

**Council of Governors
SITE VISITS
FRAMEWORK**

1. CONSTITUTION

- 1.1 The Council of Governors hereby resolves to establish Site Visits
- 1.2 Site Visits are authorised to be organised and run within these terms of reference.
- 1.3 All procedural matters in respect of the conduct of Site Visits shall follow the Council Standing Orders.

2. ATTENDANCE

- 2.1 Site Visits shall be open to all council members.
- 2.2 Minimum attendance at Site Visits shall be agreed with the respective Trust services visited.

3. Identification of Site Visits

- 3.1 The Council will be asked to identify potential Site Visits once a year in informal discussions.
- 3.2 On the basis of this discussion, the Communications and Engagement Committee will decide on a series of up to eight annual Site Visits, being mindful of
 - the distribution of Visits between services (mental health and community health)
 - the geographical distribution of Visits (London, Luton and Bedfordshire), and
 - The Site Visit programme of the Non-Executive Directors.

4. FREQUENCY OF MEETINGS

- 4.1 Site Visits shall be held up to eight times a year. Membership Office will be mindful of suitable times for Staff Governors and Governors who are in employment.
- 4.2 Site Visits should, wherever possible, involve contact with service users.

5. Purpose

The purpose of Site Visits can be summarised as follows:

- They support the Governors in the fulfilment of their duties by providing them with information about the breadth and depth of services offered by the Trust.
- They enable Trust staff to get a deeper understanding of the role of Governors and the Council.
- They enable Governors to fulfil their ambassadorial role by speaking knowledgeably about Trust services.

7. REPORTING

- 7.1 Governors shall provide a report on each Visit to the Council of Governors.
- 7.2 **Site Visits are not inspections.** However, Governors will develop a visit framework with first impressions.
- 7.2 The Communications and Engagement Committee shall review the performance and terms of reference of Site Visits on a regular basis and recommend any changes to the Council of Governors.

8. SECRETARIAT

- 8.1 Site Visits will be organised by the Membership office in collaboration with the services involved.
- Membership Office will deliver a programme of up to eight Site Visits annually.
 - Membership Office will give sufficient notice of Site Visit dates.
 - Membership Office will offer briefings on the services to be visited ahead of the Visit.
 - Membership Office will ensure adequate reporting is carried out
 - Membership will feed back to visited sites and thank the staff involved.