

MATTERS ARISING - GOVERNANCE & NOMINATIONS COMMITTEE

CURRENT TARGETS

Target Date	Month/Minute/Item	Action with	Detail & Response
February 2012	December 2011 Minute 066/11 Principle of a Membership Target	G Brook	To include approaching community groups to increase engagement in the future plan. <i>Discussion was ongoing.</i>
April 2012	September 2011 Minute 044/11 Governor Development	A Collis	To write to governors to encourage those who had not sign-up previously to the FTGA website to do so and to] review the use of the forum after 6 months.
April 2012	September 2011 Minute 042/11 Membership Update	K Holland	To include statistics and percentages to show the ratio of members within other acute Trusts. October: results tabled. To present the national average membership figure with remaining results at the meeting in April.
April 2012	October 2011 Minute 051/11 Matters Arising	G Brook	Trust presence at local Festivals: To work with the Communications Team to maximise the opportunities for membership recruitment.
April 2012	October 2011 Minute 051/11 Matters Arising	C Chilvers W Dobbin	To encourage greater Non-Executive attendance in future
April 2012	January 2012 Minute 006/12 Chair's Appraisal	A Collis	To circulate the relevant minute from 2011 and copies of the Governors Association booklet on Chair Appraisal.
April 2012	January 2012 Minute 008/12 Next Council Meeting	A Collis	To add the Science Festival involvement as part of Membership Update and the Health and Social Care Bill (if enacted) to the next Council agenda.

FUTURE TARGETS

Target Date	Month/Minute/Item	Action with	Detail & Response
June 2012	January 2012 Minute 009/12 Any Other Businedd	C Chilvers	To undertake a review of the format of the Council meetings at the May Council meeting.

COMPLETED

Target Date	Month/Minute/Item	Action with	Detail & Response
February 2012	June 2011 Minute 032/11 Membership Update	G Brook F Harsent	063/11 Matters Arising: To liaise with Human Resources to include membership as a topic on the leaver preparation sheet to be covered in final interviews with managers. To add appropriate wording to highlight membership to staff leavers to his personal letter to leavers. <i>These actions had been taken. Completed.</i>
February 2012	September 2011 Minute 042/11 Membership Update	G Brook	To consider the viability of providing governors with a small budget to engage with members in future. <i>Mrs Holland proposed that the Patient Experience Team provides facilitation for engagement events rather than a budget. The Committee AGREED. Completed.</i>
February 2012	October 2011 Minute 052/11 Membership Update	G Brook K Holland	To investigate the costs of working with dedicated membership recruitment companies and report the findings to the Committee. <i>Mrs Holland had included working with membership recruitment companies in the Membership Update on the agenda. Completed.</i>
February 2012	October 2011 Minute 052/11 Membership Update	G Brook	To conduct a sample audit to check the distribution of the Newsletter and present a report to the Committee In February. <i>The Committee noted that the sample audit of the distribution of the newsletter was included in the Membership Update. Completed.</i>
February 2012	December 2011 Minute 067/11 Recruitment – Festival Opportunities	K Holland K Holland/ S Cooke	To express an interest to the organisers in January in booking a stand for the Trust at the Science Festival in 2012. To identify what topic to show-case in the space available at the Science Festival. <i>A report on involvement with the Science Festival is included in the Membership Update. Completed.</i>
February 2012	December 2011 Minute 068/11 Preparation for the next Council Meeting	A Collis	To investigate the use of lapel microphones or other alternatives to improve the acoustics in the lecture halls. <i>This was trialled at the January Council meeting. Completed.</i>