

**Governors Council
Membership Committee**

Notes from Meeting held on Friday 20th April 2007

Present: John Hemming – **Chairman**
Dennis Cave – Appointed Governor
Ian Fox - Public Governor
Victoria Mason – Public Governor
Sue Meecham – Public Governor
Russell Allen – Public Governor
Gillian Pope – Public Governor
Allison Bester – Staff Governor

In attendance: Ann Filby – Foundation & Communications Manager
Tracy Moyses – Note taker

Apologies: Sue Allen – Appointed Governor
Neville Sanderson – Public Governor
Rachel Hulse – Staff Governor

MINUTES	ACTION
<p>1. Welcome and Apologies for Absence Apologies noted as shown.</p> <p>2. Declaration of Interests There were no interests to declare.</p> <p>3. Minutes of Previous Meeting Minutes agreed and signed as a true record of events.</p> <p>4. Matters Arising Item 5 - All amendments to membership strategy made and approved by Governors Council. Will form part of the Annual Plan submitted to Monitor at the end of May.</p> <p>Item 7 - Meeting Wednesday 2nd May to take forward Governors Stand at 25th Anniversary Fete.</p> <p>Item 8 - Dennis Cave would like a list of constituency. Ann provided some information but agreed to provide further information on voluntary forums.</p> <p>5. Membership of Committee The Chairman welcomed Allison Bester to the Committee. Allison had kindly agreed to transfer from the Audit Committee due to her connections within the community.</p> <p>Any volunteers who wish to transfer to Audit Committee to inform Ann.</p> <p>6. Future Committee Meeting Dates Meetings to run late March, July and September, early January now</p>	<p></p> <p>AF</p> <p>AF</p>

MINUTES	ACTION
<p>that the timescale for production of Your Trust News and the elections process was clear it was proposed to amend meeting schedule. This will mean that the 19 October meeting date will change. New proposed date to be 21 September. Tracy will confirm date and time together with venue.</p>	<p>TM</p>
<p>7. Your Trust News April 2007 Just completed second membership newsletter which will be sent out to all members next week. For future reference the newsletter will come in draft form to Membership Committee meetings prior to going to print.</p> <p>Will produce newsletter in an alternate format following a request from a registered blind member.</p> <p>Alison suggested the newsletter be translated into Portuguese. There would be a cost implication to this. It was noted that a lot of the Portuguese staff speak English but find reading English difficult. Alison suggested that the translator at The Priory be used to assist the Portuguese staff in reading literature sent out to them. To be considered as part of the membership Strategy Action Plan.</p>	
<p>8. Membership Strategy Action Plan The Chairman briefed members on the action plan and the following was noted:</p> <p>1.2 Plan is to map postcodes on to a map and then incorporate the Governors postcodes to see where any lapse in Governors constituency is and allow governors to target a constituency area.</p> <p>1.4 The Chairman summarised the presentation to the Committee. The following changes are to be made:</p> <ul style="list-style-type: none"> - Agreed to include % increase in activity figures. - On CDiff slide change isolation to read cohort; add best practice antibiotic prescribing policy; rephrase wording to put in more general context. - Ann to check with Evie if she wishes her name to be in presentation. - What is Different; need to clarify 'financial independence'. - Agreed to include a slide on choose and book. Ann to ask Julie Cave for information. - Change we don't always get it right slide to 'we get 5 times as many thanks as complaints'. - In how to become a member add a bullet point re benefits of being a member. 	
<p>Presentation to be updated by Friday 27th April.</p>	<p>AF</p>
<p>1.5 All happy with recruitment pack.</p>	
<p>1.9 Ann to draw up plan to visit The Priory. Allison Bester and Sue Meecham to be involved in process.</p>	<p>AF</p>
<p>4.1 Brief discussion on disbandment of PPI Forums. The Chairman would be meeting with Norfolk and Suffolk Voluntary Services for further discussion.</p>	

MINUTES	ACTION
<p>Proposed that Governors be more involved in PPI Forums. Gillian happy to continue to attend Forums on an informal basis.</p>	
<p>Ann agreed to follow up with FTN on how other FTs are dealing with their PPIF.</p>	AF
<p>9. Any Other Business There is a complete no smoking rule within the hospital.</p>	
<p>Disciplinary action would be taken on staff who smoke on site or in cars.</p>	
<p>Policy re mobile phone use. Being reviewed currently. Ann to include a piece in the next governors news.</p>	AF
<p>10. Date, time and venue of next meeting 20th July 2007 at 0930 hours in the Stalham Room.</p>	

Signature _____

Date: _____

Mr John H Hemming
Chairman