

Council of Governors
Item number: 08
31 July 2025

confidential/ public paper:	Public
Report Title:	Annual members meeting (AMM) plan 2025
Author(s) Accountable Director:	Dawn Pearson, Associate director of communications and corporate governance
Presented by:	Dawn Pearson, Associate director of communications and corporate governance
Vision and values:	The Trust vision is to ensure we work together for service users. The annual members meeting means we can highlight our progress and describe how we work together to improve services and deliver outstanding care.
Purpose and key actions:	This report provides a plan to describe the approach to delivering the annual members meeting for 2025. All Council of Governors are asked to join us on the day, where the Chair, Chief Executive, lead Governor and Board of directors present the performance report, annual accounts, and forward view in public.
Executive summary:	<p>Each September the Trust holds an annual public meeting at which members of the Board of directors set out the organisation's financial, quality, and operating priorities for the forthcoming year and provide information on the organisation's progress and achievements to allow governors, staff and members of the public to evaluate performance.</p> <p>The National Health Service Trusts (Public Meetings) Regulations state that the prescribed time for holding the public meeting for the presentation of the audited accounts, annual report and any report on the accounts is on or before 30th September each year.</p> <p>At the annual members meeting, the Lead Governor gives an account of governor activities and an update on membership demographics.</p> <p>There will also be an opportunity to respond to questions from Trust members, patients, and the public. The meeting is an opportunity for all foundation trust members and members of the public to observe the Council of Governors, who are elected to hold the Board of Directors to account and represent members' interests.</p> <p>The date of 25 September 2025 is set, and the plan sets out the meeting arrangements and venue information.</p>

Which strategic objective does the item primarily contribute to:					
Effective Use of Resources	Yes	X	No		
Deliver Outstanding Care	Yes	X	No		
Great Place to Work	Yes	X	No		
Reduce inequalities	Yes	X	No		

What is the contribution to the delivery of standards, legal obligations and/or wider system and partnership working.	
<p>The Health and Social Care Act 2022 enhances and amends the Health and Social Care Act 2012 Act, setting out the legal framework within which a Foundation Trust operates, which includes the following:</p> <ul style="list-style-type: none"> • Constitution (including Standing Orders for practice and procedures of the Board of Directors and the Council of Governors) • The Codes of Conduct. <p>These documents together provide a regulatory framework for the business conduct of the Foundation Trust of which an annual members meeting is part of our statutory obligations as set out in NHS trusts requirements for annual governance statements and other year-end material 2024/25.</p>	
BAF and corporate risk/s:	None specifically to this report.
Any background papers/ items previously considered:	No reports received in 2025-2026 on the annual members meeting.
Recommendation:	<p>The Council of Governors is asked to:</p> <ul style="list-style-type: none"> • Note the plan and provide comment. • Note the date of the AMM as 25 September 2025

▶ **Annual members meeting (AMM): launch of university status and Trust strategy**

Delivery plan – CoG

31 July 2025

Delivery plan: 25 September 2025



Sheffield Health
and Social Care
NHS Foundation Trust



Market place:

- Up to 15 stall holders invited – including partners
- Shine award team winners – stands allocated automatically
- Shine award individuals – badge to identify and joint stand
- Stand for Governors
- Artwork – theme ‘inclusion’
- Quiet room

Format: informal gathering and drop in – all invited. Roller banners, tables and food.

Timing: 4:30-6pm

Venue: Millenium gallery central, good public transport links.

Annual members meeting (AMM):

- Annual report and accounts presentation.
- Lead Governor to present
- Publicly launch the new Trust strategy
- Announce new lead Governor
- Quiet room

Format: formal meeting open invite with key stakeholders targeted via Eventbrite

Timing: 6-7.30pm

Venue: Millenium gallery central, good public transport links.

Graphic artist: To capture key messages

Cultural food: focus on our ward story

BSL interpreter/ Loop system: AMM



Venue- Sheffield Millenium Gallery



- Independent Sheffield charity
- Central location
- Close to train and bus station
- Good space for meeting and stalls
- Technical support for the meeting