

**Council of Governors  
BOROUGH/SERVICE DIRECTOR MEETINGS  
FRAMEWORK**

**1. CONSTITUTION**

- 1.1 The Council of Governors hereby resolves to establish Borough Director Meetings (in London) and Service Director Meetings (in Luton and Bedfordshire)
- 1.2 The Meetings are authorised to act within these terms of reference.
- 1.3 All procedural matters in respect of conduct of meetings shall follow the Council Standing Orders.

**2. MEMBERSHIP**

- 2.1 The Meetings shall be open to all Council members. Governors from the relevant Constituency (Public, Appointed and Staff) will attend as members, other Governors are invited guests.
- 2.2 Minimum attendance per meeting shall be two Governors.
- 2.3 Staff governors based in Luton and Bedfordshire will be invited to attend the L&B Service Director Meetings. Staff Governors based in London will be invited to all London Borough Director Meetings.
- 2.4 The Rest of England Public Governor will attend relevant BDMs/SDMs following discussion with the Membership Office.

**3. ATTENDANCE AT MEETINGS**

- 3.1 The following Trust staff would normally attend each meeting:
  - Borough/Service Directors
  - Other service leads relevant to the Agenda
- 3.2 Other staff may be invited to attend by the Chair for relevant agenda items as agreed by the Committee.

**4. FREQUENCY OF MEETINGS**

- 4.1 Meetings shall be held up to four times a year.
- 4.2 Meetings should be timed wherever possible late afternoon/early evening to enable Governors to attend.

**5. AUTHORITY**

- 5.1 The Meetings are authorised to consider items within their terms of reference and as delegated by the Council of Governors.

## 6. PURPOSE

The purpose of the Meetings can be categorised as follows:

- Support Governors to carry out their duties by informing them of local developments, progress and challenges to services in their Constituency.
- Receive and discuss feedback from Borough Directors and other relevant staff members.
- Feed back issues raised to Governors by service users, carers and members in the course of their duties. Governors are encouraged to advise of any issues ahead of meetings to allow for a fuller response.
- Foster a positive working relationship between Governors and local service directorates and support BDs/SDs towards a greater understanding of the Council's role
- Support Governors in their ambassadorial role by providing them with accurate and timely information about local services
- Review trends in complaints as an early warning barometer
- Agree a forward plan of agenda items which focuses on enabling Governors to receive a full picture of the range of services in their local Constituencies.

## 7. REPORTING

- 7.1 Minutes of each meeting will be shared with all Governors and the Trust's Communications Department
- 7.2 The Communications and Engagement Committee shall review these terms of reference on a regular basis and recommend any changes to the Council of Governors.

## 8. SECRETARIAT

- 8.1 The Meeting Secretariat will be the Corporate Governance Manager, whose duties in this respect will include:
- Agreement of agenda with Chair and attendees and collation of papers
  - Taking notes of key decisions and action
  - Keeping a record of attendance at meetings