Ashford and St. Peter's Hospitals
NHS Foundation Trust

COUNCIL OF GOVERNORS
7th December 2022

TITLE	**Membership & Community Engagement Group Annual Report**
EXECUTIVE SUMMARY	The Group's Annual Report including Terms of Reference are attached for noting.
The Council of Governors is asked to:	Note the Annual Report and Terms of Reference
Submitted by:	Lilly Evans, Public Governor for Runnymede, Surrey Heath, Windsor and Maidenhead and Chair of the Membership and Community Engagement Group
Date:	November 2022
Decision:	To note

Ashford and St. Peter's Hospitals
NHS Foundation Trust

Membership and Community Engagement Group: Review of the Year – December 2021 to November 2022

1 Introduction

The Group was established by the Council of Governors on 15 March 2011 in order to promote membership of Ashford and St. Peter's Hospitals NHS Foundation Trust and provide the Council of Governors with details on progress.

2 Meetings

During the year, meetings of the Group were held on the following dates:

17th February
21st April
22nd August
17th November

3 Membership and Attendance

The membership of the Membership and Community Engagement Group over the year is set out below along with the maximum number of meetings that could have been attended and actual number attended:

Name	Constituency	Actual	Maximum
Mark Adams	Appointed Governor, Runnymede Borough Council	1	1
Miranda Alcock	Public Governor, Woking and Guildford	3	4
Frances Ansell	Public Governor, Elmbridge	3	3
Andy Brown	Staff Governor, Volunteers	3	4
Lilly Evans	Public Governor, Runnymede, Windsor & Maidenhead	4	4
Shirley Holmes	Public Governor, Woking and Guildford	4	4
Colin Hood	Public Governor, Spelthorne	3	4
Hina Malik	Public Governor, Hounslow, Kingston-upon-Thames, Richmond-upon-Thames and Rest of England	3	4

The Group re-elected Lilly Evans, as the Chair of the Group, at their meeting on 17th November 2022.

4 Progress/Achievements

During the year the Group has:

- Engaged with members in various ways to encourage interest in the Council of Governor elections with record nominations and seats being contested in all six constituencies (51 nominations for 13 positions);
- Regularly engaged with members via monthly bulletins, the Annual Members' Meeting and conversations via the telephone and email,
- Reviewed and supported the development of the Aspire magazine;
- Encouraged attendance from members at Trust Board and Council of Governor meetings; and
- Arranged a successful Annual Members' Meeting.

5 Terms of Reference

Attached at Appendix 1

6 Membership

	NUMBER OF PUBLIC MEMBERS AS AT 31/10/21	NUMBER OF PUBLIC MEMBERS AS AT 31/10/22	INCREASE / DECREASE	
Elmbridge	608	585	-23	↓
Hounslow, Kingston-upon Thames, Richmond Upon Thames and Rest of England	1328	1315	-13	↓
Runnymede, Surrey Heath and Windsor & Maidenhead	1498	1459	-39	↓
Spelthorne	1744	1689	-55	↓
Woking and Guildford	1978	1948	-30	↓
Membership Total	**7156**	**6996**	**-160**	↓

7 Forward Plan

To develop an overarching strategy which aligns with and supports the Trust's ambition to become an anchor institution, through its work with Well North Enterprises. This will include:

- Continue to focus on recruitment
- To increase membership in the 14-16 age groups
- Develop a full calendar of health events for 2023
- Continue to increase membership engagement

8 Recommendation

The Council is asked to approve the Annual Report from the Membership and Community Engagement Group and the Terms of Reference. The Council should also confirm membership of the Group going forward.

Ashford and St. Peter's Hospitals
NHS Foundation Trust

Appendix 1

Membership and Community Engagement Group of the Council of Governors Terms of Reference

1. Constitution

The Council of Governors hereby resolves to establish a sub-group called the **Membership and Community Engagement Group**. The Group has no formal powers, other than those specifically delegated in these Terms of Reference.

2. Authority

The Group is authorised by the Council of Governors to undertake any activity within its Terms of Reference and report back to the Council of Governors.

3. Membership

The Committee will be appointed by the Council and will consist of no less than 6 members and no more than 10; to include at least two Public Governors and one Staff/Appointed Governor.

Co-opted members include:

- Membership and Engagement Manager
- Head of Communications
- Communications Manager

Other Executive and Non-Executive Directors may attend as required. The Committee may invite other participants to attend as required.

4. Chair

The meeting will be chaired by a Governor.

5. Attendance

Members of the Group should attend a minimum of 50% of the meetings.

Other managers may be invited to attend meetings for specific items.

6. Quorum

The quorum will be 4 members, 2 of whom must be public governors.

7. Frequency and Conduct

The Group should meet at least 4 times a year but no more than 6 weekly.

8. Secretary

The Membership and Engagement Manager will act as Group Secretary.

Papers to be circulated one week in advance of meetings.

9. Duties

The Group has no executive powers and exists to advise and assist the Council in achieving its functions.

On behalf of the Council of Governors, the Committee will:

- Oversee the development of the Trust's membership (including public and staff members), and advise on ways in which the membership can be developed to be truly representative of the local population;

- Promote the development and implementation of an engagement plan to ensure effective two way communication with members, engagement at a constituency level and effective members' engagement with the Trust;

- Work with the Head of Communications/Communications Manager in developing a members' magazine;

- Establish, develop and promote partnership between the Trust, the membership, the local community and other local stakeholders to serve the best interest of the patients and public;

- Ensure that the role of governors as 'ambassadors' of the Trust is maximised.

In carrying out these tasks, the Group will ensure that the principles of equality and diversity are applied.

9.1 Membership Development

9.1.1 Adopt, review and recommend to the Board of Directors for approval, the Trust's membership strategy and receive regular reports on its implementation;

9.1.2 Highlight any barriers to the membership of the Trust, so that membership is open to all people who are eligible to join. Ensure that any barriers to membership are addressed and removed;

9.1.3 Comment on the Trust's annual report on membership for approval by the Council of Governors and submission to NHS Improvement as part of the Trust's reporting arrangements;

9.1.4 Work with the Head of Communications to develop a members' magazine;

9.1.5 Focus on encouraging membership amongst 'hard to reach' groups.

9.2 Engagement

9.2.1 Monitor progress against the Trust's Membership Strategy and assure the Council of Governors that arrangements for communicating with its members

meet all necessary standards and policies and procedures.

9.2.2 Identify ways in which the Council of Governors can increase its level of engagement with members and within constituencies and ensure that actions are taken to increase the level of engagement.

9.2.3 Advise the Council of Governors and the Board of Directors of any further actions that the Group feels should be taken to benefit members of the Trust or to attract further members.

9.2.4 Seek ways to ensure that members are involved in service planning and development.

9.2.5 Assist the Trust Chairman in engaging with members to support initiatives to meet broader Trust objectives when and where required.

9.3 Ambassadorial Role

Ensure that the Council of Governors takes all opportunities to promote the Trust to the local community as both a hospital of choice and employer of choice.

9.4 Stakeholder Engagement

To support the Trust in its implementation of its Communications and Engagement Strategy by seeking to engage new local community organisations in membership.

9.5 Governor Development

Review, monitor and promote Governor development and engagement; individually and collectively.

10. Reporting lines

The Group will report to the Council. The minutes of meetings will be formally recorded and submitted to the Council of Governors. The Group will, at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Council of Governors for approval and for the agreement of a future work plan.

11. Monitoring

The effectiveness of the Group will be monitored by the Council of Governors via the receipt and discussion of minutes

Approved by Council

Date: November 2022
Review: November 2023