

**EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST****ANNUAL MEMBERS' MEETING  
ARRANGEMENTS – 2 OCTOBER 2014****1. INTRODUCTION**

The Board of Directors have agreed to hold the Annual Members Meeting at 7.00 pm on 2 October 2014 at the Kent Cricket Club, Canterbury. The Board of Directors should agree the form of the Annual Members' Meeting.

**2. BACKGROUND**

Each NHS Foundation Trust is required to hold an Annual Members Meeting. At this meeting the Trust presents its Annual Report, audited Annual Accounts and any report made on those accounts by the Auditor. The statutory requirement is for the meeting to be advertised with 14 days notice and should be held within a 'reasonable time' after the annual reports are laid before Parliament. All public members of the Foundation Trust will receive an invitation to the meeting in addition to the usual invites to MPs and partner organisations. Members of the Council of Governors have been informed of the date. In addition, local media will be informed of the date and staff will be notified via Trust News and e-mail administrator.

The Trust will be reporting on its year to 31 March 2014.

**3. THE FORMAT OF THE MEETING**

The format will be exhibitions followed by the formal meeting. Two rooms will be used, one for the exhibitions and one for the formal meeting.

**4. EXHIBITION**

It has been the custom to provide an exhibition to show the achievements over the previous year. It is suggested that this is repeated. The communications team will work with directorates to agree and organise exhibitions.

**5. FORMAL MEETING**

It is proposed that the Chairman opens proceedings, explaining the programme and arrangements for questions. The Chief Executive will then give a brief report. The Finance Director will report on financial issues. It is recommended that there are two presentations and where appropriate clinicians should be invited to present. In order to keep a balance in presentations and questions, it is suggested that a maximum of an hour for all presentations together. The Communications department will liaise with services to ascertain availability and content for presentations to the formal meeting, the following presentations have been suggested to date: Cardiac services including pPCI, monitoring and pacing along with the investment made in the Cath Lab; and a piece on the strategic direction of the Trust "Delivering Our Future"..

**5. OTHER ARRANGEMENTS**

Copies of the Annual Report and Annual Accounts will all be available to the public at the meeting, in addition to some circulation of the Annual Report beforehand.

**6. DRAFT AGENDA**

The agenda will follow the format outlined below:

- Exhibitions, tea & coffee 6-7pm
- 7pm, formal meeting starts, presentation of annual report, annual accounts, presentations from clinicians, short presentation from the Lead Governor of the Council of Governors.

**7. RECOMMENDATIONS**

The Board of Directors is asked to:

- consider the proposed topics for presentations; Cardiac Services and Delivering Our Future;
- agree or amend the format for the meeting and exhibitions; and
- delegate authority to the Director of Human Resources and Corporate Affairs and Director of Communications to make the necessary arrangements for the meeting.