

**Governors Council
Membership Committee**

Notes from Meeting held on Friday 23rd November 2007

- Present:** John Hemming – **Chairman**
Sue Allen – Appointed Governor
Dennis Cave – Appointed Governor
Ian Fox - Public Governor
Brian Callan – Public Governor
Neville Sanderson – Public Governor
Eirlys McLean – Public Governor
Sue Meecham – Public Governor
- In attendance:** Ann Filby – Foundation & Communications Manager
Tracy Moyses – PA / Executive Assistant
- Apologies:** Russell Allen – Public Governor
Gillian Pope – Public Governor
Mary Shillabeer – Public Governor
Rachel Hulse – Staff Governor
Laurie Howarth – Staff Governor
- Non attendance:** Victoria Mason – Public 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 The Minutes were agreed and signed as a true record of events.</p> <p>4. Matters Arising Dennis confirmed that he had linked with Nick Coveney's office and would attend the next Community Involvement Group meeting.</p> <p>Brian informed the group that he recently met or would be meeting with the Secretary of Bradwell and Belton Parish Councils. The Chairman agreed that it would be extremely useful for Brian to engage with both councils to engage membership.</p> <p>Ann confirmed that the data quality issues around the members database would hopefully be resolved by the end of the year, and that a plan would be in place to resolve the remaining issues. Ann also reported that we would start mapping patients to GP surgeries and this data should be available for the next meeting.</p> <p>Ann reported that with Rebecca they would be going round the Trust to view all signage. Ian, Neville, Dennis and Eirlys volunteered their services to assist if required.</p>	<p style="text-align: center;">AF</p>

MINUTES	ACTION
<p>5. Review of effectiveness of committee All committee members were happy with the current TORs but it was noted that more input was required for Item 7 and this would be reworded. Under point 6 'Strategic Planning Committee' to read 'Governors Council'.</p>	AF
<p>6. Membership Strategy Action Plan The following items were discussed from the action plan:</p> <ul style="list-style-type: none"> ▪ The draft paper on 'twinning' governors with their local GP surgeries will be sent out with the governors pack later this month. ▪ Ann to follow up engaging more members with the following suggestions from the group: <ul style="list-style-type: none"> ○ Local library van ○ Patient information leaflet on admission to hospital ○ Include another article in Heartcare News – link up with Neville Sanderson ○ Rate payers newsletter for County Councils ○ Age Concern newsletter ○ Contact Mike Flynn at Hopton News ▪ Ann waiting to hear from Chris Mowle re engaging with Norfolk County Council in the same way as Great Yarmouth Borough Council. ▪ Visit to Portuguese house planned for 11 December. ▪ Website development is an ongoing issue, with funding yet to be finalised. ▪ Staff governors would be given a slot at Governors Council meetings to update all members on staff engagement. ▪ Dennis questioned the dual role of auxiliaries with some of them carrying out reception duties. Ann agreed to follow up and report in Governors News. ▪ It was noted that for the membership engagement event infection control, cleaning team and orthopaedics should form part of the agenda. To be discussed at next Governors Council. ▪ The Arts Committee had agreed to fund the purchase of some display boards for the FT team to use, and the 'pop ups' were being sourced separately from a local company. 	AF
<p><u>Patient Panel.</u> It was agreed not to go down the route of the patient panel but to stay with membership meetings currently proposed.</p>	AF
<p>7. Membership Strategy 2008/09 All agreed that this was a good outline strategy covering the relevant issues. All agreed to put this paper on hold until discussion on the roles and responsibilities of governors had taken place at Hugh Sturzaker's meeting on 30 November and Governors Council on 14 December.</p>	
<p>8. Presentation of papers to Governors Council Eirlys McLean agreed to present the membership committee papers to the Governors Council on 14 December.</p>	EM / AF
<p>9. Any Other Business The Chairman updated the group on the current bed state at the hospital.</p>	

MINUTES	ACTION
10. Date, time and venue of next meeting 18 th January 2008, 9.30am, Barton Room, E&T Centre.	

Signature _____

Date: _____

Mr John H Hemming
Chairman