



<b>MEETING TITLE</b> Trust Board		<b>MEETING DATE</b> 28/07/2015	
<b>TITLE of PAPER</b>	<b>For Approval: Committees of the Trust Board – Review of Terms of Reference</b>	<b>PAPER REF</b>	6.2
<b>STRATEGIC OBJECTIVE</b>	All		
<b>PURPOSE OF THE PAPER</b>	That the Trust Board approves each of the Terms of Reference for: i Audit Committee; ii Finance & Investment Committee; iii Quality Committee; iv Remuneration & Terms of Service Committee; and v Charitable Funds Committee		
<b>For Approval</b>	<input checked="" type="checkbox"/>	<b>For Assurance</b>	<input type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input type="checkbox"/>
<b>AUTHOR / LEAD</b>	Anne Allen, Trust Secretary	<b>ACCOUNTABLE DIRECTOR</b>	Rod Barnes, Chief Executive
<b>DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper):</b>			
Each of the respective Committees of the Trust Board reviewed their Terms of Reference as follows: i Audit Committee - 2 July 2015; ii Finance & Investment Committee – reviewed remotely 21-24 July 2015; iii Quality Committee – 9 July 2015; iv Remuneration & Terms of Service Committee – 30 June 2015; and v Charitable Funds Committee – 2 July 2015			
<b>PREVIOUSLY AGREED AT:</b>	<b>Committee/Group:</b> Audit Committee Finance & Investment Committee Quality Committee Remuneration & Terms of Service Committee	<b>Date:</b> 02/07/2015 N/A 09/07/2015 30/06/2015	

	Charitable Funds Committee	02/07/2015	
<b>RECOMMENDATION</b>	<p>That the Trust Board approves each of the Terms of Reference for:</p> <ul style="list-style-type: none"> <li>i Audit Committee;</li> <li>ii Finance &amp; Investment Committee;</li> <li>iii Quality Committee;</li> <li>iv Remuneration &amp; Terms of Service Committee;</li> <li>i Charitable Funds Committee.</li> </ul>		
<b>RISK ASSESSMENT</b>		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b> <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b> <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Equality and Diversity Implications</b> <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ASSURANCE/COMPLIANCE</b>			
<b>Care Quality Commission</b> <b>Choose a DOMAIN</b>		All	
<b>Monitor Quality Governance Framework</b> <b>Choose a DOMAIN</b>		All	

## **Committees of the Trust Board – Review of Terms of Reference**

### **1. PURPOSE/AIM**

That the Trust Board approves each of the Terms of Reference for:

- i Audit Committee;
- ii Finance & Investment Committee;
- iii Quality Committee;
- iv Remuneration & Terms of Service Committee; and
- v Charitable Funds Committee.

### **2. BACKGROUND/CONTEXT**

2.1 If the Trust Board is to be assured by the reports received from each of its key Committees, it is essential that the relevant Terms of Reference are kept under review to ensure their validity and effectiveness.

2.2 Each of the respective Committees of the Trust Board reviewed their Terms of Reference as follows:

- i. Audit Committee - 2 July 2015;
- ii. Finance & Investment Committee – reviewed remotely by 24 July 2015;
- iii. Quality Committee – 9 July 2015;
- iv. Remuneration & Terms of Service Committee – 30 June 2015 (no change proposed); and
- v. Charitable Funds Committee – 2 July 2015.

2.3 Proposed amendments are shown as ‘tracked changes’.

### **3. PROPOSALS/NEXT STEPS**

3.1 That, in accordance with their respective Terms of Reference, each Committee of the Board keeps its Terms of Reference under regular review and submits them for Trust Board approval at least annually.

### **4. RISK ASSESSMENT**

4.1 If the Trust Board is to be assured by the reports received from each of its key Committees, it is essential that the relevant Terms of Reference are kept under review to ensure their validity and effectiveness.

### **5. RECOMMENDATIONS**

That the Trust Board approves each of the Terms of Reference for:

- i Audit Committee;
- ii Finance & Investment Committee;
- iii Quality Committee;

- iv Remuneration & Terms of Service Committee;
- v Charitable Funds Committee.

## **6. APPENDICES/BACKGROUND INFORMATION**

Terms of Reference for each of:

- i Audit Committee;
- ii Finance & Investment Committee;
- iii Quality Committee;
- iv Remuneration & Terms of Service Committee;
- v Charitable Funds Committee.