

**A MEETING OF THE MEMBERS' COUNCIL OF  
THE SOUTH LONDON AND MAUDSLEY NHS FOUNDATION TRUST  
WILL BE HELD ON THURSDAY, 11<sup>th</sup> DECEMBER 2008 AT 5:00 PM  
IN THE TRAINING ROOM, SOUTHWARK TRAINING CENTRE, MAUDSLEY HOSPITAL**

**(Please note there will be an opportunity for the Members Council to join a seasonal social buffet following the meeting at 6.30 pm)**

**AGENDA**

Introductions and apologies for absence.

To receive any declarations of interest.

**FOR APPROVAL**

- |   |   |              |
|---|---|--------------|
| 1 | To agree the minutes of the Members' Council Meeting held on 16 <sup>th</sup> September 2008 and note any matters arising from the minutes. | Attachment A |
| 2 | To approve the recommendations of the review of the Members' Council bids programme.  | Attachment B |
| 3 | To agree a rolling programme of presentations and discussions with Service Directors  | Verbal       |

**FOR DISCUSSION**

- |   |  |              |
|---|--|--------------|
| 3 | Members' Council input to the Annual Planning process.                               | Presentation |
| 4 | Feedback from the joint meeting between the Members' Council and Board of Directors. | Verbal       |

**FOR INFORMATION**

- |    |  |              |
|----|--|--------------|
| 5  | Update on the appointment of the Trust's auditors.   | Verbal       |
| 6  | Feedback from working groups: membership development, agenda planning, AHSC reference group. | Verbal       |
| 7  | Chief Executive's and Directors' reports including financial report.                         | Attachment C |
| 8  | Trust Board Secretary's report.  | Attachment D |
| 9  | Any other business.  |              |
| 10 | Date of next meeting.  |              |

**Seasonal Social from 6.30 pm**

**Please send apologies to Laurence Whittle telephone 0203 288 2441 or  
email [Laurence.whittle@slam.nhs.uk](mailto:Laurence.whittle@slam.nhs.uk)**

**Attachment A**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 11<sup>th</sup> December 2008

**Name of Report:** Minutes of the meeting held on 16<sup>th</sup> September 2008

**Author:** Scott Yeomanson

**Presented by:** Madeliene Long

**Purpose of the report:**

To agree the minutes and to note any matters arising.

**Minutes of the Seventh meeting of the Members Council held on  
Tuesday, 16<sup>th</sup> September 2008 in the River Room, Glaziers Hall, SE1**

<b>Present:</b>	Madeliene Long	Chair
<b>Public Constituencies</b>	Stephanie Correia Les Elliot Jaya Kathrecha John Muldoon Roger Oliver Crada Onuegbu Omolade Oshunremi Paul Paterson Aloyse Raptopolous Noel Urwin	Public (Local) Service User (Local) Carer Public (Local) Carer Lewisham Borough Council Public (Rest of England and Wales) Service User (Local) Service User (Local) Public (Local)
<b>Staff Constituency</b>	Francis Keaney Gill Todd	Staff Staff
<b>Partner Organisations</b>	Lynn Carlise Patricia Moberly	Kings College London Guys & St. Thomas' NHS Foundation Trust
<b>In Attendance</b>	Martin Baggaley Alison Baker Stuart Bell Patricia Connell-Julien Gus Heafield Kumar Jacob Hilary McCallion Louise Norris Zoë Reed Gabrielle Richards Laurence Whittle Scott Yeomanson	Medical Director PA to the Chair and NEDs Chief Executive Non Executive Director Director of Finance Non Executive Director Director of Nursing & Education Director of Human Resources Director, Strategy and Business Development Professional Head of Occupational Therapy Membership Officer Business Manager to the Chief Executive
<b>Apologies</b>	Paula Crook Lindsey Frost Peter Hayward Paul Mitchell Magda Moorey Dele Olajide	Service User (Local) Croydon Borough Council Staff Trust Board Secretary Lewisham PCT Staff

Ref	Issue	Who	When
<b>MC 08/23</b>	<b>INTRODUCTIONS</b> Madeliene Long welcomed everyone to the meeting.		
<b>MC 08/24</b>	<b>DECLARATIONS OF INTEREST</b> Madeliene Long and John Muldoon made declarations as Lewisham Councillors.		

<p><b>MC 08/25</b></p>	<p><b>MINUTES OF THE MEETING HELD ON 12<sup>TH</sup> JUNE 2008</b></p> <p>The minutes of the meeting held on 12<sup>th</sup> June 2008 were <b>agreed</b> as an accurate record.</p>		
<p><b>MC 08/26</b></p>	<p><b>WORKSTREAM BIDS</b></p> <p>Gill Todd reported on progress with the bids approved for funding. She raised the issue of the current eligibility criteria for funding and suggested that this should be more transparent. Madeliene Long thanked Gill Todd for her work.</p> <p>Hilary McCallion commented that funds were available to ward managers for minor improvements at ward level and these should be used where appropriate.</p> <p>Crada Onuegbu suggested that sessions should be set up so as to brief individuals on how the bidding process works. The issue of individuals not having the knowledge to put bids together was raised and that social inclusion issues could be targeted through the clarification and assistance of this process.</p> <p>The introduction of a day in which applicants could present their bid to a panel (including fellow bidders) was suggested by Omolade Oshunremi. She commented that her experience of this model was that it increased a sense of community within both successful and unsuccessful applicants.</p> <p><b>AGREED:</b></p> <p>It was agreed that the bidding for funding would continue.</p> <p>Paul Mitchell, Zoë Reed and Gill Todd would meet to refine the bidding process and set a timetable before the next Members Council meeting on the 11<sup>th</sup> December 2008.</p>	<p><b>PM/ ZR/ GT</b></p>	<p><b>31/10</b></p>
<p><b>MC 08/27</b></p>	<p><b>MEMBERS' COUNCIL WORKPLAN</b></p> <p>It was noted that the draft Members' Council Workplan had been produced following the joint meeting of the Members' Council and Board of Directors. Aloyse Raptopolous commented that additional involvement of the Members' Council could be utilised in the development of the Workplan.</p> <p><b>AGREED:</b></p> <p>The draft Workplan was approved.</p> <p>Task 3.3 of the Members' Council Workplan (appoint an advisory group to have regular meetings with the Chair for forward planning) should be operational by the next Members' Council meeting.</p>	<p><b>PM</b></p>	<p><b>11/12</b></p>
<p><b>MC 08/28</b></p>	<p><b>ANNUAL PLANNING PROCESS 2009/10</b></p> <p>Zoë Reed presented the Trusts annual planning process for 2009/10. Timescales for key factors in the 2008/09 planning process were highlighted as follows:</p>		

	<ul style="list-style-type: none"> <li>• Local Account and Business Planning – Sept to end Nov '08</li> <li>• Review directorate plans – Dec '08</li> <li>• Feedback to Members Council – Dec '08</li> <li>• Refine local plans – Dec '08 to end Jan '09</li> <li>• Set budgets – March '09</li> <li>• Progress Report to Members Council – March '09</li> <li>• Local plans agreed – end March '09</li> <li>• Annual Plan submitted to Monitor – end May '09</li> </ul> <p>Aloyse Raptopoulos commented that it would be useful for the Members' Council to establish criteria of service specifications required by PCT's to ensure funding.</p> <p>Zoë Reed commented that an important set of Core Contract Meetings with PCT's is approaching; the addition of a Member's Council 'Statement of Priorities' should be introduced at the meetings.</p> <p><b>AGREED:</b></p> <p>The Members Council agreed that this 'Statement of Priorities' should be produced.</p>			<b>ZR</b>
<b>MC 08/29</b>	<p><b>NOMINATIONS COMMITTEE UPDATE</b></p> <p>Madeliene Long commented that although extensive advertising of the Non Executive Director post had been carried out, it had not proved possible at this point in time to establish a shortlist for interview.</p>			
<b>MC 08/30</b>	<p><b>APPOINTMENT OF THE TRUST'S AUDITORS</b></p> <p>Noel Urwin reported that in April 2009 the Trusts auditor's contract expires and a process was being put in place to appoint an organisation to carry out this role.</p>			
<b>MC 08/31</b>	<p><b>CHIEF EXECUTIVE AND DIRECTOR REPORTS</b></p> <p>Stuart Bell presented the Chief Executive's report which included an update on the following:</p> <ul style="list-style-type: none"> <li>• AHSC (Academic Health Sciences Centre) issues</li> <li>• Board issues</li> <li>• London Health Economy issues</li> <li>• National issues</li> </ul>			
<b>MC 08/32</b>	<p><b>TRUST BOARD SECRETARY REPORT</b></p> <p>In the absence of Paul Mitchell, Madeliene Long thanked individuals for their continued work.</p>			

<b>MC 08/33</b>	<b>ANY OTHER BUSINESS</b>  On behalf of Siobhan Netherwood, who was absent from the meeting, Aloyse Raptopoulos announced that Siobhan wished to resign from her role on the Members Council, in the capacity of staff constituency member.		
<b>MC 08/34</b>	<b>DATE OF NEXT MEETING</b>  The date of the next Members Council Meeting had been set as Thursday 11 <sup>th</sup> December 2008. Location to be confirmed.		

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 11<sup>th</sup> December 2008

**Name of Report:** Members' Council bids programme

**Author:** Paul Mitchell

**Presented by:** Noel Urwin / Paula Crook / Magda Moorey

**Purpose of the report:**

- To note the review of the 2008/09 bids programme
- To agree the programme for 2009/10

## Funding for bids related to the Members Council workstreams 2009/10

### 1. Background

1.1 The Members Council established three workstreams in 2007 to start an innovative programme of receiving bids for small amounts of funding (£500) related to:

- Improving the Patient Experience – for schemes that could generate positive, achievable ideas that could bring about improvements in the patient experience. These ideas came from individual service users, carers, staff or members of the public or collaborations between mixed groups, for example patients and staff in a particular service.
- Mental Health Wellbeing - to promote mental well-being across the Trust and the wider community. These ideas became badged as “Can Money Buy Happiness?”
- Social Inclusion - to ensure social inclusion of people with mental health problems, including employment and vocational opportunities, housing, access to physical health care, social networks and community participation, stigma and discrimination reduction.

1.2 The aims of the programme were to:

- Spread awareness of mental wellbeing in the community and reduce the stigma of mental ill health
- Raise awareness of the Trust's services and specifically to optimise the opportunity to increase the membership base of the organisation
- Involve the Members' Council in practical initiatives to improve the wellbeing of the communities served by the Trust
- Analyse the bids submitted and identify any themes that could help inform the Trust's Business Planning process.

### 2. Bidding process

2.1 A wide programme of communication started at the beginning of February 2008 in order to publicise the process for applying for funding. Simple documentation was made available to potential applicants.

2.2 The number of bids received were:

• Improving the Patient Experience	66
• Mental Health Wellbeing	172
• Social Inclusion	62
TOTAL	300

Members' Council panels were established to:

- Finalise the criteria for allocating funds.
- Identify the successful schemes.
- Supply feedback to bidders.

### 3. Links to Business Planning process

One of the key aims of the process was to identify any themes which could inform the Business Planning process. The following were highlighted:

- Group activity for isolated individuals (both service users and carers) linked to current community based activities.
- Holidays, trips, visits. This was a strong theme from service users. Carers requests were for shorter breaks more related to respite care.
- Physical activity (yoga, relaxation therapy, visits to spas, gardening).
- Creation of personal environments (quiet space).
- Rewards (for people who achieved personal goals or who have suffered misfortune).
- Purchase of equipment (predominantly linked to exercise or IT).
- Publishing costs (mainly for the distribution of community based information).

### 4. Steering Group

A Steering Group was established comprising the workstream leads as agreed at the September meeting of the Members' council to review the 2008/09 programme and make recommendations for future activity. If the 2009/10 programme is agreed the Steering Group will monitor the implementation of the programme.

### 5. Review of 2008/09 programme

A review was made of the process that had been followed and of what lessons could be learned if such a scheme was to be repeated. The key issues agreed were:

- A comprehensive communications pack needs to be issued at the start of the process.
- Clearer criteria for successful bids need to be devised.
- More support should be available to bidders at all stages of the process. Timescales for the process need to be extended so as to tie in with the ability of bidders to produce bids and the support available during the process.
- Outcomes for successful bids should be publicised.
- The scheme should be repeated in 2009/10.

## **6. Proposed programme for 2009/10**

6.1 The overall purpose should be similar as for the previous year and specifically:

- Help to raise the profile of the Foundation Trust.
- Encourage “seed corn” bids, which if successful could be rolled out further.
- Provide a link to the Trust’s Annual Planning process.
- Encourage bids submitted on a partnership basis.
- Provide “illumination” to the general workings of the Trust.

### 6.2 Resources

- Bid for funding as part of the Business Planning process (possibly from the FT surplus).
- Increase sum available to £50,000

### 6.3 Communications pack to include

- Purpose.
- Timetable.
- Support and help available.
- Strategic headlines.
- Definition of the work streams
- Clear criteria for success.
- Examples from 2007/08

### 6.4 Timetable

- Plan 09/10 scheme – Nov 08
- Report to members’ Council – Dec 08
- Evaluate 07/08 schemes – Feb 09
- Communicate 09/10 scheme – Mar 09
- Issue packs – Mar 09
- Launch 09/10 scheme – Apr 09
- Surgeries / workshops – May 09
- Deadline for bids – Jul 09
- Evaluate by – Nov 09
- Allocate funds – Feb 10

Noel Urwin / Paula Crook / Magda Moorey  
November 2008

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**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 11<sup>th</sup> December 2008  
**Name of Report:** Chief Executive's report  
**Author:** Paul Mitchell  
**Presented by:** Stuart Bell

**Purpose of the report:**

To update the Members' Council on:

- Healthcare Commission ratings
- Service Quality
- Trust Conference
- Academic Health Sciences Centre
- National issues

**Chief Executive's Report**

**December 2008**

**1. Healthcare Commission ratings**

The Healthcare Commission has published performance ratings for all NHS Trusts in England. All 391 Trusts get an overall rating - on a four point scale ranging from "excellent" to "weak" - on both quality of services and use of resources (financial management). SLaM is among the 10% of health Trusts across the country to receive a score of 'excellent' for both categories and one of just twelve mental health Trusts to achieve this nationally.

SLaM's quality of service score includes fully meeting core (basic) standards for clinical effectiveness, patient focus, responsive care, amenities and public health. On national targets to improve the health of the population, the Trust fully met existing targets for access to crisis resolution and child and adolescent mental health services. It also scored 'excellent' on new targets for long term care, quality of life of older adults, tackling obesity in children and keeping drug users in treatment.

Four out of the ten London mental health Trusts had double excellent ratings; all were Foundation Trusts. These were SLaM, Oxleas, Central and North West, and East London.

Academic Health Sciences Centre partners scored as follows for quality of service and use of resource respectively: Guy's and St Thomas' NHS Foundation Trust – 'good' and 'excellent', King's College Hospital NHS Foundation Trust – 'fair' and 'excellent'.

This year the Healthcare Commission has published a table indicating Trusts' comparative performance over the last three years, giving a 'lifetime rating', or ranking so far. These show that, cumulatively, SLaM has the fourth highest ranking in mental health trusts in London and the 11<sup>th</sup> highest ranking of mental health trusts in England. SLaM ranks 29<sup>th</sup> across Trusts of all types (currently 391).

A letter has been received from the Secretary of State for Health and the Chair of the Healthcare Commission congratulating everyone in the Trust for these results and asking that their congratulations are conveyed to all the staff.

**2. Service Quality**

Congratulations to Alex Ground Floor who have received a classification of "excellent" in the Acute Inpatient Mental Health Services Accreditation (AIMHS).

The AIMS process consists of a three month self assessment period, which includes the completion of a number of questionnaires (staff, service user, carer and Ward Manager and a case notes audit). This information is returned to AIMS team

electronically. The peer review takes place over a whole day and includes a tour of the ward and various meeting with members of the ward team, carers and service users.

The Director of Nursing and Education and her team have been making their programme of visits to services within the Trust. It is apparent that many have improved standards of care over the last two years. Nursing achievements will be highlighted at the “Celebrating Nursing Quality and Practice Awards” which are being held at Glaziers Hall on 12<sup>th</sup> December 2008.

### 3. Trust Conference

The Trust Conference was held on Monday, 10<sup>th</sup> November 2008. The theme was “Quality and Excellence”.

Ruth Carnall, Chief Executive of London SHA, opened the conference with her view on the issues facing the NHS in London over the next 2 to 3 years. There were a number of excellent presentations relating to the theme of the conference including AHSC development.

The day concluded with the Clinical Governance awards and congratulations are offered to the winners of the various categories who were:

- **Clinical and Cost Effectiveness** - Andy Cobley, Lambeth Forensic A&T Team
- **Safety** - Kirsty Johnson and Dr Kamal Gupta, Eden Ward
- **Governance** - John Lincoln, The Arts Service, Lewisham CAMHS
- **Patient Focus** - Tony Hirving, Eoin Power and Service Users, Bill Yule Unit, RBH
- **Accessible and Responsive Care** – Shared between the Neuro developmental Team, Lewisham CAMHS and Mary Burgess, Specialist services
- **Environment and Amenities** - Mandy Sarhane, CAMHS Acorn Lodge
- **Public Health** - Nelson ward, Lambeth Adults

### 4. Academic Health Sciences Centre

Staffs from the four partner organisations have been directly involved in developing the AHSC through their involvement in the sixteen AHSC work streams which have been set-up. Staffs are working across all the partner organisations establishing formal systems for working more closely in both clinical and non-clinical areas.

The name for the Academic Health Sciences Centre **King’s Health Partners** has been agreed by the Boards of the four partner organisations.

The process and timetable for the Accreditation exercise has been announced by the Department of Health. It is as follows:

- Provide evidence of excellence in research, education and patient care and outline description of the AHSC proposal (End November 2008 to 16<sup>th</sup> January 2009)
- International panel shortlist applicants and shortlisted applicants complete part 2 (16<sup>th</sup> January 2009 to 18<sup>th</sup> February 2009)
- International panel will conduct interviews in London (2<sup>nd</sup> March to 4<sup>th</sup> March 2009)
- Successful applicants designated AHSC by the Government (March 2009)

An AHSC Workshop was held on 10<sup>th</sup> October 2008. This was a briefing session which was attended by approximately 200 senior managers and clinicians from across the partner organisations and an update was provided about Governance discussions and presentations received from a number of emerging Clinical Academic Groups (CAGs). Clinical Academic Groups are:

- the essential building blocks, forming the basic managerial structure of the AHSC
- Clinical and Academic integration underpins the success of the AHSC
- The purpose of the Clinical Academic Groups is to deliver the tripartite agenda
- There is likely to be a staged approach to CAG development and some developing faster than others

The functioning of the CAGs is critically dependent on the overall governance arrangements for the AHSC. A workshop took place on the 26<sup>th</sup> November 2008 to progress the work on the Mental Health and Neuroscience Clinical/Academic Groupings across South London and Maudsley and the Institute of Psychiatry. This was attended by 42 senior managers and clinical staff from South London and Maudsley and the Institute of Psychiatry.

Following this event, work stream 4b chaired by Dr Martin Baggaley will progress the model, structure and governance arrangements for the South London and Maudsley and Institute of Psychiatry groupings.

Work is in progress on a governance structure but any governance structure will be required to include:

- Maintaining the sovereignty of partner organisations
- Arrangements complying with each partners compliance and accountability requirements
- Enable the delivery of the vision and mission that the four partners have for the AHSC
- Meet the assessment criteria set by the Department of Health as part of the accreditation exercise.

A Good Corporate Citizenship Collaboration Event took place on October 14<sup>th</sup> 2008 attended by delegates from across the four organisations. This followed a successful initial event on 27<sup>th</sup> June 2008 where delegates from our four organisations and local community and partner organisations were asked to share examples of good practice and a series of case studies of current Good Practice have been posted on the AHSC website.

The event on 14<sup>th</sup> October 2008 enabled delegates to identify progress and strengths within the AHSC partners within the Good Corporate Citizenship agenda themes,

celebrate achievements so far and explore and plan the next steps in working together to achieve maximum impact.

A briefing and engagement event for the senior representatives of our key statutory local partners took place on the 3rd December 2008.

The AHSC partners will be hosting a stand at the London world Health 08 exhibition at the Business Design Centre, on the 10/11<sup>th</sup> December 2008, demonstrating and promoting joint working between the four partners.

A briefing and community conversation event is planned for the 26<sup>th</sup> January 2009 for non statutory partners. The aims of the event are to introduce the participants to the AHSC and Good Corporate Citizenship, explore the community benefits the AHSC can bring, introduce the Community Focussed projects and explore engagement and feedback on the projects.

A major conference to launch the AHSC is being planned for March 2009

## 5. National Issues

**Time to change stigma around mental health** - A national programme to end the stigma surrounding mental illness has been announced by leading mental health charities Mental Health Media, Mind, and Rethink, and is supported by the Department of Health. The campaign called Time to Change, due to start formally in January 2009, is funded with £18 million from the Big Lottery Fund and Comic Relief, and aims to challenge current attitudes on mental health. A pilot social marketing campaign has been launched in Cambridge and NHS Trusts will be asked to run local events and help set up local groups.

Stuart Bell  
Chief Executive  
December 2008

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**Attachment D**

**MEMBERS' COUNCIL – SUMMARY REPORT**

**Date of meeting:** 11<sup>th</sup> December 2008  
**Name of Report:** Trust Board Secretary's report  
**Author:** Paul Mitchell  
**Presented by:** Paul Mitchell

**Purpose of the report:**

To update the Members' Council on the following issues:

- Nominations to the Members' Council
- Membership development
- Workplan update

**Members Council 11<sup>th</sup> December 2008**  
**Trust Board Secretary's report**

**1. Nominations to the Members' Council**

The following nominations were received to fill either vacancies on the Members' Council or for individuals whose two year terms were coming to an end. The following successful nominations were received.

Candidates	Constituency / Class
Michelle Baharier	Public - Local
Derrick Bentley	Public - Local
John Muldoon	Public - Local
Noel Urwin	Public - Local
Abideen Akinoshun	Staff
Francis Keaney	Staff
Gillian Todd	Staff
Paula Crook	SLaM Services Users - Local
Polly De Blank	SLaM Services Users - Local

We welcome Derrick Bentley, Abideen Akinoshun and Polly De Blank to the Members' Council who took up their positions on 1<sup>st</sup> November 2008. We also are pleased that colleagues who have devoted considerable time and energy in helping to establish the Members' Council have put themselves forward to serve another term.

There remain five vacancies on the Members' Council which will be filled through by elections in the new year. Three of these are in the Service Users – National constituency and discussions are taking place to agree a plan for increasing the membership profile within this constituency.

**2. Membership development**

The membership of the Foundation Trust was 4,934 as at 4<sup>th</sup> December 2008. A programme of opting into membership of staff in post who did not join at the time of FT authorisation will be taking place over the next few weeks. This will move the FT up to its membership target set in the Annual Plan of 7,435. Further work will be carried out to increase membership for the service user and carer constituencies.

Membership information continues to be displayed at local events and meetings.

### 3. Workplan update

The following actions have taken place since the last meeting:

1. Four working groups have been established:

- AHSC Reference Group
- Agenda Planning / Work Programme
- Membership Development
- Standards for Better Health

2. A further joint meeting between the Members' Council and board of Directors was held on Friday, 28<sup>th</sup> November.

3. Work is continuing on the development of an upgraded Members site with the aim of relaunching this in January 2009.

4. A virtual private network (VPN) has been established so that the Members' Council can access the intranet and email facilities.

5. The Members' quarterly newsletter has been drafted and will be published and circulated prior to Christmas.

Paul Mitchell  
Trust Board Secretary  
December 2008

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## MEMBERS' COUNCIL WORKPLAN 2008/09

## Appendix

Task	Breakdown	Who	When	Progress
<b>1. Members' Council representation and engagement</b>				
1.1 Greater focus on accessing under represented groups.	Establish group to give this further consideration.  Report back to December meeting with proposals.	P Mitchell	Oct 08  Dec 08	Group established.  Develop ideas around events for service users. Utilise front line staff in service areas.
1.2 Develop formal links with service user groups.	Develop in conjunction with patients constituency representatives.  Link to membership development activity for 2009.	P Mitchell	Oct 08  Ongoing	Group established.  Establish forum as agreed in membership development strategy.
1.3 Increase communication with the membership.	Relaunch Members site.  Post information of Members Council details.  Ensure Newsletter is produced on at least a quarterly basis.	P Mitchell  L Whittle  L Whittle	Oct 08  Nov 08  Ongoing	See 4.1.    December edition drafted and sent for publication. Programme for 2009 agreed.

<b>2. Role of the Members' Council</b>				
2.1 Develop more formal training and induction programmes for the Members' Council.	Consult with current Members' council and develop in time for new joiners.	P Mitchell	Nov 08	Ongoing
2.2 Arrange an Away Day to consider further.	To be arranged in November 08 using an external facilitator.	P Mitchell	Sep 08	Meeting took place on 28 <sup>th</sup> November.
2.3 Greater involvement of the Members' Council in the development of the Annual Plan.	Arrange presentation on timetable and process for the September meeting.	Z Reed	Sep 08	On September agenda.
	Forward Plan slots on future MC agendas.	P Mitchell	Ongoing	On forward plan.
2.4 Board to utilise the Members' Council on specific issues.	Place on Board Forward Planner.	P Mitchell	Sep 08	On forward plan.
2.5 Identify champions on the Members' Council with particular interests / passions.	Recirculate list of current interests.	L Whittle	Sep 08	
2.6 Develop working groups.	MC to consider.	All	Sep 08	Time limited groups established related to the AHSC, membership development, agenda planning and the bids programme. Standards for Better Health to be followed up.
2.7 Compare with AHSC Members' Councils.	Review by Trust Board Secretary and nominees from the Members' Council.	P Mitchell	Nov 08	Follow up in 2009.
2.8 Provide more time for social interaction.	Build social interaction / networking time into away day in November.	M Long	Nov 08	Done.

<b>3. Administration of meetings</b>				
3.1 Provide a process for individuals to add agenda items to meetings of the Members' Council.	The Chair to confirm arrangements.	M Long	Aug 08	Confirmed in letter of 19 <sup>th</sup> August. Agenda planning group established (see 3.3)
3.2 Develop a forward planner.	Trust Board Secretary to action.	P Mitchell	Sep 08	Done.
3.3 Appoint an advisory group to have regular meetings with the Chair for forward planning.	Invite individuals to join the group.	M Long	Aug 08	Volunteers requested 19 <sup>th</sup> August. Agenda planning group established. Will meet 3 weeks prior to each MC meeting.
	Establish group to meet on a regular basis.	P Mitchell	Oct 08	
3.4 Include a slot for public involvement at the start of Members' Council meetings.	Consider process by MC.	All	Sep 08	Consider by agenda planning group for 2009.
3.5 Develop more flexible times for Board of Directors meetings.	Board of Directors to consider in planning for 2009 dates.	Board	Nov 08	Dates for 2009 confirmed.
3.6 Additional meetings of the Members' Council.	Consider by MC.	All	Dec 08	
<b>4. IT access</b>				
4.1 Upgrade the members' website.	Identify web based organisation to upgrade the site.	Project Team (PT)	Jul 08	Inphinet identified.
	Invite input to the functionality of the site.	P Mitchell	Aug 08	Letter 19 <sup>th</sup> August.
	Produce plan for implementation.	P Mitchell	Sep 08	Project plan produced.
	Relaunch.	P Mitchell	Nov 08	Now Jan 09.

	Assess feedback	PT	Feb 09	
4.2 Provide internet access and training to all on the Members' Council.	Produce estimate of costs Assess for security / confidentiality	M Denis	Sep 08	VPN access arranged.

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