

**Agenda of the Annual General Meeting and Council of Governors' Meeting  
to be held at 10am on Thursday 19 September 2013  
at The Rayleigh Club (formally Lords Golf and Country Club), Hullbridge Road,  
Rayleigh, SS6 9QS**

**Part One – Annual General Meeting**

*Questions from Governors and members of the public will be taken at the end of each item.*

**42/13      Opening of the meeting**

Welcome from the Chairman, Alan Tobias OBE

**43/13      Review of the Year and presentation of the Annual Report and Accounts 2012/13**

To receive the 2013 Annual Report and Accounts – incorporating the Annual Quality Report - and Auditors' Letter to Governors thereon.

A selection of the Trust's Executive Directors will present a review of the past year. *(A paper copy of the presentation will be available on the day.)*

**44/13      External Auditors' Assurance Report on the content of the Quality Report and mandated performance indicators**

To receive the Auditors' Report thereon *(attached)*

**45/13      Governors' Annual Report**

To receive a report from the Vice Chair of Governors on how Governors have undertaken their role during the last 12 months, and the challenges facing them *(to follow)*

## **Part Two – Council of Governors’ General Meeting**

*(No requests were received by Governors prior to the agenda being published, for any directors to specifically attend the meeting.)*

**Questions from Governors and members of the public will be taken at the end of each item.**

### **46/13 Opening of the meeting, and noting of apologies**

Welcome from the Chairman, and noting of apologies received.

### **47/13 Declaration of Conflicts of Interest**

To note any declaration of conflicts of interest.

### **48/13 Minutes of the Previous Meeting**

- a) To agree the minutes of the meeting held on 23<sup>rd</sup> May 2013 *(attached)*
- b) Matters arising if not taken below.

### **49/13 Governor Elections – Vice Chair and Lead Governor**

Formal confirmations of the new appointments *(attached)*

### **50/13 Governor Training – mandatory and optional elements**

For discussion and agreement *(attached)*

### **51/13 Items for consideration from the Governance Committee**

Recommendations from the Governance Committee, and items for discussion, as stipulated *(attached)*

### **52/13 Recommendation from Membership Engagement and Recruitment Group**

*Paper withdrawn until the next meeting.*

### **53/13 Recommendation from Search and Appointments Committee**

Recommendation from the Search and Appointments Committee regarding the re-appointment of NED, Mike Green *(attached)*

**54/13**      **Membership of Governor Committees/Groups**

To note the most recent membership details of committees/groups (attached)  
(Please confirm any required amendments to the Foundation Trust Secretary **outside**  
the meeting).

**55/13**      **Reports From Committees/Groups**

*If any Committee Chairs would like to report information not already included in minutes,  
or reports attached, please advise the Chairman, via the Secretary, **before** the day of  
the meeting.*

- a) Editorial Advisory Board
- b) Education and Training Group
- c) Governance Committee
- d) Membership (Engagement & Recruitment) Group
- e) Patient & Carer Experience Group
- f) Search & Appointments Committee
- g) Strategy Group
- h) Worker Governor Group
- i) NEDs and Governors' Group

**57/13**      **Any other urgent and competent business**

That may be brought before the meeting, as agreed by the Chairman

**58/13**      **Dates of Forthcoming Meetings**

Wednesday 20<sup>th</sup> November 2013, Saxon Hall, Aviation Way, Southend-on-Sea,  
SS2 6UN.