

Council of Governors

SUMMARY REPORT

Meeting Date: 18 August 2021

Agenda Item: 14

Report Title:	Annual Members Meeting 2021		
Author(s):	David Walsh (Director of Corporate Governance)		
Accountable Director:	David Walsh (Director of Corporate Governance)		
Other Meetings presented to or previously agreed at:	Committee/Group:	Board of Directors	
	Date:	28 July 2021	
Key Points recommendations to or previously agreed at:	N/A		

Summary of key points in report

This report details the intention to hold the Annual Members' Meeting on Thursday 23 September 2021 and for the meeting to be undertaken remotely and live streamed.

Recommendation for the Board/Committee to consider:

Consider for Action	Approval	Assurance	Information	X
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COG is asked to note a date of 23 September 2021 for the Annual Members' Meeting, and that arrangements are made for the meeting to take place remotely and access to be provided for members' on request as well as a recording to made available afterwards;

Please identify which strategic priorities will be impacted by this report:

	Yes	X	No
Covid-19 Getting through safely	Yes	X	No
CQC Getting Back to Good	Yes	X	No
Transformation – Changing things that will make a difference	Yes	X	No
Partnerships – working together to make a bigger impact	Yes	X	No

Is this report relevant to compliance with any key standards ? State specific standard

Standard	Yes	X	No
Care Quality Commission	Yes	X	No

“Good Governance - The provider of your care must have plans that ensure they can meet these

					<i>standards”</i>
IG Governance Toolkit	Yes		No	X	
Have these areas been considered ? YES/NO					
					If Yes, what are the implications or the impact? If no, please explain why
Patient Safety and Experience	Yes		No	X	
Financial (revenue & capital)	Yes		No	X	
OD/Workforce	Yes		No	X	
Equality, Diversity & Inclusion	Yes	X	No		Consideration has been given to ensure the meeting is accessible.
Legal	Yes	X	No		The holding of the Annual Members’ Meeting is mandated.

Annual Members' Meeting

Section 1: Analysis and supporting detail

- 1.1 The organisation holds an Annual Members' Meeting to which its full membership are welcome to attend. The meeting will reflect on the 2020/21 financial year, as reported in the Annual Report and Annual Accounts, with relevant reference to any up-to-date information.
- 1.2 Due to the restrictions in place last year, the Annual Members' Meeting took place remotely. Arrangements were made for limited attendance via the 'big screen' in a meeting room within Fulwood House.
- 1.3 The benefits of remote meetings have been one of the positive learning areas of the last 12 months and it is proposed to, once again, host the meeting online for this year's event. However, rather than recording the meeting and only making it available after the event, it is proposed that this year's event will be streamed live via YouTube to maximise access for those who wish to attend.
- 1.4 As with last year, limited seating can be made available within Fulwood House for the meeting to be broadcast for those who are unable to access it in their homes or elsewhere.
- 1.5 The use of YouTube will also generate a recording of the meeting. This will ensure it is accessible beyond the date of the meeting for those who are unable to attend Fulwood or watch it live streamed on the day itself.

Section 2: Risks

- 2.1 Failure to ensure proper arrangements are in place for the Annual Members' Meeting could result in members of the Foundation Trust becoming less engaged, resulting in low nominations and turnout at Council of Governor elections.

Section 3: List of Appendices

None



Register of Sealings

Period April 2020 to March 2021

Register Entry	Date Signed / Sealed	Item	Signed by
0198	3 September 2020	Jordanthorpe Health Centre - Engrossment Deed of Surrender CHP Trust and SHSC	Phillip Easthope, Executive Director of Finance Clive Clarke, Deputy Chief Executive
0199	3 September 2020	Albert Terrace Road - Lease renewal Sheffield Hospital's Charity and SHSC	Phillip Easthope, Executive Director of Finance Clive Clarke, Deputy Chief Executive
0200	3 September 2020	Fitzwilliam Centre - Lease renewal Notts PA and SHSC	Phillip Easthope, Executive Director of Finance Clive Clarke, Deputy Chief Executive
0201	11 November 2020	Wardsend Road - Lease substation Northern Power Grid and SHSC	Phillip Easthope, Executive Director of Finance Dr Mike Hunter, Executive Medical Director
0202	24 November 2020	Sidney Street – Engrossment Lease USAF Management Ltd and SHSC	Jan Ditheridge, Chief Executive Phillip Easthope, Executive Director of Finance
0203	3 December 2020	Winter Street – Engrossment – Deed of Release of Rights to Light - Land and Buildings on NE side of building Casl Dart Square Property Owner Ltd and SHSC	Jan Ditheridge, Chief Executive Phillip Easthope, Executive Director of Finance
0204	7 January 2021	Fulwood House – Section 106 Agreement Sheffield City Council and SHSC	Phillip Easthope, Executive Director of Finance
0205	18 March 2021	Heeley Green Surgery – Transfer of Land Registry Primary Care Sheffield and SHSC	Jan Ditheridge, Chief Executive Phillip Easthope, Executive Director of Finance

Noted by the Board of Directors 29 July 2021

Signed by Chair: Mike Potts