

**Governors Council
Membership Committee**

Notes from Meeting held on Friday 4th April 2008

- Present:** John Hemming – **Chairman**
Sue Allen – Appointed Governor
Dennis Cave – Appointed Governor
Ian Fox - Public Governor
Brian Callan – Public Governor
Neville Sanderson – Public Governor
Gillian Pope – Public Governor
Mary Shillabeer – Public Governor
Laurie Howarth – Staff Governor
- In attendance:** Ann Filby – Foundation & Communications Manager
Tracy Moyses – PA / Executive Assistant
- Apologies:** Sue Meecham – Public Governor
Hugh Sturzaker – Public Governor
Eirlys McLean – Public Governor
Rachel Hulse – Staff Governor
- Non attendance:**

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 held on 18th January The Minutes were agreed and signed as a true record of events at the time.</p> <p>4. Matters Arising There were no matters arising.</p> <p>It was noted that due to the IT Department's heavy workload in implementing the new PAS system there has been very little input on the membership database.</p> <p>Ann Filby reported that the draft newsletter article would be sent out soon, following comments from Stephen Pullinger at the EDP.</p> <p>5. Membership Strategy 2007/8 – outstanding actions <u>Socio economic profiling</u> Ann highlighted the costs of obtaining this data to the Governors. This information was required in last year's Annual Plan but Monitor were clear that if Trusts did not already hold it they should not request it from members. In its place the Trust included postcode information across the membership area. The Chairman asked the group what information would be available if Monitor were to insist on this data. The following was highlighted in support of the</p>	<p>AF</p>

MINUTES	ACTION
<p>Trust's awareness of its membership's profile:</p> <ul style="list-style-type: none"> • There is an 18 year differential in life expectancy as highlighted by Mike Stonard in his presentation at the last Governors Council • The most deprived wards from the Trust's analysis of its membership are the focus of this year's membership strategy • the work from Sure Start could also be looked at as evidence to support this data, i.e. where they are investing • the close contact with the GP surgeries would assist • the PCT's health atlas • Sue Allen would link with Ann Filby outside of the meeting around information that could be gained from Waveney District Council. 	SA / AF
<p>6. Membership Strategy 2008/09</p> <p><u>Review of action plan</u></p> <p>1.1 Engagement with Portuguese community still moving forward and there is another meeting planned for later this month; particularly looking at support in basic literacy and numeracy skills.</p> <p>1.2 Ann to link governors to wards and for them to contact new councillors of target areas mid to late June following council elections.</p> <p>1.3 Dennis reported that he would be meeting with the Chief Executive on Wednesday 9th April around education contacts. Lowestoft College had also agreed to a stand in the foyer which he would follow up next week. Some Lowestoft specific graphics had been produced, and some governors had volunteered to be involved. There had been no response from Great Yarmouth College.</p> <p>2.1 Ann reported that there are difficulties with contacting Practice Managers and she would continue to try and take this forward. Gill Pope or Liz Harrison to be the link to take over from Victoria Mason for Beccles Surgery. Any governor could support this work by linking directly with patient groups at their practice.</p> <p>2.2 It was noted that Brian Callan and Hugh Sturzaker would be attending the Bradwell Parish Council meeting next Tuesday and would suggest attending every four months initially. The Belton Annual Parish Council meeting is planned for 29th May 2008 and Brian volunteered to attend this. Any comments on Brian's paper would be given to him asap; this would be circulated to the rest of the Council</p> <p>2.3 Need to discuss the logistics of covering some of the proposed membership events, e.g. Lions Fete etc as a lot of events fall on a weekend. It was agreed that the Lions Fete Southwold would not be appropriate as a membership drive as it mainly focuses on holidaymakers. It was also agreed that the Lowestoft Air Show would also be unsuitable as a members drive due to the expense. Following discussion the following events were put forward as the priority membership events for this year:</p> <ul style="list-style-type: none"> - James Paget Hospital Fete on Sunday 3rd August - Lowestoft Carnival events on 9th / 10th August - Maritime Festival in September - Lowestoft Hospital Fete, date to be announced <p>Ann to circulate these events to Governors asking for volunteers to assist.</p> <p>Following the members event held on 18th March a number of issues were raised and these were distributed to the group. It was agreed that it would be beneficial for governors to have a session relating to</p>	<p>AF to take forward</p> <p>AF</p> <p>AF</p>

MINUTES	ACTION
<p>discharge and aftercare. Social Services were already scheduled to attend the next Council meeting in May.</p> <p>2.4 Concern raised around staff not being engaged. Laurie would talk to Rachel Hulse on a way forward.</p> <p>2.5 Draft PPI Strategy would be presented to Governors once available.</p> <p><u>Membership figures as at 26th March 2008</u> Presented for information purposes only. The Chairman expressed his thanks to Sue Meecham for all her work in recruiting members.</p> <p><u>YOUR Trust News draft – April 2008</u> Draft needs to be finalised by 14th April, comments to Ann outside of the meeting.</p> <p><u>Acknowledging Membership Forms</u> It was noted that we do not currently acknowledge membership forms due to time and cost issues. The suggestion of some wording at the bottom of the membership form explaining the reasons behind unable to acknowledge receipt of every form and the possibility of acknowledging via email. Ann to take forward.</p> <p><u>Mapping Governors' activity 2008</u> Ann reported that more work needs to be undertaken before this can be represented, but it details all governor activity. She reminded governors to let her know of any meetings attended so this could be updated</p>	<p>LH / RH</p> <p>AF</p> <p>ALL</p>
<p>7. Presentation of papers to next Governors Council Dennis agreed to give a brief update on issues to date at the next Governors Council meeting on 16th May.</p> <p>8. Any Other Business Some concern raised over new booking system:</p> <ul style="list-style-type: none"> - Signage in ENT clinic regarding booking in at main reception first and lack of signage - Hospital beds coming through main entrance on view to general public - Referral letters from GPs are vague about clinics that patients need to report to <p>The new system had resolved some of these issues but Ann would liaise with Rebecca Driver on this and around a Radio Yare broadcast/inclusion of changes in their newsletter.</p> <p>There being no other business the meeting closed at 1055 hours.</p> <p>9. Date, time and venue of next meeting 13th June 2008, 9.30am, Barton Room, E&T Centre.</p>	<p>AF</p>

Signature _____
John H Hemming
Chairman

Date: _____