

**REPORT TO THE TRUST BOARD - PUBLIC**  
**11 JULY 2018**

<b>Title</b>	Board Committees' Terms of Reference Review
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**Purpose of the Report:**

The terms of reference for all Board Committees have been reviewed.

The Board is asked to **RECEIVE** the report and **APPROVE** the revised terms of reference for:

- Appointments and Remuneration Committee
- Audit Committee
- Finance, Business & Investment Committee
- Quality Assurance Committee
- People Participation Committee
- Mental Health Act Committee.

**Summary of Key Issues:**

- **Appointments and Remuneration Committee** considered the Terms of Reference at their meeting on 13 June 2018, and propose some minor changes to terminology, clarification of membership and removal of a clause regarding oversight of the policy relating to independent management consultants (appendix a).
- **Audit Committee** Terms of Reference were reviewed at its meeting on 16 January 2018, and clarified membership and post titles and made minor changes to update technical terms such as Statement of Internal Control to Annual Governance Statement (appendix b).
- **Finance, Business & Investment Committee** reviewed their Terms of Reference at their meeting on 26 June 2018 and updated a reference to NHS Improvement. An additional duty was added regarding procurement oversight (appendix c).
- **Quality Assurance Committee** reviewed its terms of reference at its meeting on 5 February 2017. Proposed changes relate to clarification, update of the Committee's membership (post titles), change of quorum to two non-executive directors, and Committee support (appendix d).
- **People Participation Committee** discussed their Terms of Reference at their meeting on 20 June 2018, and agreed to update some the names of some job titles, and clarify attendance of Deputy Lead Governor if the Lead Governor was not able to attend. The role of the Committee was also discussed, and wording amended to highlight the strategic nature of the discussions, and how service users and carers hold the Trust to account for the services provided (appendix e).

- **Mental Health Act Committee** reviewed their Terms of Reference on 8 June 2018. The membership of the Committee was clarified, and consequences of non-attendance by Associate Hospital Managers. The Committee's role in the induction and on-going training was also included. There were also some minor amendments to improve clarity of some clauses (appendix f).

**Strategic priorities this paper supports (Please check box including brief statement)**

Improved patient experience	<input checked="" type="checkbox"/>	All Trust Board Committees support and contribute to the achievement of the Trust's strategic priorities.
Improved health of the communities we serve	<input checked="" type="checkbox"/>	
Improved staff experience	<input checked="" type="checkbox"/>	
Improved value for money	<input checked="" type="checkbox"/>	

**Committees/Meetings where this item has been considered:**

Date	Board Committee Meeting s
13/01/2018	Appointments and Remuneration Committee
16/01/2018	Audit Committee
26/06/2018	Finance, Business & Investment Committee
05/02/2018	Quality Assurance Committee
20/06/2018	People Participation Committee
08/06/2018	Mental Health Act Committee

**Implications:**

Equality Analysis	The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. No adverse or positive impacts have been identified from the changes to the documents.
Risk and Assurance	The review of terms of reference of committees reduces risk by helping to ensure that there are appropriate arrangements in place to review and obtain assurance on controls in place across the Trust.
Service User/Carer/Staff	No adverse or positive impacts have been identified from the changes to the document.
Financial	There are no direct financial implications as a result of the proposed changes.
Quality	There is no direct impact on Quality Improvement Programme.

## **1.0 Background / Introduction**

- 1.1 The Terms of Reference of all the Board Committees require an annual review to ensure they are fit for purpose, and reflect any changes in statute, guidance or duties.
- 1.2 Revisions to Committee Terms of Reference are presented to the Trust Board for formal ratification.
- 1.3 All the Committees have discussed their Terms of Reference and they are presenting them to the Board for ratification.

## **2.0 Action requested**

- 2.1 The Board is asked to **APPROVE** the annual review of the Terms of Reference of the Board Committees as given in the appendices.