



BOARD OF DIRECTORS MEETING (Open)

Date: 10 May 2017

Item Ref:

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TITLE OF PAPER	Annual Members Meeting 2017
TO BE PRESENTED BY	Margaret Saunders, Director of Corporate Governance (Board Secretary)
ACTION REQUIRED	To seek an order from the Board to convene the 2017 Annual Members Meeting to take place on Tuesday 26 September 2017 from 12:45 to 15.00 at Sheffield United Football Club, John Street, Sheffield.
OUTCOME	<p>The above action will ensure that the Trust is compliant with its Constitution (Section 11 and Annex 9 Section 4) and the Health & Social Care Act 2012. The Trust's Constitution states that the Trust shall hold an Annual Members Meeting no later than 30 September in each financial year.</p> <p>The meeting will be open to the public and the following information will be presented:</p> <ul style="list-style-type: none">. The Annual Accounts. Any reports of the auditors on the Annual Accounts. The Annual Report. Steps taken to secure a representative membership. Progress of the membership strategy. Any proposed changes to the composition of the Council of Governors and of the Non-Executive Directors. The results of the election and appointment of Governors. Any other reports or documentation it considers necessary or otherwise required by the Independent Regulator or the 2012 Act. <p>The Trust is required to give due notice of the meeting as per Section 4.7, Annex 9 of the Constitution.</p>
TIMETABLE FOR DECISION	May 2017 Trust Board

LINKS TO OTHER KEY REPORTS / DECISIONS	Health and Social Care Act 2012, Trust Constitution and the Foundation Trust Code of Governance
LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES	Health and Social Care Act 2012, Trust Constitution and the Foundation Trust Code of Governance
IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT	Ensures that the Trust accounts for its legal, constitutional and financial responsibilities to its Members
CONSIDERATION OF LEGAL ISSUES	Public declaration of the above information enables the Trust to comply with its legal duties

Author of Report	Jill Dentith
Designation	Management Consultant
Date of Report	2 May 2017