

Meeting Title	Council of Governors		
Date	20 July 2023	Agenda item	CGo.7.23.11

Annual General Meeting (AGM) / Annual Members Meeting (AMM) – 11 October 2023

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 / Deputy Chief Executive		
Purpose of the paper	To provide the proposed content of the 2023 AGM/AMM to the Council of Governors for review and approval.		
Key control	N/A		
Action required	For approval		
Previously discussed at/informed by	Council of Governors April 2023 Executive Management Team July 2023		
Previously approved at:	Committee/Group	Date	

Background

1. Introduction

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.

Last year the event was held in person and included a combination of live presentations and pre-recorded videos. The event was also recorded by the Working Academy. All of the materials from the AGM/AMM including the recording were posted on line [here](#) following the event.

Following the Council of Governors meeting on 27 April, David Wilmshurst, Vice Chair has met with the Corporate Governance team to consider suggestions for the delivery of this year's AGM/AMM.

The confirmed date for the combined AGM/AMM is Wednesday 11 October 2023, 5pm – 6.45pm, Sovereign Lecture Theatre, BRI.

2. AMM/AGM 2023

It is proposed that the AMM/AGM 2023 will again be an in-person event delivered from our Sovereign Lecture Theatre, BRI.

• Proposed Agenda

- 5pm Chairman's address and welcome
- 5.05 CEO presentation of the Annual Report
- 5.25 Director of Finance report on the Annual Accounts
- 5.40 Governors summary report on governor activity in year *(pre-recorded and screened)*
- 5.50 Questions and answers *(questions requested in advance of the meeting)*

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6.00 Introduction to key note presentation

6.10 Key note presentation

Proposed topic: development of our Virtual Royal Infirmary: (20 min presentation with 10 mins for any comments/questions).

6.40 Chair's closing comments

6.45 Event close

- **Delivery of AMM/AGM 2023:** The format of the event worked very well in 2022 and it is recommended that this is repeated for 2023. It is proposed that the event is recorded (and edited) 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.

We would like to record the presentation from the Council of Governors in advance of the meeting for screening during the event. This option provides opportunities for more governors to be involved to talk about the work of the governors in year, provides for a useful recruitment tool with regard to governor elections and also helps to raise the profile of our governors (outside of the AGM/AMM).

- **Proposed supporting materials for the AMM/AGM 2023:** It is proposed that the following supporting materials are produced:
 - a governor and membership summary for 2023 (in keeping with the summary published in the previous year [‘Your Guide to our year’](#));
 - a summary report on a page featuring key highlights/figures from the annual report and accounts in keeping with the [report published in the previous year](#); and
 - a summary report on a page (in keeping with the [report published in the previous year](#)) featuring key highlights/figures from the Quality Account 2022/23.
- **Communications:** The corporate governance team is preparing a detailed communications plan that covers both internal and external communications. The team will coordinate with the trust communications team to ensure information is produced and shared with internal and external stakeholders.
- **Additional elements for the AMM/AGM 2023:** As in previous years, it is recommended that we provide light refreshments / sandwiches in the hour leading up to the start of the AGM/AMM. This supports increased attendance and networking (particularly amongst staff).

We would also like to make use of the space immediately outside the Lecture Theatre as a ‘market place/showcase’ from 4pm to 5pm (the hour leading up to the event). This is a good opportunity to share key information and to reinforce our trust successes via displays/stands.

The Executive Team confirmed its support for the above recommendations.

Recommendations

The Council of Governors is asked to confirm and approve the arrangements proposed for the delivery of the Annual General Meeting / Annual Members Meeting 2023.