

Meeting Title	Board of Directors		
Date	18 November 2021	Agenda item	Bo.11.21.24

## Membership Plan 2022

Presented by	Laura Parsons, Associate Director of Corporate Governance / Board Secretary		
Author	Jacqui Maurice, Head of Corporate Governance and Katie Shepherd, Corporate Governance Manager		
Lead Director	John Holden, Director of Strategy and Integration		
Purpose of the paper	For the Board of Directors to approve the Membership Plan.		
Key control	N/A		
Action required	For approval		
Previously discussed at/ informed by	<ul style="list-style-type: none"><li>Membership Task and Finish Group</li><li>Council of Governors</li></ul>		
Previously approved at:	Academy/Group	Date	
	N/A		
Situation			
<p>In March 2019 the Board of Directors approved the membership plan for 2019/20 which included the establishment of a ‘task and finish group’ comprising an Executive Director, Non-Executive Director and, representatives from the Council of Governors to drive the development of the Membership Plan for delivery in 2020 to 2022.</p> <p>In March 2020, as a result of the spread of Covid-19, non-essential programmes of work were stood down to enable the Trust to respond to the pandemic. This included the work related to the development of the Membership Plan.</p> <p>This work restarted in April 2021 however it was noted that the landscape has changed as a result of the impact of the pandemic and the Trust is continuing to work more remotely in many aspects of its business.</p> <p>In April 2021 the members of the new membership plan task and finish group (the group) were confirmed as;</p> <ul style="list-style-type: none"><li>Wendy McQuillan, Public Governor</li><li>Kursh Siddique, Public Governor</li><li>Pauline Garnett, Staff Governor</li><li>Selina Ullah, Non-Executive Director</li><li>Karen Bentley, Assistant Chief Nurse Patient Experience (representing Karen Dawber, Chief Nurse)</li><li>Kez Hayat, Head of Equality, Diversity and Inclusion</li></ul> <p>The sessions held were supported by Laura Parsons, Associate Director of Corporate Governance and Jacqui Maurice, Head of Corporate Governance.</p> <p>The group met on two occasions; 18 June 2021 and 6 August 2021, to discuss and form the actions for inclusion within the draft membership plan. The sessions were centered on the discussion of three core themes:</p> <ul style="list-style-type: none"><li>Recruitment</li><li>Engagement</li><li>Communication</li></ul> <p>The enclosed membership plan has been structured around these three themes, and there are three objectives, as follows:</p>			

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1. Engagement/Involvement Objective: To enable all members to influence the strategic direction of our Trust and help shape the services that our Trust offers
2. Communication Objective: To inform members about developments at our Trust and the healthcare matters that matter most them
3. Public and Patient Recruitment Objective: To maintain a membership that is representative of the communities we serve

The group provided lots of useful feedback and suggested actions which have been incorporated into the Membership Plan.

The Membership Plan is attached at Appendix 1 and, an overview of the current membership position is attached at Appendix 2.

In October 2021 the Council reviewed and commended the plan to the Board of Directors.

### Monitoring and Evaluation of the Membership Plan

It is proposed that a Membership Plan Delivery Group is established to meet quarterly to oversee delivery of the plan, and to agree the timescales for completion of the actions. It is expected that the delivery group would include Governors and Board members. It is proposed that a six monthly report is provided to the Board and Council of Governors on progress with regard to the delivery of the plan.

### Recommendation

The Board of Directors is asked to approve the Membership Plan.

### Risk assessment

Strategic Objective	Appetite (G)					
	Avoid	Minimal	Cautious	Open	Seek	Mature
To provide outstanding care for patients			g			
To deliver our financial plan and key performance targets			g			
To be in the top 20% of NHS employers					g	
To be a continually learning organisation				g		
To collaborate effectively with local and regional partners					g	
The level of risk against each objective should be indicated. Where more than one option is available the level of risk of each option against each element should be indicated by numbering each option and showing numbers in the boxes.	Low		Moderate	High	Significant	
	Risk (*)					
Explanation of variance from Board of Directors Agreed General risk appetite (G)						

Benchmarking implications (see section 4 for details)	Yes	No	N/A
Is there Model Hospital data relevant to the content of this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there any other national benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the Trust an outlier (positive or negative) for any benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Risk Implications (see section 5 for details)	Yes	No
Corporate Risk register and/or Board Assurance Framework Amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quality implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal/regulatory implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diversity and Inclusion implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Regulation, Legislation and Compliance relevance</b>
<b>NHS Improvement: (please tick those that are relevant)</b> <input type="checkbox"/> Risk Assessment Framework <input type="checkbox"/> Quality Governance Framework <input checked="" type="checkbox"/> Code of Governance <input type="checkbox"/> Annual Reporting Manual
<b>Care Quality Commission Domain: Well Led</b>
<b>Care Quality Commission Fundamental Standard: Good Governance</b>
<b>NHS Improvement Effective Use of Resources: Corporate Services, Procurement, Estates &amp; Facilities</b>
<b>Other (please state):</b>

Relevance to other Board of Director's academies: (please select all that apply)			
People	Quality	Finance & Performance	Other (please state)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>