

**Council of Governors  
STAKEHOLDER LUNCH MEETINGS  
FRAMEWORK**

**1. CONSTITUTION**

- 1.1 The Council of Governors hereby resolves to establish Stakeholder Lunch Meetings (SLMs), which are accountable to the Council through the Communications and Engagement Committee.
- 1.2 The SLMs are authorised to be organised and run 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 SLMs shall be open to all Trust members and members of the Public.
- 2.2 A quorum shall be ten Trust members or members of the Public (5 in Luton).
- 2.3 There will be two co-Chairs of the Committee – a Governor co-Chair appointed by the Communications and Conduct Committee and a Members co-Chair elected by a simple majority for one year from the SLM attendees. Training in chairing meetings will be offered.

**3. ATTENDANCE AT MEETINGS**

- 3.1 The following Trust staff would normally attend each meeting:
  - Corporate Governance Manager
  - Membership Officer
- 3.2 Other staff may be invited to attend for relevant agenda items as agreed by the SLM.

**4. FREQUENCY OF MEETINGS**

- 4.1 Meetings shall be held four times a year in London, three times in Bedfordshire<sup>1</sup> and twice in Luton<sup>2</sup>.

**5. AUTHORITY**

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<sup>1</sup> Bedfordshire comprises of Bedford Borough and Central Bedfordshire

<sup>2</sup> The number of meetings in Bedfordshire and Luton is currently under review.

- 5.1 The SLM is authorised to consider items within its framework and as delegated by the Council of Governors.

## **6. Purpose**

The purpose of the SLM can be summarised as follows:

- Support Governors to carry out their duties by informing them of the views of service users/carers, Trust members and other stakeholders in their Constituency.
- Support Governors to carry out their duties by enabling Trust members to hold them accountable for their work
- Support Governors to carry out their duties by receiving and discussing feedback from service users, carers and other stakeholders
- Agree a forward plan of agenda items which focuses on the needs of service users and carers as well as other Stakeholders to receive a full picture of the range of services in their local Constituencies.

To be noted that

- Issues of a personal nature should not be discussed at an SLM; an opportunity to discuss personal issues in private should be offered
- Where possible, information about PALS and Complaints service should be available at each meeting and/or a member of the PALS team present to deal with any potential problems
- Membership Office will promote early arrival to allow for networking and personal contact
- At least half of the meeting to be dedicated to Service User and Carer issues and discussions
- Membership will experiment with different times for meetings (eg evening meetings during the summer months)

## **7. Exclusion from meetings**

- 7.1 The Chairs may exclude any person present from a meeting of the Council of Governors if they are interfering or preventing the proper conduct of a meeting.
- 7.2 The Chair may exclude any person present from a Stakeholder Lunch Meeting for a breach of Standing Orders relating to the conduct of meetings.

## **7. REPORTING**

- 7.1 Governor co-Chairs shall provide feedback on major themes identified to Communications and Engagement Committee meetings.
- 7.2 The Communications and Engagement Committee shall review the performance and terms of reference of SLMs on a regular basis and recommend any changes to the Council of Governors.

## **8. COMMITTEE SECRETARY**

- 8.1 The Committee Secretary will be the Corporate Membership Manager, whose duties in this respect will include:
- Agreement of agenda with co-Chairs and attendees and collation of papers
  - Taking notes of key decisions and actions
  - Keeping a record of attendance at meetings.