Ashford and St. Peter's Hospitals NHS
NHS Trust

COUNCIL OF GOVERNORS
1st December 2010

TITLE	**Meeting Schedule**
EXECUTIVE SUMMARY	Meeting Schedule for the Council of Governors 2011 taking into account feedback from Governors on their preferred times / days of meetings.
The Council is asked to:	Note and agree the schedule for Council of Governor Meetings 2011
Submitted by:	James Harley Membership Manager
Date:	13th November 2010
Decision:	For agreeing

Meeting Schedule

The formal meetings of the Council of Governors will take place four times a year.

The Membership Office were keen to gauge opinion on what day and what time would suit most people for the formal meetings. The initial pack of information sent out to elected and appointed Governors included a form to capture preferences on the time and days of future meetings.

The Membership Office took the results and did an analysis of the information returned. Some patterns emerged in the data with regards to the preference on days and times however analysis of the results has shown that it is impossible to select a time that is satisfactory for all Governors.

The two days with the most 1st 2nd and 3rd preferences as seen in the summary of results (appendix one) were shown to be **Tuesday** and **Wednesday**.

The time of day that appears to suit the most Governors has resulted in **afternoon** / **evening** coming out jointly as the preferred time.

The Membership Office have taken the results, and split the meetings over Tuesdays and Wednesdays to make the meeting schedule as fair and as accessible as possible.

Proposed dates for the Council of Governors

Tuesday February 15th - 4.00pm – 6.30pm

Wednesday May 18th – 6.00pm – 8.30pm

Tuesday September 13th –6.00pm- 8.30pm

Wednesday December 7th - 4.00pm – 6.30pm

The Council of Governors is asked to agree the proposed dates for the forthcoming Council meetings for 2011.

The date of the Annual General Meeting will need to be discussed with the Council early in 2011.

James Harley
Membership Manager

November 2010

Appendix One – Results from the Meetings Schedule Audit.

Day of Preference

Day	1st Preference	2nd Preference
Monday	2	1
Tuesday	9	4
Wednesday	7	5
Thursday	1	8
Friday	0	2
Saturday	0	0
Sunday	0	0
No Preference	6	6

Time of Day

	Mornings	Afternoons	Evenings	No Preference
1st	8	7	8	3
2nd	4	13	5	3
3rd	9	2	9	3

Days you have issues on

	Morning	Afternoon	Evening
Monday	2	2	4
Tuesday	2	3	2
Wednesday	1	2	2
Thursday	2	2	3
Friday	0	0	1
Saturday	0	0	0
Sunday	0	0	0