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| Meeting Title | Council of Governors | | |
| Date | 27 April 2023 | Agenda item | CGo.4.23.18 |

Planning for the Annual General Meeting (AGM) / Annual Members Meeting (AMM) 2023

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| Presented by | Laura Parsons, Associate Director of Corporate Governance / Board Secretary | | |
| Author | Jacqui Maurice, Head of Corporate Governance | | |
| Governance responsibility | Director of Strategy and Integration | | |
| Purpose of the paper | To seek governor involvement in the development of the programme for the AGM / AMM scheduled for Wednesday 11 October 2023 | | |
| Action required | For information | | |
| Previously discussed at/informed by | | | |
| Previously approved at: | Committee/Group | Date | |
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Situation and Background

Introduction

The Foundation 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.

The relevant extracts from the constitution are included below for ease of reference.

Constitution

In accordance with section 6.8 of the Constitution;

The foundation trust is required to hold an annual meeting of its members which shall be open to members of the public.

The following documents shall be presented to the members of the trust at the annual members meeting by at least one member of the Board of Directors:

- a) The annual accounts;*
- b) Any report of the auditor on the annual accounts; and*
- c) The annual report.*

The Trust may combine a meeting of the Council of Governors convened for the purposes of being presented with the above documents with the Annual Members' Meeting

'In accordance with paragraph 19 of this Constitution where an amendment has been made to the Constitution in relation to the powers or duties of the Council of Governors, members must be given the opportunity to vote at the Annual Member's meeting on whether they approve the amendment.'

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Also, in accordance with section 7.17.5;

At a general meeting in September of each year or on such other date approved by the Chairman, the Council of Governors are to receive and consider the annual accounts, any report of the auditor on them, and the annual report. These documents shall be presented by at least one member of the Board of Directors. This meeting may be combined with the Annual Members Meeting as set out in paragraph 6.8.

BTHFT AGM/AMM

The AGM/AMM is now confirmed for Wednesday 11 October 2023, from 5pm to 7pm.

AGM/AMM 2023

In previous years Governors have supported the development of the programme for the delivery of the AGM/AMM.

In 2022 the AGM was delivered in person however it was also recorded and uploaded to the Trust website. The 2022 AGM is available for viewing [here](#).

We are now seeking Governors to join a planning group to develop the draft programme for the delivery of the event for 2023.

The draft programme, including the agenda, is expected to be presented back to the Council in July 2023 for review and approval.

Recommendation

Any Governor interested in joining the AGM/AMM planning group should confirm this with Sheridan Osbourne via email to Sheridan.osbourne@bthft.nhs.uk by close of Friday 5 May 2023.