



Royal Berkshire
NHS Foundation Trust

Membership Committee - 12/04/2022

MEETING
12 April 2022 17:30

PUBLISHED
7 April 2022

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>	<i>Time</i>
Video Conference Call	12/04/22		17:30
1. Apologies for Absence (Verbal)		John Bagshaw	
2. Royal Berks Charity (Presentation)		Jo Warrior	17:30
3. Health Inequalities (Presentation)		Kiki Kontra	17:50
4. Minutes for Approval: 27 July 2021 and Matters Arising Schedule		John Bagshaw	18:10
5. Membership Update		Hannah Travers	18:15
6. Membership Events		Hannah Travers	18:25
7. Governor Training & Development		Hannah Travers	18:40
8. Terms of Reference		Caroline Lynch	18:50
9. Date of Next Meeting: Thursday 9 June 2022 at 17.30 (Verbal)		-	

Membership Committee

Tuesday 27 July 2021

17.30 – 18.15

Video Conference Call

Present

Mr. Tony Lloyd	(Public Governor, Wokingham) (Chair) (Lead Governor)
Mr. Jonathan Barker	(Public Governor, Reading)
Mr. Kevin Boyle	(Public Governor, Reading)
Mr. Clive Jones	(Public Governor, Wokingham)
Mr. Victor Koroma	(Partner Governor, Alliance and Cohesion for Racial Equality)
Mr. William Murdoch	(Public Governor, Southern Oxfordshire)
Mr. Paul Williams	(Public Governor, Reading)

In attendance

Mrs. Caroline Lynch	(Trust Secretary)
Mrs. Hannah Travers	(Deputy Trust Secretary)

Apologies

Mr. John Bagshaw	(Public Governor, West Berkshire & Borders)
Mr. Parry Batth	(Partner Governor, Wokingham Borough Council)
Ms. Wendy Bower	(Partner Governor, Berkshire West CCG)
Mr. Martyn Cooper	(Public Governor, Reading)
Ms. Jennie Ford	(Partner Governor, East Berkshire CCG)
Mrs. Alice Gostomski	(Public Governor, West Berkshire & Borders)
Mr. Andrew Haydon	(Staff Governor, Nursing/Midwifery)
Mrs. Lynda Taylor	(Public Governor, Reading)
Mr. Adrian Williams	(Partner Governor, University of Reading)

13/21 Minutes for Approval: 10 June 2021 and Matters Arising Schedule

The minutes of the meeting held on 10 June 2021 were approved as a correct record and would be signed by the Chair.

The Committee noted the matters arising update.

Minute 07/21: Trust Website Update: In response to a query regarding Think 111 and booking appointments, the Trust Secretary confirmed that patients could book directly into the minor injuries unit.

Minute 09/21: Annual General Meeting: The Committee noted that governor elections had concluded. Governors that had been recently appointed would start their term of office following the Annual General Meeting. Existing governors' term of office would be extended to the Annual General Meeting. It was agreed a note would be circulated to governors to confirm the outcome of the elections.
Action: H Travers

14/21 Membership Update

The Deputy Trust Secretary introduced the report and highlighted that total membership was 9,943, an increase of 331 members since the last meeting. Membership had increased in the West Berkshire constituency following promotion of membership by a public governor. The Deputy Trust Secretary would circulate the electronic link and paper membership forms to governors.

Action: H Travers

The Committee discussed the increase in staff members. It was recommended that the Deputy Trust Secretary would contact the workforce team to confirm which staff groups the increase related to.

Action: H Travers

The Committee discussed Governor exit interviews. The Trust Secretary advised that all governors were contacted that did not re-stand or did not complete their term of office for feedback on the governor role. The main themes included completion of a term of office or personal commitments. The Lead Governor had recently engaged with a Non Executive Director and governors to obtain feedback on why they had not continued in their role. Any relevant feedback would be shared with the Trust Secretary.

The Trust Secretary highlighted the 'Could you be a governor booklet' was due to be updated and information would be included where feedback was relevant to the governor role. When vacancies arose elections generally had more than one nomination for the public governor seats. The refreshed Trust website would include governor vacancies and elections.

The Committee discussed governor meetings that were open to the public that included the Membership Committee and the Council of Governors. It was agreed that the link for the Membership Committee would be included on the Trust website going forward.

Action: H Travers

The Deputy Trust Secretary provided an update on membership events. Due to capacity issues in the team, membership events for 2021 had not yet been progressed. The Annual General Meeting had been scheduled to October 2021. It was possible that a digital event could be arranged in November 2021. However, this would be dependent on clinician availability during the Winter period and anticipated further waves of Covid.

15/21 Annual General Meeting (AGM) Update

The Trust Secretary provided an update on the Annual General Meeting (AGM) and confirmed that the meeting had been rescheduled to Tuesday 12 October 2021. The Corporate Governance Team were currently viewing potential venues. It was anticipated this would be a hybrid event with governors and Board members in attendance and 'virtual' attendance by members and the public with a live question and answer session.

In response to a query raised regarding Wi-Fi availability the Trust Secretary confirmed that venues would be reviewed to discuss digital access requirements.

The Committee discussed attendance at meetings on site. The Trust Secretary advised that the Board were holding hybrid meetings due to some Board members not being able to attend on site. The Lead Governor recommended that a poll was undertaken in relation to governors attending face to face meetings.

Action: T Lloyd

16/21 Membership Strategy

The Deputy Trust Secretary provided an overview of the refreshed Membership Strategy. Completed actions had been removed.

The Committee discussed the importance of being able to host membership events and provided a greater overview of specialities at the hospital. The Trust Secretary advised that health inequalities was a key topic and recommended that events should be scheduled in local areas to support discussions. This included not having access to digital media'. It was agreed that governors would provide suggestions to the Trust Secretary of topics that would be of interest to local constituencies and raise awareness of this at local stakeholder groups that included South Reading Voice. **Action: All**

The Trust Secretary confirmed that following the appointment of a substantive Corporate Governance Officer there would be an increased focus on membership events and actions within the membership strategy.

In response to a query regarding a virtual Open Day, the Trust Secretary advised that it would not be possible this year due to capacity and winter pressures. However, it was anticipated that a Trust Open Day would not take place until July 2022.

The Committee recommended that the health services discount link was included in the membership electronic letter. In addition, the statutory role of 'holding the Non Executive Director's to account for the performance of the Board would be expanded to provide greater detail. The Trust Secretary recommended that this could be included in the 'could you be a governor' booklet. **Action: H Travers**

It was agreed that governors would provide additional feedback on the membership strategy and presentation to the Trust Secretary. **Action: All**

The Committee discussed the Pulse magazine. It was agreed the Lead Governor would contact governors to request nominations to include a Governor article that was now circulated on a monthly basis. **Action: T Lloyd**

In response to a query on the refreshed Trust website, the Trust Secretary advised that due to capacity in the Communications Team, the launch had been delayed.

In response to a governor query on refreshed governor biographies, the Deputy Trust Secretary advised that a number of updates had been provided and governors that had not yet provided an updated biography would be contacted. **Action: H Travers**

17/21 Date of the Next Meeting

It was agreed that the next meeting would be held on Monday 18 October 2021 at 15.30

SIGNED:

DATE:

Membership Committee Matters Arising Schedule

Agenda Item 2

Date	Minute Ref	Subject	Matter Arising	Owner	Update
27 July 2021	13/21 (09/21)	Minutes for Approval: 10 June 2021 and Matters Arising Schedule: Annual General Meeting:	The Committee noted that governor elections had concluded. Governors that had been recently appointed would start their term of office following the Annual General Meeting. Existing governors' term of office would be extended to the Annual General Meeting. It was agreed a note would be circulated to governors to confirm the outcome of the elections.	H Travers	Completed.
27 July 2021	14/21	Membership Update	<p>The Deputy Trust Secretary would circulate the electronic link and paper membership forms to governors.</p> <p>It was recommended that the Deputy Trust Secretary would contact the workforce team to confirm which staff groups the increase related to.</p> <p>It was agreed that the link for the Membership Committee would be included on the Trust website going forward.</p>	<p>H Travers</p> <p>H Travers</p> <p>H Travers</p>	<p>Completed.</p> <p>Increases across the workforce related to staff groups that included additional clinical services (209), administrative and clerical (111) and healthcare scientists (34).</p> <p>Completed.</p>
27 July 2021	15/21	Annual General Meeting (AGM) Update	The Lead Governor recommended that a poll was undertaken in relation to governors attending face to face meetings.	T Lloyd	Face to face meetings had been paused following the meeting. Therefore, a poll could be undertaken when face to face meetings recommence.
27 July 2021	16/21	Membership Strategy	<p>It was agreed that governors would provide suggestions to the Trust Secretary of topics that would be of interest to local constituencies and raise awareness of this at local stakeholder groups that included South Reading Voice.</p> <p>In addition, the statutory role of 'holding the Non Executive Director's to account for the performance of the Board would be expanded to provide greater detail.</p>	<p>All</p> <p>H Travers</p>	<p>No further information has been received from governors</p> <p>This will be progressed as part of the refresh of the 'could you be a governor' leaflet.</p>

Membership Committee

		<p>The Trust Secretary recommended that this could be included in the 'could you be a governor' booklet.</p> <p>It was agreed that governors would provide additional feedback on the membership strategy and presentation to the Trust Secretary.</p> <p>It was agreed the Lead Governor would contact governors to request nominations to include a Governor article that was now circulated on a monthly basis.</p> <p>In response to a governor query on refreshed governor biographies, the Deputy Trust Secretary advised that a number of updates had been provided and governors that had not yet provided an updated biography would be contacted.</p>	<p>All</p> <p>T Lloyd</p> <p>H Travers</p>	<p>No additional feedback has been received from governors</p> <p>Item included on the membership update report for nominations to include a governor article during 2022.</p> <p>Completed.</p>
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Title:	Membership Update
Agenda item no:	5
Meeting:	Membership Committee
Date:	12 February 2022
Presented by:	Hannah Travers, Deputy Trust Secretary
Prepared by:	Hannah Travers, Deputy Trust Secretary

Purpose of the Report	This report sets out the changes in membership figures since the last Committee meeting. Total membership now stands at 9,887 which is a decrease of 44 members since the last meeting.
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Report History	n/a
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What action is required?	
Assurance	
Information	
Discussion/input	<ul style="list-style-type: none"> To note the report Governors are asked to nominate themselves to include an article in Pulse on one of the suggested dates for 2022.
Decision/approval	

1 Membership Figures

1.1 Current membership is 9,887 which is a decrease of 44 members compared with the figures from July 2021.

1.2 The Trust currently has;

(a) 3,360 public members (decrease of 25 members) *

(b) 298 volunteer members (decrease of 34 members)

(c) 6,229 staff members (increase of 3 members)

* Data cleanse undertaken by the membership platform provider on a monthly basis

1.3 A breakdown of public membership by constituency is provided below.

Public Constituencies	No of Members
East Berkshire and Borders	840
Reading	941
South Oxfordshire	182
West Berkshire and Borders	561
Wokingham	836
Total	3360

1.4 There has been three new public members that have joined the Trust since the previous meeting. These members are broken down by age and ethnicity below:

Age	Wokingham	West Berkshire & Borders	Reading	East Berkshire & Borders
22-29	1			
50-59	2			

Ethnicity	Wokingham	West Berkshire & Borders	Reading	East Berkshire & Borders
White - English, Welsh, Scottish, Northern Irish, British	1			
Not stated	2			

2 Membership representation

- 2.1 Membership remains under represented until we reach the 30+ age groups. The 60+ age categories remains the highest represented. There will continue to be a focus to raise awareness of membership across the 16 – 30 age categories as well as Black Asian Minority Ethnic (BAME) categories that represent the local community.
- 2.2 Following the Trust website refresh a membership form application on the website has not been available and potential members have been asked to contact the Corporate Governance team to apply as a member. A meeting has been arranged with the website developer to review the membership form application function on the website.

3 Pulse Magazine

- 3.1 The Pulse magazine article is distributed on a quarterly basis (previously monthly) to provide updates from the Trust. The most recent edition was circulated in March 2022. 43% (979) of recipients opened the Pulse Magazine link.
- 3.2 Governors are asked to express an interest in providing an article for the Pulse magazine so that the Corporate Governance team can schedule Governor Articles accordingly. Pulse will be circulated to members during June, September and December 2022.

4 Attachments

- 4.1 The following are attached to this report:

Appendix 1 – Membership figures & analysis for the April 2022 Committee

Appendix 1 – Membership Figures & Analysis

Membership Figures & Analysis as at 1 April 2022				
	Public	Staff	Volunteers	TOTAL
TOTAL MEMBERSHIP	3,360	6,229	298	9,887
Age	Public	Staff	Volunteers	TOTAL
0-16	0	0	0	0
17-21	15	87	38	140
22+	3,135	6,142	260	9,537
Not stated	210	0	0	0
TOTAL	3,360	6,229	298	9,887
Age 22+ breakdown	Public	Staff	Volunteers	TOTAL
22-29	68	1190	18	1,276
30-39	321	1764	16	2,101
40-49	462	1424	25	1,911
50-59	574	1230	47	1,851
60-74	989	526	105	1,620
75+	721	8	49	778
TOTAL *does not include Not stated or Age 0-21	3,135	6,142	260	9,537
Gender	Public	Staff	Volunteers	TOTAL
Unspecified	68	0	0	68
Male	1,544	1,476	99	3,119
Female	1,748	4,753	199	6,700
TOTAL	3,360	6,229	298	9,887
Ethnicity	Public	Staff	Volunteers	TOTAL
White - English, Welsh, Scottish, Northern Irish, British	2,646	2,564	95	5,305
White - Irish	35	113	2	150
White - Gypsy or Irish Traveller	0	0	0	0
White - Other	106	556	7	669
Mixed - White and Black Caribbean	16	37	0	53
Mixed - White and Black African	10	12	1	23
Mixed - White and Asian	17	33	0	50
Mixed - Other Mixed	23	42	1	66
Asian or Asian British - Indian	106	511	8	625
Asian or Asian British - Pakistani	62	98	2	162
Asian or Asian British - Bangladeshi	4	20	1	25
Asian or Asian British - Chinese	16	44	2	62
Asian or Asian British - Other Asian	46	390	6	442
Black or Black British - African	68	425	0	493
Black or Black British - Caribbean	20	100	2	122
Black or Black British - Other Black	4	18	2	24
Other Ethnic Group - Arab	0	0	0	0
Other Ethnic Group - Any Other Ethnic Group	23	184	2	209
Not stated	158	1,082	167	1,407
TOTAL	3,360	6,226	298	9,887

Title:	Membership Events
Agenda item no:	6
Meeting:	Membership Committee
Date:	12 February 2022
Presented by:	Hannah Travers, Deputy Trust Secretary
Prepared by:	Hannah Travers, Deputy Trust Secretary

Purpose of the Report	To provide an overview of Membership events for 2022.
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Report History	n/a
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What action is required?	
Assurance	
Information	
Discussion/input	To note the events scheduled.
Decision/approval	

1 Introduction

- 1.1 As a result of the Covid-19 pandemic membership events, except the Trust Annual General Meetings, had been paused during 2020/21. Therefore, it is recommended that events scheduled during 2021 will be carried forward to 2022/23.
- 1.2 As the Trust continues to follow Infection control guidance and social distancing; events during 2022 will remain virtual. However, face-to-face events will be considered in the future based on national NHS guidance.
- 1.3 The proposed membership events schedule for 2022/23 is set out below.

2 Conclusion

- 2.1 The Committee is asked to note the below virtual membership schedule for 2022/23.

3 Proposed Events in 2022/23

<u>Date</u>	<u>Topic</u>
May 2022	Hospital Redevelopment
July 2022	Health Inequalities
Wednesday 21 September 2022	Annual General Meeting
November 2022	TICC-19 Pathway
February 2023	Virtual Outpatients
May 2023	Brainomix Project

Title:	Training & Development
Agenda item no:	7
Meeting:	Membership Committee
Date:	12 February 2022
Presented by:	Hannah Travers, Deputy Trust Secretary
Prepared by:	Hannah Travers, Deputy Trust Secretary

Purpose of the Report	To provide an overview of governor training and development for 2022/23.
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Report History	n/a
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What action is required?	
Assurance	
Information	
Discussion/input	To note the training & development sessions scheduled during 2022/23.
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 Progress during 2021/22

- 2.1 During 2021/22 governor training and development sessions had been paused to enable staff to respond to the Covid-19 pandemic. Governor induction has continued to take place virtually.
- 2.2 The remaining module that had not been completed in 2020/21 (NHS Finance) has been brought forward to 2022/23.

3 Training Sessions on Core Skills and Topics

- 3.1 The training and development programme is set out below. Training sessions will remain virtual during 2022/23.

2022/23	2023/24
NHS Finance	What Matters
Integrated Care Systems	Accountability (Governwell)
Social Media for Governors	Counterfraud
GDPR & Cyber Security	Freedom to Speak Up

4 Conclusions

on

- 4.1 The Committee is asked to note the training & development training sessions scheduled during 2022/23 and 2023/24.

Membership Committee

Terms of Reference

Role of the Committee

The Committee will, within the terms of the Constitution, develop, implement and keep under review a membership strategy for the Trust. It will also consider any dispute which arises with regard to membership of a constituency, of the Trust or the conduct of individual governors.

The Committee will make recommendations to the Council of Governors on how it interacts with members and the public on Trust strategy and feedback their views

Composition

The Committee will be chaired by the Lead Governor when undertaking the disciplinary elements of its terms of reference. Any Governor may chair the Committee at other times.

The Chair of the Committee will be subject to annual appointment.

The membership will comprise any Governor wishing to serve.

The Trust Secretary, and other Trust Directors as appropriate, will be in attendance to advise the Committee.

Quorum

The quorum will be ~~three~~ five members, three of whom must be public Governors.

Duties

The Committee will, having regard to the views of the Board of Directors on appropriate resource levels, make recommendations to the Council of Governors on the following

1. To develop a policy, implement agreed proposals and keep under review the Trust approach to engaging with the membership community
2. To recommend appropriate relationships and methods of communicating between Governors and the membership
3. To develop, implement and review, annually, a membership strategy for the Trust and to prepare an annual report for the Council and the Annual General Meeting with regard to the steps taken to secure representative membership, the progress of the membership strategy and any changes to the membership strategy
4. To keep under review the membership of the Trust to ensure that the actual membership is representative of those eligible to be members of each constituency
5. To oversee preparations for the Annual Members' Open Day
6. To consider any disputes concerning membership of a constituency, right to membership of the Trust and the conduct of individual governors

7. To seek the views of members and the public on material issues being discussed by the Trust and to conduct arrangements for collecting and reviewing views of members and the public on key issues and their experience of the Trust in general
8. To recommend objectives to the Council of Governors which are achievable and within the resources available
9. To keep under review the implementation of the objectives
10. To oversee the annual evaluation of the Council and its performance and to recommend any subsequent action
11. To recommend a governor training and annual development programme
12. To make recommendations to the Council on how it interacts with members and the public on Trust strategy and feedback their views to the Council.

Review

The Committee will review these terms of reference annually, making recommendations to the Council of Governors as appropriate.

Approved by the Committee: 12 February 2022

Approved by the Council: