

<b>Meeting Title</b>	<b>Council of Governors</b>		
<b>Date</b>	<b>21 July 2022</b>	<b>Agenda item</b>	<b>CGo.7.22.11</b>

## Annual General Meeting (AGM) / Annual Members Meeting (AMM) – 12 October 2022

Presented by	Laura Parsons, Associate Director of Corporate Governance/Board Secretary		
Author	Jacqui Maurice, Head of Corporate Governance		
Lead Director	John Holden, Director of Strategy and Integration		
Purpose of the paper	To provide the proposed content of the 2022 AGM/AMM to the Council for review and approval.		
Key control	Constitution		
Action required	For approval		
Previously discussed at/ informed by	<ul style="list-style-type: none"><li>• Council of Governors meeting on 28 April 2022</li><li>• Executive Team Meeting on 11 July 2022</li></ul>		
Previously approved at:	Committee/Group	Date	
Background			
<h3>1. Introduction</h3> <p>The Trust’s Constitution makes clear that the Trust is required to hold an Annual Members Meeting and a General Meeting of the Council of Governors each year with regard to both presenting to the members and receiving by the Council, the Annual Report and Accounts. The Constitution allows for the two meetings to be combined.</p> <p>In the previous two years, as a result of the pandemic, the event has been recorded and posted online. This subsequently attracted more viewers than those normally in attendance. Attendance figures at our in-person events have generally ranged from approximately 30 up to 100. In the year before the pandemic we had approximately 70 people in attendance.</p> <p>Following the Council of Governors meeting on 28 April, a meeting has taken place to consider the content and delivery of this year’s AGM/AMM. David Wilmshurst, Public Governor/Vice-Chair of the Council of Governors and Raquel Licas, Staff Governor Nursing and Midwifery have contributed the development of the proposal presented below.</p> <p>The proposal was subsequently presented to the Executive Team Meeting for review and comment on 11 July 2022.</p> <p>The Council is now asked to review the arrangements presented below for the content and delivery of the joint AMM/AGM 2022.</p>			
<h3>2. Delivery of the AMM/AGM 2022</h3> <p>The confirmed date for the combined AGM/AMM is Wednesday 12 October 2022, from 5pm to 7pm, Sovereign Lecture Theatre, BRI.</p> <p>The AMM/AGM 2022 will be an in-person event delivered from our Sovereign Lecture Theatre, Bradford Royal Infirmary.</p>			

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Hospitality will be available half an hour prior to the event. This includes light refreshments / sandwiches for attendees

### **Proposed Agenda** (with some notes provided for information)

- 5pm Chairman's address and welcome  
(including a video reflecting on our experience through the pandemic)
- 5.10 CEO's presentation of the Annual Report
- 5.30 Director of Finance report on the Annual Accounts  
(to include a video showing our key capital investments, and an interactive element)
- 5.50 Vice-Chair of the Council of Governors summary report on Governors Activity in year  
(pre-recorded and screened)
- 6.00 Questions and answers  
(questions to be requested in advance of the meeting)
- 6.10 Close of AGM / Introduction to the keynote presentation 2022
- 6.15 'Kindness and Civility' (keynote presentation)  
Head of Organisational Development / Quality Lead for Patient Experience  
(up to 30 min presentation with approximately 10 mins for any discussion/questions)
- 6.55 Chair's closing comments.
- 7pm Event close

### **Additional considerations AMM/AGM 2022**

- The event will be recorded so that the meeting can be posted on line on the Trust's YouTube channel and made available for view by staff, patients and the public.
- The presentation from the Vice-Chair of the Council of Governors will be recorded in advance of the meeting and screened during the event (this option also provides opportunities for more Governors to be involved to talk about the work of the Governors in year).
- In the event that the Trust is unable to deliver the event in public (due to a rise in Covid cases) – the contingency plan would be to record the meeting as currently planned (without an audience) and then following the edit, post the video online.

### **Proposed supporting materials for the AMM/AGM 2022**

- Publication of a governor and membership summary for 2022 (in keeping with the summary published in the previous year ['Your Guide to our year'](#)).
- Publication of a summary [report on a page](#) featuring key highlights/figures from the annual report and accounts.
- Publication of a summary report featuring key highlights/figures from the Quality Account 2021/22

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## Communications

The Corporate Governance team is preparing a detailed communications plan that covers both internal and external communications. The team will coordinate with the Communications team here at BTHFT, where required, to ensure information to promote the AMM/AGM is produced and shared with both internal and external stakeholders. This will take many forms and use a wide range to communications methods.

## Recommendations

- The Council of Governors is asked to approve the programme for the joint AMM/AGM 2022
- The Council is further asked to note the additional considerations, supporting materials and, the plans regarding communications.