

EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST**REPORT TO: BOARD OF DIRECTORS****DATE: 21 MAY 2015****SUBJECT: ANNUAL MEMBERS MEETING 2015****REPORT FROM: TRUST SECRETARY****PURPOSE: Information****CONTEXT / REVIEW HISTORY / STAKEHOLDER ENGAGEMENT**

The Board of Directors have agreed to hold the Annual Members' Meeting at 7.00 pm on 1 October 2015 at the Kent Cricket Club, Canterbury. The Board of Directors should agree the form of the Annual Members' Meeting.

SUMMARY:

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.

RECOMMENDATIONS:

Note the proposed arrangements for the Annual Members Meeting.

NEXT STEPS:

Work will take place with the Communications Team in terms of logistics.

IMPACT ON TRUST'S STRATEGIC OBJECTIVES:

None

LINKS TO BOARD ASSURANCE FRAMEWORK:

None

IDENTIFIED RISKS AND RISK MANAGEMENT ACTIONS:

None

FINANCIAL AND RESOURCE IMPLICATIONS:

Budget provided for the Annual Members Meeting.

LEGAL IMPLICATIONS / IMPACT ON THE PUBLIC SECTOR EQUALITY DUTY:

Requirement to present the Annual Report and Accounts to an Annual Members Meeting in line with paragraphs 27A and 28 of the Health and Social Care Act 2012.

PROFESSIONAL ADVICE TAKEN ON ANY NOVEL OR CONTENTIOUS ISSUES:

None

ACTION REQUIRED:

(a) To note

CONSEQUENCES OF NOT TAKING ACTION:

Breach of statutory duty.

EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST**ANNUAL MEMBERS' MEETING
ARRANGEMENTS – 1 OCTOBER 2015****1. INTRODUCTION**

The Board of Directors have agreed to hold the Annual Members Meeting at 7.00 pm on 1 October 2015 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 2015.

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: Dover Outpatients, Care Flow and Sepsis. The Chief Executive presentation will also cover delivery of the CQC action plan and the Delivering Our Future consultation.

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 note:

- the proposed topics for presentations; and
- the format for the meeting and exhibitions.