



**Royal Berkshire**  
NHS Foundation Trust

# Membership Committee - 11 February 2025

MEETING

11 February 2025 17:30 GMT

PUBLISHED

5 February 2025

# Agenda

Location  
Video Conference Call

Date  
11 Feb 2025

Time  
17:30 GMT

	Item	Owner	Time	Page
1	Apologies for Absence and Declarations of Interest (Verbal)	Richard Havelock		-
2	Member Issues and Feedback (Verbal)	Richard Havelock	17:30	-
3	Minutes for Approval: 21 October 2024 & Matters Arising Schedule	Richard Havelock	17:40	3
4	Membership Update	Caroline Lynch	17:45	10
5	Membership Events	Caroline Lynch	18:00	14
6	Training & Development	Caroline Lynch	18:10	15
7	Work Plan	Caroline Lynch		18
8	Reflections of the Meeting:	Kerrie Brent	18:20	-
8.1	How did you feel during discussions?			-
8.2	How did our thinking move us on?			-
8.3	Do we need to do anything differently?			-
9	Date of Next Meeting: Thursday 3 April 2025 at 17.30pm			-

## Membership Committee

Monday 21 October 2024

17.30 – 18.30

Video Conference Call

### Present

Mr. Richard Havelock	(Volunteer Governor, Chair)
Miss. Dora Abbi	(Youth Governor)
Mr. Jonathan Barker	(Public Governor, Reading)
Dr. Sunila Lobo	(Public Governor, Reading) (Lead Governor)
Ms. Sarah Lupai	(Staff Governor, Nursing/Midwifery)
Mr. Adrian Mather	(Partner Governor, Wokingham Borough Council)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mrs Miranda Walcott	(Public Governor, Integrated Care Board) (ICB)
Ms. Maria Norville	(Public Governor, Wokingham)
Mr. Madan Uprety	(Staff Governor, Health Care Assistant/Ancillary)
Mr. Paul Williams	(Public Governor, Reading)

### In attendance

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

### Apologies

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Darren Browne	(Partner Governor, Autism Berkshire)
Cllr. Patrick Clark	(Partner Governor, West Berkshire Council)
Mr. Martyn Cooper	(Public Governor, West Berkshire & Borders)
Dr. Tom Duncan	(Staff Governor, Medical & Dental)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Dr. Paul Jenkins	(Partner Governor, University of Reading)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. Benedict Krauze	(Public Governor, Wokingham)
Ms. Jessica McKean	(Staff Governor, Admin/Management)
Ms. Sarah Stangroom	(Staff Governor, Allied Health Professionals/Scientific)
Ms. Terri Walsh	(Public Governor, Wokingham)

There were no declarations of interest

### 26/24 Minutes for Approval: 16 July 2024 and Matters Arising Schedule

The minutes of the meeting held on 16 July 2024 were approved as a correct record.

The Committee noted the matters arising update. All actions were either included on the agenda or completed.

## 27/24 Member Issues and Feedback

A query was raised in relation to the standardisation of products across the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB). The Trust Secretary highlighted that there was a specific work stream across the ICB that focused on standardising procurement contracts. It was agreed the governor in question would submit a formal question that would be added to the governor question log. **Action: R Havelock**

A query was raised as to whether the Trust could include information on the website in relation to the use of slings and hoists. It was agreed that the governor in question would submit a formal question that would be added to the governor question log. **Action: M Walcott**

## 28/24 Membership Update

The Corporate Governance Officer introduced the report and highlighted that the current membership was 10,819; an increase of 17 members compared with figures from July 2024. However, this related to a reduction in staff members and not public members where there was an increase of 45 members; 15 of those being under the age of 30 and 8 aged 16. This was noted as a positive increase in recruiting younger members. The Committee received the membership analysis.

It was noted that the Pulse magazine continued to be distributed on a monthly basis to provide updates from the Trust. The next magazine was due to be circulated in October 2024.

In addition, a communication was sent to members to notify them of the Annual General Meeting (AGM) on 7 October 2024.

The Lead Governor raised a question on behalf of a Partner Governor, Autism Berkshire, who was not present at the meeting. The question related to the boundaries and exclusion of all protected characteristics in relation to membership diversity. The Trust Secretary highlighted that the breakdown of data provided was produced from the national database the Trust used for membership that did not report on other protected characteristics. In addition, some people may not wish to declare this information or refer to being classed as having a disability. However, it was agreed that the question on reporting would be raised directly with Civica. **Action: C Lynch**

In addition, the Corporate Governance Officer highlighted that a review of alternative membership database platforms was being considered across a number of trusts.

The Lead Governor requested that the use of phrases ethnic minorities and youth was removed going forward. The Trust Secretary advised that these were specific objectives set by the Council of Governors within the last Membership Strategy. However, the strategy had been submitted for review at today's meeting and it was agreed that as part of the review, this should be considered. **Action: C Lynch**

A governor queried the breakdown population percentages for all constituencies of the Trust to help identify whether there was an opportunity to increase membership or not. It was noted that whilst a review could be undertaken of what the Trust's patient database population portrayed, not all patients would be registered as members. The Trust was required to report on certain categories and, again, in relation to protected characteristics, this would depend on whether people declared this information.

The Youth Governor suggested that a review of advertising be considered when targeting specific groups and the best avenues to connect with that group.

A query was raised as to whether the 'Meet your governor' sessions could be re-established. The Trust Secretary advised that this would be included as part of membership events held in constituencies. However, when piloting this virtually the uptake was not sufficient.

### **29/24 Membership Events**

The Corporate Governance Officer introduced the report and highlighted that the Annual General Meeting was held on 7 October 2024 at the University of Reading that circa 100 people attended; a slight increase from 2023. Overall, the meeting was a success. The Committee received the feedback analysis from the 21 attendees that responded to the feedback form. An overview of the feedback provided assurance that the venue and content was good.

The Committee noted the list of agreed membership and recruitment events for 2024/25.

### **30/24 Membership Strategy Review 2021/23 and Draft Membership Strategy 2024/26**

The Trust Secretary introduced the report that had been shared with governors and deferred when presented at the meeting held on 16 July 2024. The Committee noted the update against the 2021/23 strategy objectives. It was noted that a number of objectives were listed to be carried forward due to a number of factors including staff shortages and Covid-19. The Committee also received the draft membership strategy for 2024/26.

It was agreed that in the interest of time governors could submit any feedback to the Trust Secretary. **Action: All governors**

It was agreed that a recommendation would be submitted to the Council of Governors to approve the refreshed Membership Strategy for 2024/26. **Action: R Havelock**

### **31/24 Council of Governor Objectives 2024/25**

The Trust Secretary introduced the report that had been shared with governors and deferred when presented at the meeting held on 16 July 2024 following a specific request to provide a comparison of statutory and non-statutory Council of Governor objectives for review. The Committee also received the proposed objectives for 2024/25.

A governor queried whether new governors had received sufficient time to review the proposed objectives. The Trust Secretary advised that this had been discussed as part of introductory meetings. However, three introduction meetings were outstanding.

It was agreed that in the interest of time governors could submit any feedback to the Trust Secretary. **Action: All governors**

It was agreed that a recommendation would be submitted to the Council of Governors to approve the refreshed objectives for 2024/25. **Action: R Havelock**

### **32/24 Terms of Reference Membership Committee**

The Trust Secretary introduced the terms of reference as part of the annual review cycle.

The Committee approved the terms of reference with no changes. It was agreed that these would be submitted to the Council for approval. **Action: R Havelock**

### **33/24 Governor Task & Finish Group Terms of Reference**

The Trust Secretary introduced the proposed terms of reference following the suggestion to set up a time limited Task & Finish Group to consider new initiatives/ways of working to develop proposals for consideration by the Council.

A query was raised as to whether the quorum of the group was sufficient. The Trust Secretary advised that the suggested quorum was small as it was not at the level of a committee. However, representation from each governor group was essential to ensure a balanced group.

The Trust Secretary advised that the Chair of the Trust was not supportive of this initiative due to the capacity issues in the team. However, it was agreed that the Corporate Governance team would progress this when feasible.

Governors noted that the terms of reference proposed that a review would be carried out after six months, to consider whether the group objectives had been achieved and therefore the group would be disbanded. Any new initiatives would be assigned to the appropriate Council sub-Group for continued monitoring. The Trust Secretary would review the wording of this.

**Action: C Lynch**

The Public Governor, Reading suggested that the composition should be updated to reflect that the group would meet as and when required decided by the Chair of the group as well as the Trust Secretary.

**Action: C Lynch**

The Trust Secretary highlighted that, in the event that the Council of Governors approved the established of the group and its terms of reference, the Group would then be taken forward. The Group would then report back to the Council of Governors as to whether the objectives had been met.

It was agreed that the terms of reference would be updated, as discussed, and submitted to the Council of Governors for approval.

**Action: R Havelock**

#### **34/24 Work Plan**

The Committee noted the work plan. The Trust Secretary highlighted that, in line with all Governor Committees, the Chair was appointed on an annual basis. Therefore, expressions of interest would be sought from governors for the role of the Chair of this Committee. Any governor could nominate themselves.

**Action: C Lynch**

The Public Governor, Reading, expressed his appreciation and thanks to the Trust Secretary and Corporate Governance Officer for their continued hard work whilst under extreme pressure.

#### **35/24 Date of the Next Meeting**

It was agreed that the next meeting would take place on Tuesday 11 February 2025 at 17.30.

**SIGNED:**

**DATE:**

## Membership Committee Matters Arising Schedule

## Agenda Item 2

Date	Minute Ref	Subject	Matter Arising	Owner	Update
21 October 2024	27/24	Member Issues and Feedback	A query was raised in relation to the standardisation of products across the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB). The Trust Secretary highlighted that there was a specific work stream across the ICB that focused on standardising procurement contracts. It was agreed the governor in question would submit a formal question that would be added to the governor question log.	R Havelock	Completed. Governor question log updated and published on the Trust website and Workvivo.
21 October 2024	27/24	Member Issues and Feedback	A query was raised as to whether the Trust could include information on the website in relation to the use of slings and hoists. It was agreed that the governor in question would submit a formal question that would be added to the governor question log.	M Walcott	On-going: The governor in question would submit a formal question that would be added to the governor question log.
21 October 2024	28/24	Membership Update	The Lead Governor raised a question on behalf of a Partner Governor, Autism Berkshire, who was not present at the meeting. The question related to the boundaries and exclusion of all protected characteristics in relation to membership diversity. The Trust Secretary highlighted that the breakdown of data provided was produced from the national database the Trust used for membership that did not report on other protected characteristics. In addition, some people may not wish to declare this information or refer to being classed as having a disability. However, it was agreed that the question on reporting would be raised directly with Civica.	C Lynch	The Corporate Governance Officer consulted with Civica who advised that although reports could be developed that provide statistics on some of the protected characteristics the standard reporting linked to either national statistics or census statistics. In addition, the fields were not mandatory and dependent on whether people freely decided to declare this information. Therefore the data output would not reflect a true position.  In addition, there was no legal basis for many of the protected characteristics to be collected by Foundation Trust.
21 October 2024	28/24	Membership Update	The Lead Governor requested that the use of phrases ethnic minorities and youth was removed going forward. The Trust Secretary advised that these were specific objectives set by the Council of Governors within the last Membership Strategy. However, the strategy had been submitted for review at today's meeting and it was		Completed. The strategy was updated and submitted to the Council for approval on 27 November 2024

<b>Date</b>	<b>Minute Ref</b>	<b>Subject</b>	<b>Matter Arising</b>	<b>Owner</b>	<b>Update</b>
			agreed that as part of the review, this should be considered.		
21 October 2024	30/24	Membership Strategy Review 2021/23 and Draft Membership Strategy 2024/26	<p>It was agreed that in the interest of time governors could submit any feedback to the Trust Secretary.</p> <p>It was agreed that a recommendation would be submitted to the Council of Governors to approve the refreshed Membership Strategy for 2024/26.</p>	<p>All governors</p> <p>R Havelock</p>	<p>None received.</p> <p>Completed. Revised strategy submitted to the Council of Governors on 27 November 2024.</p>
21 October 2024	31/24	Council of Governor Objectives 2024/25	<p>It was agreed that in the interest of time governors could submit any feedback to the Trust Secretary.</p> <p>It was agreed that a recommendation would be submitted to the Council of Governors to approve the refreshed objectives for 2024/25.</p>	<p>All governors</p> <p>R Havelock</p>	<p>None received.</p> <p>Completed. Submitted to the Council of Governors on 27 November 2024 that was not quorate and will be resubmitted to the Council of 26 February 2025.</p>
21 October 2024	32/24	Terms of Reference Membership Committee	The Committee approved the terms of reference with no changes. It was agreed that these would be submitted to the Council for approval.	R Havelock	Completed. Terms of Reference submitted to the Council of Governors on 27 November 2024 that was not quorate and will be resubmitted to the Council of 26 February 2025.
21 October 2024	33/24	Governor Task & Finish Group Terms of Reference	Governors noted that the terms of reference proposed that a review would be carried out after six months, to consider whether the group objectives had been achieved and therefore the group would be disbanded. Any new initiatives would be assigned to the appropriate Council sub-Group for continued monitoring. The Trust Secretary would review the wording of this.	C Lynch	Completed. Revised Terms of Reference submitted to the Council of Governors on 27 November 2024 that was not quorate and will be resubmitted to the Council of 26 February 2025.
21 October 2024	33/24	Governor Task & Finish Group Terms of Reference	The Public Governor, Reading suggested that the composition should be updated to reflect that the group would meet as and when required decided by the Chair of the group as well as the Trust Secretary.	C Lynch	Completed. Terms of Reference submitted to the Council of Governors on 27 November 2024 that was not quorate and will be resubmitted to the Council of 26 February 2025.



<b>Date</b>	<b>Minute Ref</b>	<b>Subject</b>	<b>Matter Arising</b>	<b>Owner</b>	<b>Update</b>
21 October 2024	33/24	Governor Task & Finish Group Terms of Reference	It was agreed that the terms of reference would be updated, as discussed, and submitted to the Council of Governors for approval.	R Havelock	Completed. Terms of Reference submitted to the Council of Governors on 27 November 2024 that was not quorate and will be resubmitted to the Council of 26 February 2025.
21 October 2024	34/24	Work Plan	The Trust Secretary highlighted that, in line with all Governor Committees, the Chair was appointed on an annual basis. Therefore, expressions of interest would be sought from governors for the role of the Chair of this Committee. Any governor could nominate themselves.	C Lynch	Completed. Expressions of interest sought. A vote by email was undertaken and Richard Havelock received the most votes.

<b>Title:</b>	<b>Membership Update</b>
<b>Agenda item no:</b>	4
<b>Meeting:</b>	Membership Committee
<b>Date:</b>	11 February 2025
<b>Presented by:</b>	Caroline Lynch, Trust Secretary
<b>Prepared by:</b>	Kerrie Brent, Corporate Governance Officer

<b>Purpose of the Report</b>	This report sets out the changes in membership figures since the last Committee meeting. Total membership now stands at 10,836 that is an increase of 17 members since the last meeting.
------------------------------	--

<b>Report History</b>	N/A
-----------------------	-----

<b>What action is required?</b>	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

## 1 Membership Figures

- 1.1 Current membership is 10,836 that is an increase of 17 members compared with the figures from October 2024.
- 1.2 The Trust currently has;
- (a) 3,620 public members (remained the same)
  - (b) 477 volunteer members (increase of 42 members)
  - (c) 6,738 staff members (decrease of 26 members)
- 1.3 A breakdown of public membership by constituency is provided below.

<b>Public Constituencies</b>	<b>No of Members</b>
East Berkshire and Borders	836
Reading	1045
South Oxfordshire	176
West Berkshire and Borders	582
Wokingham	872
Out of Trust Area	19
Not Specified	90
<b>Total</b>	<b>3,620</b>

## 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 There were 8 public leavers since the last meeting. All of whom were 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 October 2024, the following editions were circulated to public members;
  - October 2024** - the edition was sent to 2,136 public members with a valid email address. 49% of recipients opened the magazine link. 3% higher than in the previous edition.
  - November 2024** - the edition was sent to 2,126 public members with a valid email address. 43% of recipients opened the magazine link. 6% lower than in the previous edition.
  - December 2024** - the edition was sent to 2,121 public members with a valid email address. 48% of recipients opened the magazine link. 5% higher than in the previous edition.
- 3.3 The Pulse magazine is distributed on a monthly (previously quarterly) basis to provide updates from the Trust. Due to lack of capacity both within the Corporate Governance team and the Communications team it has been agreed that the Pulse magazine would now be distributed on a quarterly basis from April 2025.
- 3.4 The magazine is also circulated to staff and volunteers and available for members to view on the Trust website.
- 3.5 A revised schedule has been created for Governor articles for Pulse Magazine for 2025 in line with the change in distribution inductions.
- 3.6 The next issue is due to be circulated in February 2025.
- 3.7 Since the last meeting, the following other communications were circulated to public members;
  - December 2024** – Governor Elections; election notification were sent to 2,128 public members with a valid email address. 47% of recipients opened the link. Feedback was received recently from a member of the public when voting emails had been issued by Civica to clarify the validity of the email. The Trust Secretary provided reassurance that the Trust had to use a third party organisation, specifically in relation to voting. However, following this feedback, the voting website has since been updated with how to contact the Trust and this would be considered in future election rounds.

## 4 Conclusion

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 1 – Membership figures & analysis as at 4 February 2025.

	Public	Staff	Volunteers	TOTAL
<b>TOTAL MEMBERSHIP</b>	<b>3,620</b>	<b>6,739</b>	<b>477</b>	<b>10,836</b>
<b>Age</b>				<b>TOTAL</b>
0-16	10	0	0	10
17-21	54	53	78	185
22+	3,313	6,686	399	10,398
Not stated	243	0	0	243
<b>TOTAL</b>	<b>3,620</b>	<b>6,739</b>	<b>477</b>	<b>10,836</b>
<b>Age 22+ breakdown</b>				<b>TOTAL</b>
22-29	85	1026	50	1,161
30-39	294	2127	40	2,461
40-49	453	1571	57	2,081
50-59	555	1347	51	1,953
60-74	983	600	133	1,716
75+	853	15	68	936
<b>TOTAL *does not include Not stated or Age 0-21</b>	<b>3,313</b>	<b>6,686</b>	<b>399</b>	<b>10,398</b>
<b>Gender</b>				<b>TOTAL</b>
Unspecified	187	0	0	187
Male	1,558	1,600	148	3,306
Female	1,875	5,139	329	7,343
<b>TOTAL</b>	<b>3,620</b>	<b>6,739</b>	<b>477</b>	<b>10,836</b>
<b>Ethnicity</b>				<b>TOTAL</b>
White - English, Welsh, Scottish, Northern Irish, British	2,691	2,569	132	5,392
White - Irish	35	108	3	146
White - Gypsy or Irish Traveller	1	0	0	1
White - Other	116	561	12	689
Mixed - White and Black Caribbean	18	30	1	49
Mixed - White and Black African	10	30	0	40
Mixed - White and Asian	17	42	0	59
Mixed - Other Mixed	26	56	2	84
Asian or Asian British - Indian	125	659	31	815
Asian or Asian British - Pakistani	65	142	7	214
Asian or Asian British - Bangladeshi	4	30	5	39
Asian or Asian British - Chinese	18	71	5	94
Asian or Asian British - Other Asian	58	630	13	701
Black or Black British - African	81	536	4	621
Black or Black British - Caribbean	26	101	2	129
Black or Black British - Other Black	4	46	3	53
Other Ethnic Group - Arab	60	0	0	60
Other Ethnic Group - Any Other Ethnic Group	27	251	5	283
Not stated	238	877	252	1,367
<b>TOTAL</b>	<b>3,620</b>	<b>6,739</b>	<b>477</b>	<b>10,836</b>

**Appendix 2 – Pulse Membership Magazine – Governor article schedule 2025/26**

<b>Month</b>	<b>Governor Article</b>
April 2025	Sarah Lupai, Staff Governor, Nursing/Midwifery
July 2025	Paul Jenkins, Partner Governor, UoR
October 2025	Terri Walsh, Public Governor, Wokingham
October 2025	Madan Uprety, Staff Governor, HCA/Ancillary
January 2026	Maria Norville, Public Governor, Wokingham

<b>Title:</b>	<b>Membership Events</b>
<b>Agenda item no:</b>	5
<b>Meeting:</b>	Membership Committee
<b>Date:</b>	11 February 2025
<b>Presented by:</b>	Caroline Lynch, Trust Secretary
<b>Prepared by:</b>	Kerrie Brent, Corporate Governance Officer

<b>Purpose of the Report</b>	To provide an update on Membership events for 2024/25.
------------------------------	--

<b>Report History</b>	n/a
-----------------------	-----

<b>What action is required?</b>	
Assurance	
Information	To note the report
Discussion/input	
Decision/approval	

## 1 Annual General Meeting (AGM) 2025

1.1 The Annual General Meeting is scheduled to take place Wednesday 17 September 2025 at 5.30pm. The venue is yet to be confirmed although it is likely to be held at the University of Reading where previously held in 2024. The team will begin to make preparations for this event and details will be circulated to members in July/August 2025.

### 1.2 Proposed Events in 2024/25

The list of events for 2024/25 are below as agreed at the meeting in February 2024.

Agreed list of events for 2024/25	Annual General Meeting (Hybrid) (regulatory)
	Surgical Robots (Face to Face)
	Introducing Brainomix into the NHS (Face to Face)
	NHS Manage and Prevent: Diabetes (Virtual)
	Maternity (Virtual)
	Autism Awareness (Virtual)
Virtual Wards (Face to Face)	

Agreed list of membership recruitment events for 2024/25	Reading PRIDE
	Reading College Career's Fair
	Speech and Language Therapy Fair, UoR
	Introduction to Medicine Day, RBFT
	Walk for Wards
	Reading Half Marathon Volunteering
South Reading Community Hub	

## 2 Conclusion

2.1 The Committee is asked to **NOTE** the report

<b>Title:</b>	<b>Training &amp; Development</b>
<b>Agenda item no:</b>	6
<b>Meeting:</b>	Membership Committee
<b>Date:</b>	11 February 2025
<b>Presented by:</b>	Caroline Lynch, Trust Secretary
<b>Prepared by:</b>	Kerrie Brent, Corporate Governance Officer

<b>Purpose of the Report</b>	To provide an update of governor training and development.
------------------------------	--

<b>Report History</b>	n/a
-----------------------	-----

<b>What action is required?</b>	
Assurance	
Information	To note the progress made in training & development in 2024.
Discussion/input	
Decision/approval	

## 1 Introduction

- 1.1 The democratic nature of the Foundation Trust model places an onus on trusts to effectively develop and equip Governors with the skills necessary to carry out their role. This has been recognised in legislation.

## 2 Governor Training & Development 2024/25

- 2.1 Alison Foster, Programme Director for Building Berkshire Together provided an engagement session on 14 February 2024 on Building Berkshire Together.
- 2.2 Dr. Rachel De Caux, Chief Medical Officer for Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB) attended the Council of Governors meeting on 28 February 2024 to provide a consultation and engagement session on the Primary Care Strategy.
- 2.3 Niall Norbury, Campaigns and Marketing Manager consulted and engaged with Governors on the new Trust Website that went live in April 2024.
- 2.4 A What Matters 2024 facilitated session was held in 14 May 2024 that consisted of an expresso check in and a detailed review and discussion on the value, Compassionate.
- 2.5 Andrew Statham, Chief Strategy Officer attended a Chair/Governor video call during June 2024 to provide an update on Building Berkshire Together.
- 2.6 Michael Anderson, Associate Director of Improvement and Transformation facilitated a session on the Trust's Quality Improvement Programme and Rebecca Cullen, Associate Director of Strategy and Partnerships provided a training a session on understanding the Integrated Performance Report (IPR) on Monday 23 September 2024.

- 2.7 Rebecca Cullen, Associate Director of Strategy and Partnerships provided an engagement session on the Trust Strategy Refresh on Monday 21 October 2024. A follow up session has been scheduled for 24 September 2025.
- 2.8 Kirsten Rogers, Patient Experience Programme Manager attended a Chair/Governor monthly video call to provide a training session on the understanding of the Community Wellness Outreach project Meet PEET that provides health checks in the community.
- 2.9 Dom Hardy, Chief Operating Officer attended the Council of Governors meeting on 27 November 2024 to present the Winter Plan.
- 2.10 A Governor Induction session was held on 12 December 2024 to on-board new governors.
- 2.11 Petronelle Eastwick-Field, Resuscitation Officer, ReSPECT Lead and Liz Flannery, Clinical Lead and Consultant Nurse Palliative Care along with Dr Janet Lippett, our Chief Medical Officer provided a governor training session on DNACPR & End of Life on 17 December 2024.
- 2.12 Andrew Statham, Chief Strategy Officer attended the Governors Assurance Committee on 29 January 2025 to facilitate a discussion and provide an update on Building Berkshire Together.
- 2.13 The list for training and development for 2024/25 as agreed at the meeting held in February 2024 is set out as below:

Agreed list of training for 2024/25	Consultation on ICB Primary Care Strategy
	Improving Together and how this fits with the role of a Governor
	What Matters 2024
	Workvivo Training (Face to Face)
	NHS Finance
	Understanding the Integrated Performance Report (IPR)
	Integrated Care Board (ICB)
	Building Berkshire Together (BBT)
	Equality, Diversity and Inclusion
Patient Experience/Patient Leaders	

- 2.14 As part of Governor development the following tours were agreed at the meeting held in February 2024 to raise understanding and knowledge of Trust services.

Agreed list of development tours for 2024/25	Pharmacy Department
	Medical Museum
	Clinical Skills Suite
	Rapid Response Lab
	Building Berkshire Together

- 2.15 Since the meeting, four tours have been undertaken;

- Pharmacy Department: 26 February 2024 & 1 March 2024
- Building Berkshire Together: 27 February 2024 & 22 March 2024

Governors were also advised of the Medical Museum Annual Open Day on Monday 15 July 2024.



Governors have also been invited to the following:

- Berkshire Medical Heritage Centre: organised by Richard Havelock, Volunteer Governor
- Clinical Skills Suite: 20 March 2025

### **3 Conclusion**

3.1 The Committee is asked to **NOTE** the report.

## Governors Membership Committee Work Plan 2025

Item	Lead	Freq	Feb-25	Apr-25	Jul-25	Oct-25
Minutes from previous meeting/ Matters Arising Schedule	RH	Every				
Membership Strategy Review	CL	Annually				
Membership Committee Terms of Reference	CL	Annually				
Membership Update	KB	Every				
Membership Events	KB	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	Annually				
Membership Recruitment Plan	NN	2 x year				
Work Plan	CL	Every				