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Title: Council of Governors – Terms of Reference Manual		Version Number: 2.0
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Target Audience: Trust Wide		Divisional and Department: Corporate Assurance, Strategy
Author / Originator and Job Title: Judith Oates, Corporate Assurance Manager /Foundation Trust Secretary Jacinta Gaynor, Membership and Governors Officer		Risk Assessment: Not Applicable
Replaces: Version 1.1	Description of amendments: Minor changes throughout the document including:- The Council of Governors secretary changed from the Foundation Trust Secretary to the Membership & Governors Officer. Review period updated from annually to three yearly. Review of Committee Effectiveness to be undertaken at least every three years.	
Validated (Technical Approval) by: Membership Committee (Ratified by the Council of Governors on 25/01/2017) Nominations Committee (Ratified by the Council of Governors on 25/01/2017)	Validation Date: 19/12/2016 06/10/2016	Which Principles of the NHS Constitution Apply? 1 - 4
Ratified (Management Approval) by: Council of Governors	Ratified Date: 25/01/2017	Issue Date: 25/01/2017
<i>Review dates and version numbers may alter if any significant changes are made</i>		Review Date: 29/01/2020
<p>Blackpool Teaching Hospitals NHS Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that they are not placed at a disadvantage over others. The Equality Impact Assessment Tool is designed to help you consider the needs and assess the impact of your policy in the final Appendix.</p>		

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1 PURPOSE

All Terms of Reference for the Council of Governors and committees reporting to the Council of Governors are held in this document.

2 TARGET AUDIENCE

Trust wide.

3 MANUAL

The Appendices lists all Terms of References:

- Council of Governors - Appendix 1.
- Nominations (of Non-Executive Directors) - Appendix 2.
- Membership Committee – Appendix 3.

4 ATTACHMENTS	
Appendix Number	Title
Appendix 1	Terms of Reference – Council of Governors
Appendix 2	Terms of Reference – Nominations Committee
Appendix 3	Terms of Reference – Membership Committee
Appendix 4	Equality Impact Assessment

5 PROCEDURAL DOCUMENT STORAGE (HARD AND ELECTRONIC COPIES)
Electronic Database for Procedural Documents
Held by Procedural Document and Leaflet Coordinator

6 LOCATIONS THIS DOCUMENT ISSUED TO		
Copy No	Location	Date Issued
1	Intranet	25/01/2017
2	Wards, Departments and Service	25/01/2017

7 OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library
CORP/POL/541	Standing Orders for the Board of Directors http://fcsharepoint/trustdocuments/Documents/CORP-POL-541.docx
CORP/PROC/661	Interpretation and Definitions for Trust Standing Financial Instructions http://fcsharepoint/trustdocuments/Documents/CORP-PROC-661.docx
CORP/PROC/665	Reservation of Powers and Scheme of Delegation http://fcsharepoint/trustdocuments/Documents/CORP-PROC-665.docx

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8 SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
References In Full	
Crown. (2006). National Health Service Act 2006. Available: http://www.legislation.gov.uk/ukpga/2006/41/contents . Last accessed 16/12/2015.	
Crown. (2012). Health and Social Care Act 2012. Available: http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted . Last accessed 15/12/2015.	
NHS England. NHS standard contract. Available: https://www.england.nhs.uk/nhs-standard-contract/ . Last accessed 15/12/2015.	
NHS Protect. Available: http://www.nhsbsa.nhs.uk/Protect.aspx . Last accessed 15/12/2015.	
Monitor. (06/08/2013). NHS foundation trust governors: your legal obligations. Available: https://www.gov.uk/government/publications/nhs-foundation-trust-governors-your-legal-obligations . Last accessed 16/12/2015.	
Monitor. (12/05/2014). The NHS provider licence. Available: https://www.gov.uk/government/publications/the-nhs-provider-licence . Last accessed 15/12/2015	
Parliament. (). Health and Social Care Bill, Session 2010 - 2011. Available: http://www.publications.parliament.uk/pa/cm201011/cmbills/177/11177.i-vii.html . Last accessed 16/12/2015.	

9 CONSULTATION / ACKNOWLEDGEMENTS WITH STAFF, PEERS, PATIENTS AND THE PUBLIC		
Name	Designation	Date Response Received
	Council of Governors	25/01/2017
	Nominations Committee	06/10/2016
	Membership Committee	19/12/2016

10 DEFINITIONS / GLOSSARY OF TERMS	
EDs	Executive Directors
NEDs	Non-Executive Directors
SID	Senior Independent Director

11 AUTHOR / DIVISIONAL / DIRECTORATE MANAGER APPROVAL			
Issued By	Jacinta Gaynor	Checked By	Judith Oates
Job Title	Membership and Governors Officer	Job Title	Corporate Assurance Manager /Foundation Trust Secretary
Date	December 2016	Date	December 2016

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APPENDIX 1: TERMS OF REFERENCE - COUNCIL OF GOVERNORS

COUNCIL OF GOVERNORS

TERMS OF REFERENCE

TERMS OF REFERENCE

The role of the Council of Governors is derived from Schedule 7 of the National Health Service Act 2006; the NHS Foundation Trust Code of Governance; “Your Statutory Duties, A Reference Guide for NHS Foundation Trust Governors” and has been informed by the Health and Social Care Bill 2010/11. These Terms of Reference should be read in conjunction with these source documents.

ROLE AND PURPOSE

The Council of Governors represents the interests of, and is accountable to, the membership of the Foundation Trust. The Council of Governors also has a broader duty to represent the interests of the general public in the areas served by the Foundation Trust. The full meeting of the Council of Governors and the Nominations Committee are the bodies in which Governors have official standing. All other forums are advisory.

MEMBERSHIP

The composition of the membership of the Council of Governors is set out in the Constitution.

Trust Chair (Chair)
Public Governors
Staff Governors
Appointed Governors

Other members of the Trust may be invited to attend meetings (or for individual agenda items) as and when required.

The Council of Governors’ secretary will be the Membership and Governors Officer.

ROLE OF THE COUNCIL OF GOVERNORS

The Council of Governors will:

- Approve the policies and procedures for the appointment and where necessary for the removal of the Chairman of the Board of Directors and Non-Executive Directors on the recommendation of the Nominations Committee.
- Approve the appointment or removal of a Chairman of the Board of Directors on the recommendation of the Nominations Committee.
- Approve the appointment or removal of a Non-Executive Director on the recommendation of the Nominations Committee.
- Approve the policies and procedures for the appraisal of the Chairman of the Board of Directors and Non-Executive Directors on the recommendation of the Nominations Committee.
- Approve changes to the remuneration, allowances and other terms of office for the Chairman and other Non-Executive Directors on the recommendation of the Nominations Committee.

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- Confirm or where appropriate decline to confirm the appointment of a proposed candidate as Chief Executive recommended by the Non-Executive Directors.
- Approve the criteria for appointing, re-appointing or removing the External Auditors.
- Approve the appointment or re-appointment and the terms of engagement of the External Auditors on the recommendation of the Audit Committee.
- Jointly approve with the Board of Directors amendments to the Constitution subject to any changes in respect of the Council of Governors being confirmed by a general meeting of members.
- Approve the Membership Strategy.
- Approve the comments or contributions of the Council of Governors, committees of the Council of Governors or any working groups on the strategies, plans, policies, procedures and accounts.
- Approve the removal from office of a Governor in accordance with procedure.
- Approve jointly with the Board of Directors the procedure for the resolution of disputes and concerns between the Board of Directors and the Council of Governors.
- Attend, as observers, meetings of the Board of Directors on a rotational basis.

CONTRIBUTION TO STRATEGY AND PLANS

The Council of Governors will:

- Provide feedback on the development of strategic direction to the Board of Directors as appropriate.
- Act as a critical partner to the Board of Directors in the development of the Annual Plan.
- Contribute to the development of the Annual Report and Accounts, Annual Accounts and the Quality Accounts processes that contribute to and underpin them, in particular to Quality Accounts.
- Contribute to the development of stakeholder strategies, including the Membership Strategy.

REPRESENTING MEMBERS AND THE PUBLIC

The Council of Governors will:

- Contribute to members' and other stakeholders' understanding of the work of the Foundation Trust by feeding back and seeking the views of the relevant member constituencies and stakeholder organisations who appoint Governors.
- Act as ambassadors in order to raise the profile of the Foundation Trust's work with the public and other stakeholders.
- Promote membership of the Foundation Trust and contribute to opportunities to recruit members in accordance with the Membership Strategy.
- Attend events that facilitate contact between members, the public and Governors to

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promote Governor Accountability.

- Seek the views of stakeholders and feedback relevant information to the Board of Directors as appropriate.

HOLDING THE BOARD OF DIRECTORS TO ACCOUNT

The Council of Governors will:

- Receive the agenda and minutes of the meetings of the Board of Directors.
- Receive and comment on the Annual Report of the Audit Committee and on the work, fees and performance of the Auditor.
- Receive and comment on the Annual Report and Accounts, Annual Accounts and the Quality Accounts.
- Receive and comment on the quarterly report of the Board of Directors on the performance of the Trust against agreed key financial, operational, quality and regulatory compliance indicators and stated objectives.
- Participate in opportunities to review services and environments such as Patient Led Assessment of the Environment Committee (PLACE) inspections / quality reviews / local activities and evaluations user / carer experience.
- Use quarterly reports and information obtained through the above sources to monitor performance and progress against the key milestones in the strategic and annual plans.
- Receive and review quarterly assurance reports.
- Receive and comment on reports on important sector or strategic issues along with the Board of Directors' response.
- Receive quarterly assurance reports from the Chairs of the Council of Governors Committees on the discharge of the committee's duties.
- Develop a good working relationship with the Board of Directors by meeting regularly and with sufficient frequency to establish appropriate channels of communication and constructive challenge.

FREQUENCY OF ATTENDANCE BY MEMBERS

The Council of Governors requires a minimum attendance of 75% of meetings per annum by the individual member unless he/she has been given specific leave of absence as agreed by the Council of Governors.

QUORUM AND VOTING

A quorum shall consist of:

- Ten Governors, including not less than seven Public Governors, not less than one Staff Governor and not less than two Appointed Governors.
- The Council may agree that its members can participate in its meetings by telephone, video or computer link. Participation in a meeting in this manner shall be deemed to constitute presence in person at the meeting.

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- The Chair of the Council or, in his/her absence, the Deputy Chair, is to chair meetings of the Council of Governors.
- Subject to the following provisions of this paragraph, questions arising at a meeting of the Council of Governors shall be decided by a majority of votes. In the event of an equality of votes, the person presiding at, or chairing, the meeting shall have a second and casting vote.

FREQUENCY OF MEETINGS

The Council of Governors will meet a minimum of four times per year.

REPORTING COMMITTEES

The Council of Governors will establish the following committees:

- Nominations Committee
- Membership Committee
- Such other committees as required from time to time
- Task and finish working groups as necessary.

DISTRIBUTION OF MINUTES

The minutes of the meetings shall be formally recorded and submitted to:

- All members of the Council of Governors.

REPORTING RESPONSIBILITIES

The Chair of the Council of Governors will be responsible for ensuring the Council of Governors adheres to its Terms of Reference and Annual Work Plan.

The Council of Governors will oversee the work of the reporting committees.

The Council of Governors reserves key powers regarding membership strategy, remuneration, and appointments in accordance with Section 3.1 of the Trust's Reservation of Powers and Scheme of Delegation.

REVIEW AND EVALUATION

The Council of Governors will review these Terms of Reference every three years or as required.

A review of Committee effectiveness must be undertaken at least every three years.

Approved by the Council on: 25th January 2017

To be reviewed no later than: 25th January 2020

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APPENDIX 2: TERMS OF REFERENCE – NOMINATIONS COMMITTEE

NOMINATIONS COMMITTEE

TERMS OF REFERENCE

MAIN AUTHORITY/LIMITATIONS

The Council of Governors hereby resolves to establish a Committee of the Council to be known as the Nominations Committee (the Committee). The Committee is a Committee of the Council and will have the full, delegated authority to act on behalf of the Council in exercising the remit and functions described in the paragraphs below.

MAIN PRIORITIES AND OBJECTIVES

The Council of Governors is authorised under the Constitution to consult on the proper level of remuneration and allowances for the Chair and other Non-Executive Directors of the Trust. It may from time to time consider consulting, at the Trust's expense, with external professional advisors.

The Committee will report its recommendations to the Council of Governors for approval.

MEMBERSHIP

The Committee will comprise the Trust Chair*, two elected Governors and one appointed Governor.

* When a Chair is being appointed, this will be the Deputy Chair unless they are standing for appointment when it will be another Non-Executive Director.

- Trust Chair (Chair)
- 2 Elected Governors
- 1 Appointed Governor

ATTENDANCE

The Committee will require the attendance of other representatives of the Trust at its meetings as appropriate, such as the Director of Workforce and Organisational Development for appointments and determination of salary arrangements, and the Chief Executive and Senior Independent Director for issues related to whole Board development, evaluation and succession planning.

The Committee Secretary will be the Foundation Trust Secretary.

DEPUTY ATTENDANCE

A nominated deputy mechanism shall be in place whereby the Deputy Chair will chair the meeting in the absence of the Trust chair.

FREQUENCY OF ATTENDANCE BY MEMBERS

The Committee requires attendance 75% per annum by the individual Committee member unless he/she has been given specific leave of absence as agreed by the Council of Governors.

QUORUM

A quorum shall consist of three Committee members, which must include the Trust Chair or Deputy Chair. Where a quorum cannot be established, the Committee will continue to meet but will be unable to approve any documentation (or confirm actions).

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Committee decisions will be taken by a straight majority vote. In the event of a split decision the Chair of the Committee will have the casting vote.

FREQUENCY OF MEETINGS

The Committee shall meet as required in order to meet the requirements of the recruitment and appointment processes, as well as those related to performance management and appraisal (approximately twice yearly).

MAIN DUTIES AND RESPONSIBILITIES

Recruitment and Appointment of Non-Executive Directors:-

- To agree the skill mix and process for the appointment of Non-Executive Directors in accordance with the Trust's Provider Licence and NHS Improvement's requirements.
- To draw up person specifications for each of these posts to take account of general and specific requirements in terms of roles and responsibilities.
- To determine a schedule for advertising, short-listing, interviewing and appointing of candidates with requisite skills and experience. This will include identification of appropriate independent assessors for appointment panels.
- To recommend suitable people for appointments to be ratified by the Council of Governors.

Terms and Conditions – Trust Chairman and Non-Executive Directors:-

- To recommend salary arrangements and related terms and conditions for the Trust Chairman and Non-Executive Directors for agreement by the Council or Governors.

Performance Management and Appraisal:-

- To agree a process for the setting of objectives for Non-Executive Directors, subsequent appraisal by the Trust Chairman and feedback to the Council of Governors.
- To agree a mechanism for the evaluation of the Trust Chairman, which would be led by the Senior Independent Director.
- To address issues related to Board development and to ensure that plans are in place for succession to posts as they become vacant so that a balance of skills and experience is maintained.

RESPONSIBILITIES OF THE CHAIR OF THE COMMITTEE

The duties of the Chair of the Nominations Committee will be to:

- Ensure that the Governors are informed as to the deliberations of the Committee;
- Ensure that minutes of the Committee are an accurate reflection of discussions;
- Attend or designate another member of the Committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Committee;
- Play an active role as a member of the Nominations Committee and work with other members of the Nominations Committee to assess the Committee's performance.

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AGENDA ITEMS

Agenda item headings should be submitted to the Secretary to the Committee a minimum of two weeks prior to the meeting. Reports for the agenda should be submitted to the Secretary of the Committee a minimum of eight calendar days prior to the meeting. Members wishing to discuss an item on the agenda must attend the meeting. Members will be expected to provide reports as required at dates agreed.

REPORTING COMMITTEES

The Committee will receive reports and minutes from the following reporting Committees: -

- None

DISTRIBUTION OF MINUTES

The minutes of the meetings shall be formally recorded and submitted to:

- All members of the Committee; and
- Council of Governors.

REPORTING RESPONSIBILITIES

The Chair of the Committee will be responsible for ensuring the Committee adheres to its terms of reference and annual work plan.

The Chair of the Committee will be responsible for reporting to the Council of Governors and shall draw to the attention of the Council of Governors any issues that require disclosure or require attention.

The Committee reserves key powers regarding appointments, appraisals, remuneration and other terms and Board development/Board succession planning in accordance with Section 3.1 of the Trust's Reservation of Powers and Scheme of Delegation.

REVIEW AND EVALUATION

The membership of the Committee and the Terms of Reference will be reviewed at least every three years or as required.

A review of Committee effectiveness must be undertaken at least every three years.

DETAILS OF NOMINATED NAMED DEPUTIES

Membership	Nominated Named Deputies
Trust Chairman (Chair)	Deputy Chair (Chair)
Elected Governor	N/A
Elected Governor	N/A
Appointed Governor	N/A

Approved by the Nominations Committee on: 6th October 2016

Approved by the Council on: 25th January 2017

To be reviewed no later than: 6th October 2019

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APPENDIX 3: TERMS OF REFERENCE – MEMBERSHIP COMMITTEE

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE

MAIN AUTHORITY/LIMITATIONS

The Council of Governors hereby resolves to establish a committee of the Trust to be known as the Membership Committee ('the Committee'). The Committee is a committee of the Council of Governors and is authorised by the Council of Governors to investigate any activities within the scope of its Terms of Reference and obtain any information required from relevant parties to facilitate its understanding of the issues.

The Council of Governors has delegated to the Committee the power to oversee the way in which the Trust is identifying and managing the aims of the Membership Strategy, and to provide a mechanism for discussing and making recommendations to the Council of Governors on issues related to the Trust's membership, on its behalf. It will, however, require the Committee to submit the specified items listed below to the Council of Governors for approval and to provide assurance to the Council of Governors (through its Chair) that the specified list of items below are being successfully implemented, advising the Council of Governors of any areas where this is not occurring and drawing key issues to the Council of Governors attention. (Where the Committee develops policies in order to carry out its responsibilities, it should report these to the Council of Governors for approval only if these may have a significant impact on other aspects of the Trust's work. If not, the Committee can use its delegated powers to approve such policies but should, through its Chair, notify Council of Governors that it has done so in order that the Council of Governors can be fully apprised of policies developed on its behalf).

Specific items for recommendation by the Committee to the Council of Governors for approval:-

- Membership Development Strategy
- Implementation of the key elements of the Membership Development Strategy
- Trust Board Membership Report (April and October)

The Committee will be responsible for developing a clear scheme of delegation to the Executive Directors of matters which fall within the remit of the Committee. These must be submitted to the Council of Governors for approval so that the Council of Governors is clearly apprised of matters which the Committee has so delegated. The Committee will be expected to review its scheme of delegation at its last meeting of each calendar year so that it can make recommendations to the Council of Governors concerning delegation for the following financial year.

Approved minutes of the Committee are circulated to the Council of Governors for information. The Committee Chair provides the Council of Governors with a report.

The Trust's Standing Orders and Standing Financial Instructions apply to the operation of this Committee.

MAIN PRIORITIES AND OBJECTIVES

The main priorities for the Committee is to be responsible for ensuring that the aims of the Membership Development Strategy are met and to provide a mechanism for discussing and making appropriate recommendations to the Council of Governors on issues related to the Trust's membership, and to ensure these aims are embedded within the Trust and that they are under

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constant review and improvement. It will make regular reports to the Council of Governors setting out the level of assurance it can provide.

MEMBERSHIP

The Committee will include;

- A maximum of fifteen Governors, representative of each of the constituencies.

The Committee will be chaired by a Governor or, in his/her absence the Deputy Chair.

ATTENDANCE

The following will be invited to be in attendance at the meeting:-

- Trust Chairman, Non-Executive Director, Head of Corporate Assurance, Foundation Trust Secretary, Membership and Governors Officer and Communications Officer.

Other members of the Trust may be invited to attend meetings (or for individual agenda items) as and when required.

The Committee secretary will be the Membership and Governors Officer.

DEPUTY ATTENDANCE

It is not appropriate for a deputy to be nominated by a Governor.

FREQUENCY OF ATTENDANCE BY MEMBERS

The Committee requires a minimum attendance of 75% of meetings per annum by the individual Committee member unless he/she has been given specific leave of absence by the Council of Governors.

QUORUM

A quorum shall consist of three members. Where a quorum cannot be established the Committee will continue to meet but will be unable to approve any documentation (or confirm actions).

FREQUENCY OF MEETINGS

Meetings will be held every two months. An annual timetable will be provided with dates for agenda items to be submitted.

MAIN DUTIES AND RESPONSIBILITIES

The duties of the committee can be categorised as follows:-

- To be involved in discussions on ways in which the public membership can be increased.
- To support membership recruitment initiatives as appropriate.
- To receive and discuss information on the membership profile to ensure that it is representative of the area served by the Trust.
- To work in partnership with the Trust's Membership and Governors Officer, Communications Officer and associated bodies regarding recruitment, to develop methods and avenues of communication to enable members' views and opinions to

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be heard.

- To support the production of the members' newsletter, to ensure that members are kept informed and updated on the Trust's developments and the work of the Council of Governors.
- To be involved in discussions to identify ways in which members can become actively involved in the planning of services.
- To provide feedback to the Council of Governors and to make recommendations as appropriate.

RESPONSIBILITIES OF MEMBERS OF THE COMMITTEE

Members and attendees are expected to:-

- Actively participate in discussions pertaining to the Membership Development Strategy and issues related to the Trust's membership, ensuring that solutions and action plans have multidisciplinary perspectives and have considered the impact across relevant directorates and departments;
- Communicate the outcomes of discussions at the Committee to relevant colleagues, teams and involved parties;
- Review and ratify all relevant policies and procedures.

AGENDA ITEMS

Agenda item headings should be submitted to the secretary of the Committee a minimum of two weeks prior to the meeting. Reports for the agenda should be submitted to the secretary of the Committee a minimum of 8 calendar days prior to the meeting.

Members wishing to discuss an item on the agenda must attend the meeting. Members will be expected to provide reports required at dates agreed.

DISTRIBUTION OF MINUTES

The minutes of the meeting shall be formally recorded and submitted to:

- All members of the Committee;
- Council of Governors.

REPORTING RESPONSIBILITIES

The Chair of the Committee will be responsible for making a report to the Council of Governors after each Committee meeting, in order to provide assurance that the work plan is being successfully implemented, advising the Council of Governors of any areas where this is not occurring and drawing key issues to the Council of Governors attention for disclosure or action. The report should also detail policy and other specific issues on which it is seeking Council of Governors approval (in line with the second paragraph of the section headed 'Main Authority/Limitations' above). The Chair of the Committee will be responsible for ensuring the Committee adheres to its Terms of Reference and Annual Work Plan.

The Committee reserves key powers regarding policies and procedures and delegates key schemes to the Chair and Executive Directors in accordance with Section 3.1 of the Trust's

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Reservation of Powers and Scheme of Delegation.

REVIEW AND EVALUATION

The membership of the group and Terms of Reference will be reviewed every three years or as required.

A review of Committee effectiveness must be undertaken at least every three years.

DETAILS OF NOMINATED NAMED DEPUTIES

Membership	Nominated Named Deputies
George Holden (Chair) (Blackpool Constituency)	Lynden Walthew (Deputy Chair)
Lynden Walthew (Deputy Chair) (Wyre Constituency)	N/A
Peter Askew (Wyre Constituency)	N/A
Paul Aspden (Staff – Non-clinical Constituency)	N/A
Rev David Crouchley (Lancashire * Cumbria Constituency)	N/A
Zacky Hameed (Blackpool Constituency)	N/A
Sheila Jefferson (Fylde Constituency)	N/A
Anthony Nixon (Lancashire and Cumbria Constituency)	N/A
Patricia Roche (Blackpool Constituency)	N/A
Sharon Vickers (Staff – Nursing and Midwifery Constituency)	N/A

Approved by the Council on: 25th January 2017

To be reviewed no later than: 25th December 2019

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APPENDIX 4: EQUALITY IMPACT ASSESSMENT FORM				
Department	Trust	Service or Policy	CORP/MAN/004	Date Completed:
GROUPS TO BE CONSIDERED Deprived communities, homeless, substance misusers, people who have a disability, learning disability, older people, children and families, young people, Lesbian Gay Bi-sexual or Transgender, minority ethnic communities, Gypsy/Roma/Travellers, women/men, parents, carers, staff, wider community, offenders.				
EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED Age, gender, disability, race, sexual orientation, gender identity (or reassignment), religion and belief, carers, Human Rights and social economic / deprivation.				
QUESTION	RESPONSE		IMPACT	
	Issue	Action	Positive	Negative
What is the service, leaflet or policy development? What are its aims, who are the target audience?	See Purpose			
Does the service, leaflet or policy/ development impact on community safety • Crime • Community cohesion	No			
Is there any evidence that groups who should benefit do not? i.e. equal opportunity monitoring of service users and/or staff. If none/insufficient local or national data available consider what information you need.	No			
Does the service, leaflet or development/ policy have a negative impact on any geographical or sub group of the population?	No			
How does the service, leaflet or policy/ development promote equality and diversity?	No			
Does the service, leaflet or policy/ development explicitly include a commitment to equality and diversity and meeting needs? How does it demonstrate its impact?	No			
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	No			
Will the service, leaflet or policy/ development i. Improve economic social conditions in deprived areas ii. Use brown field sites iii. Improve public spaces including creation of green spaces?	No			
Does the service, leaflet or policy/ development promote equity of lifelong learning?	No			
Does the service, leaflet or policy/ development encourage healthy lifestyles and reduce risks to health?	No			
Does the service, leaflet or policy/ development impact on transport? What are the implications of this?	No			
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	No			
Are there any groups for whom this policy/ service/leaflet would have an impact? Is it an adverse/negative impact? Does it or could it (or is the perception that it could exclude disadvantaged or marginalised groups?	No			
Does the policy/development promote access to services and facilities for any group in particular?	No			

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APPENDIX 4: EQUALITY IMPACT ASSESSMENT FORM				
Does the service, leaflet or policy/development impact on the environment	No			
<ul style="list-style-type: none"> • During development • At implementation? 				
ACTION:				
Please identify if you are now required to carry out a Full Equality Analysis	Yes	No	(Please delete as appropriate)	
Name of Author:		Date Signed:		
Signature of Author:				
Name of Lead Person:		Date Signed:		
Signature of Lead Person:				
Name of Manager:		Date Signed:		
Signature of Manager:				

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