

## BOARD OF DIRECTORS MEETING (Open)

Date: 10 April 2019

Item Ref:

09

<b>TITLE OF PAPER</b>	Annual Members Meeting (AMM) 2019
<b>TO BE PRESENTED BY</b>	Margaret Saunders, Director of Corporate Governance (Board Secretary)
<b>ACTION REQUIRED</b>	To seek an order from the Board to convene the 2018 Annual Members Meeting to take place on Wednesday 26 September 2018 from 12:45 to 15.00 at Sheffield United Football Club, John Street, Sheffield.

<b>OUTCOME</b>	The 2019 AMM will be convened as per the requirements of the Constitution.
<b>TIMETABLE FOR DECISION</b>	11 April 2018
<b>BAF OBJECTIVE No AND TITLE</b>	Strategic Aim: A4 Value for Money Strategic Objective: A4 01 Effective quality assurance and improvement will underpin all we do BAF Risk Number: A401 ii BAF Risk Description: Trust governance systems are not sufficiently embedded.
<b>LINKS TO OTHER KEY REPORTS / DECISIONS</b>	n/a
<b>LINKS TO OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC</b>	<a href="#">SHSC Constitution</a> paragraph 11 <a href="#">NHS Foundation Trust Code of Governance</a> provision E.1.8
<b>IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT</b>	Ensures that the Trust accounts for its legal, constitutional and financial responsibilities to its Members
<b>CONSIDERATION OF LEGAL ISSUES</b>	Public declaration of the above information enables the Trust to comply with its legal duties

<b>Author of Report</b>	Sam Stoddart
<b>Designation</b>	Deputy Board Secretary
<b>Date of Report</b>	3 April 2019

## SUMMARY REPORT

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**Report to:** Board of Directors

**Date:** 10 April 2019

**Subject:** Annual Members Meeting (AMM) 2018

**From:** Margaret Saunders, Director of Corporate Governance (Board Secretary)

**Prepared by:** Sam Stoddart, Deputy Board Secretary

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### 1. Purpose

<i>For Approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (please state below)</i>
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To seek an order from the Board to convene the 2019 Annual Members Meeting to take place on Tuesday 24<sup>th</sup> September 2019 from 12:30 to 15.00 at Sheffield United Football Club, John Street, Sheffield.

### 2. Summary

The above action will ensure that the Trust is compliant with its Constitution (paragraph 11 and Annex 9 paragraph 4) and the Health & Social Care Act 2012. The Trust's Constitution states that the Trust shall hold an AMM no later than 30 September in each financial year.

The meeting will be open to the public and the following information will be presented:

- a) The Annual Accounts
- b) Any reports of the auditors on the Annual Accounts
- c) The Annual Report
- d) Steps taken to secure a representative membership
- e) Progress of the membership strategy
- f) Any proposed changes to the composition of the Council of Governors and of the Non-Executive Directors
- g) The results of the election and appointment of Governors
- h) Any other reports or documentation it considers necessary or otherwise required by the Independent Regulator or the 2012 Act.

The Trust is required to give due notice of the meeting as per Section 4.7, Annex 9 of the Constitution.

**3. Next Steps**

Once convened, notice of the AMM will be posted on the Trust's website and in its publications.

**4. Required Actions**

The Board is asked to approve the order to convene the AMM on 24 September 2019.

**5. Monitoring Arrangements**

It is the responsibility of the Director of Corporate Governance (Board Secretary) to ensure that the Trust is fully compliant with the Code of Governance and Trust Constitution and that an AMM takes place in accordance with the requirements of both.

**6. Contact Details**

For further information, please contact:

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