference that showcased types of research between the University of Reading and the Trust. The Trust Secretary would circulate details to Governors.	P Jenkins	Completed.
2 July 2026	12/26	Council of Governors Objectives Review	The Trust Secretary confirmed that the suggestion to re-locate to the South Block area at the Reading site would be considered for progression with the relevant teams who occupied the space.	C Lynch	Noted.
2 July 2026	13/26	Membership Terms Of Reference	It was agreed that a recommendation would be submitted to the Council of Governors to approve the terms of reference subject to a minor amendment to the wording in the composition.	R Havelock	To be submitted to the Council meeting in November 2026.

Title:	Membership Update
Agenda item no:	4
Meeting:	Membership Committee
Date:	22 October 2026
Presented by:	Kerrie Brent, Corporate Governance Manager
Prepared by:	Kerrie Brent, Corporate Governance Manager

Purpose of the Report	This report sets out the changes in membership figures since the last Committee meeting. Total membership now stands at 10,990 a decrease of 39 members since the last meeting.
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Report History	N/A
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What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

1 Membership Figures

- 1.1 Current membership is 10,990 that is an decrease of 39 members since the last meeting in July 2026.
- 1.2 The Trust currently has;
 - (a) 3,650 public members (decrease of 4 members)
 - (b) 504 volunteer members (decrease of 12 members)
 - (c) 6,836 staff members (decrease of 23 members)
- 1.3 A breakdown of public membership by constituency is provided below.

Public Constituencies	No of Members
East Berkshire and Borders	826
Reading	1050
South Oxfordshire	174
West Berkshire and Borders	595
Wokingham	893
Out of Trust Area	23
Not Specified	89
Total	3,650

2 Membership Representation

- 2.1 Membership remains under represented until we reach the 30+ age groups.
- 2.2 The 60+ age categories remains the highest represented in the public constituencies and the 30- 39 age category the highest represented in the staff group.
- 2.3 The figures of public members are as at 14 October 2026. However, the number of public members had increased by 6 since the last meeting and there has been 10 leavers resulting in an overall decrease of 4 public members. Of the leavers, 8 had deceased.

3 Pulse Magazine

- 3.1 The Pulse magazine article is distributed on a monthly basis to provide updates from the Trust. The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.2 Since the meeting in July 2026, the following edition was circulated to public members.

August 2026 – the edition was sent to 2,230 public members with a valid email address. 45% of recipients opened the magazine line. 1% higher than in the previous edition.
- 3.3 The Pulse magazine is distributed on a quarterly basis to provide updates from the Trust.
- 3.4 The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.5 The next issue will be the autumn issue due to be circulated in November 2026. Governors are asked to put themselves forward to produce the governor article for this issue and to indicate their interest in contributing to future issues during 2027, in line with the schedule at Appendix 2.
- 3.6 Since the last meeting, a further communication was issued to members to notify them of the Annual General Meeting. This was sent to 2227 members with a valid email address. 52% of recipients opened the email link.

4 Conclusion

- 4.1 The Committee is asked to note the update on membership figures.

5 Attachments

- 5.1 The following are attached to this report:

Appendix 1 – Membership figures & analysis

Appendix 2 – Pulse schedule for 2027

Appendix 1 – Membership figures & analysis as at 14 October 2026.

	Public	Staff	Volunteers	TOTAL
TOTAL MEMBERSHIP	3,650	6,836	504	10,990
Age	Public	Staff	Volunteers	TOTAL
0-16	4	0	1	2
17-21	55	50	96	204
22+	3350	6,786	407	10,539
Not stated	245	0	0	245
TOTAL	3350	6,836	504	10,990

Age 22+ breakdown	Public	Staff	Volunteers	TOTAL
22-29	84	927	51	1,058
30-39	305	2072	40	2,409
40-49	444	1719	39	2,208
50-59	561	1408	63	2,023
60-74	1,010	635	154	1,803
75+	946	25	60	1,038
TOTAL	3,654	6,786	407	10,539

Gender	Public	Staff	Volunteers	TOTAL
Unspecified	194	0	0	194
Male	1,557	1,659	152	3,363
Female	1,903	5,177	352	7,433
TOTAL	3,654	6,836	504	10,990

Ethnicity	Public	Staff	Volunteers	TOTAL
White - English, Welsh, Scottish, Northern Irish, British	2,683	2,515	170	5,363
White - Irish	34	101	4	139
White - Gypsy or Irish Traveller	1	0	0	1
White - Other	133	568	14	715
Mixed - White and Black Caribbean	18	30	0	48
Mixed - White and Black African	10	35	0	45
Mixed - White and Asian	19	48	1	68
Mixed - Other Mixed	26	61	0	87
Asian or Asian British - Indian	131	793	52	976
Asian or Asian British - Pakistani	67	150	10	227
Asian or Asian British - Bangladeshi	4	29	2	35
Asian or Asian British - Chinese	21	99	8	128
Asian or Asian British - Other Asian	59	720	26	806
Black or Black British - African	81	599	22	702
Black or Black British - Caribbean	25	103	3	131
Black or Black British - Other Black	4	55	2	61
Other Ethnic Group - Arab	61	0	0	61
Other Ethnic Group - Any Other Ethnic Group	27	286	11	324
Not stated	250	644	179	1,073
TOTAL	3,654	6,836	504	10,990

Appendix 2 – Pulse Schedule for 2027

Autumn Edition 2026	November 2026	
Winter Edition 2026	February 2027	
Spring Edition 2027	May 2027	
Summer Edition 2027	August 2027	
Autumn Edition 2027	November 2027	

Title:	Membership Events
Agenda item no:	5
Meeting:	Membership Committee
Date:	22 October 2026
Presented by:	Caroline Lynch, Trust Secretary
Prepared by:	Kerrie Brent, Corporate Governance Manager

Purpose of the Report	To update the Committee on the outcome of the Annual General Meeting.
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Report History	N/A
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What action is required?	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

1 Annual General Meeting 2026

This year's AGM took place on the Wednesday 16 September 2026 at The Royal Berkshire Hospital, Trust Education Centre. The event was hosted in a hybrid format, with circa 65 people in attendance, including Staff, Governors and members of the public. However, it was disappointing that Governor attendance was particularly low, with only four Governors attending the event. Given that the AGM is a Governor-led event and provides an important opportunity for Governors to engage with members and the public, a greater level of Governor participation had been anticipated. This should be considered when planning and promoting the AGM in future years.

There was an opportunity for members to meet governors as well as a number of showcasing departments from within the Royal Berkshire, such as the Maternity, Patient Safety, Medical Museum, Royal Berks Charity, Clinical Accreditation, Blood Borne Virus Programme, and Trust Programmes including Experience First, Virtual Hospital, Care Where I Am, Royal Berks @ Home and Future Ready Spaces.

The presentations were delivered by the Chief Executive, Chief Finance Officer, and Lead Governor. The Chair also provided a question and answer session for the members at the end of the presentations. Questions were taken from the room, live on the stream and also pre-submitted questions ahead of the event.

The meeting was recorded and has been made available to the public on the Trust Website. The minutes have yet to be published. However, will also be published in the coming weeks.

Overall, the meeting was a success and well attended. Feedback is yet to be obtained due to the Trust NHS.net migration switchover.

2 Conclusion

- 2.1 The Committee is asked to note the report, and provide their feedback and thoughts of the event, what went well and what they think could be improved.

Governors Membership Committee Work Plan 2026/27

Item	Lead	Freq	Oct-26	Feb-27	Apr-27	Jul-27
Minutes from previous meeting/ Matters Arising Schedule	RH	Every				
Membership Strategy Review	CL	Annually				
Membership Committee Terms of Reference	CL	Annually				
Membership Update	CL	Every				
Membership Events	CL	Every				
Preparations for Annual General Meeting	CL	2 x year				
Membership Survey	CL	By Exception				
Training & Development	CL	2 x year				
Council of Governors Objectives Review	CL	Annually				
Council of Governors Composition	CL	3 x Year				
Work Plan	CL	Every				