

'You matter, we care'

Trust Board Meeting (part 1)	Date: 30 th July 2014
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Title:	Trust-wide involvement group Terms of Reference
Item:	BD/14/117

Executive Director lead and presenter	Director of Corporate Affairs and Company Secretary
Report author(s)	Membership and Governors Manager

History:	<i>The proposed terms of reference has been presented to and discussed by the current Trust-wide engagement group members in formal session.</i>
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This report is for:	
Decision	Yes
Discussion	No
To Note	Yes

The following impacts have been identified and assessed in relation to this report:	
Equality	Yes
Quality	Yes
Privacy	Yes

Executive Summary of key issues
<p>The Board is invited to consider and approve the revised terms of reference for the Trust-wide engagement group. The terms of reference have been developed in consultation with involvees.</p> <p>In consultation with involvees, the group is to be repositioned so as to assume as many of the 'shadow' responsibilities and functions of the Council of Governors as far as is possible under the current structure of the Trust at this time. At the same time the group is to be re-named the 'Trustwide Involvement Group'. The group will now report directly to the Board and the Joint Chair of the Group will be invited to provide a Chairs report in the same way as the other Board Committees report to Board regularly.</p> <p>The new responsibilities will enable a greater degree of member involvement and a mechanism through which the Board can consult with the membership. The services users,</p>

patients and carers who have been 'elected' to join the group will receive appropriate training and support to fulfil the functions of the group.

The Board is asked to **approve** the new terms of reference.

This report addresses these Strategic Priorities:

We will deliver the best care	Yes
We will support and develop our staff	Yes
We will continually improve what we do	Yes
We will use our resources wisely	Yes
We will be future focussed	Yes

Trust-wide involvement group
Terms of Reference
 Established by Trust Board
 Reports and accountable to the Trust Board

1. AIM and PURPOSE

1.1 AIM

The aim of the group is overseeing the involvement of service users and carers, stakeholders and the public with the work of the Trust, to make sure that they remain at the heart of all that the Trust does.

1.2 PURPOSE

The purpose of the group is to contribute to, manage and supervise the implementation of inclusion and service change and improvement within the Trust. It will monitor responsiveness and ensure that the Trust is guided by its commitment to co-production with and through internal departments and community partners.

It will also administer the offices of a council of governors until a shadow council of governors is formed.

2. SCOPE

To act as a proxy for the Trust's council of governors prior to the Trust's initial governor elections.

To advise and report findings and feedback to the board.

To be responsible for overseeing the delivery of the board engagement strategy and the individual inclusion strategies contained within it.

To hold the board to account for performance and quality.

To contribute to the trust's annual strategic planning.

To contribute to, receive and approve the annual report and accounts.

To act as a conduit for communication between the Trust and all its communities.

3. MEMBERSHIP

The core membership of the group will include but not be limited to:

Member	Role
AWP Chair	Chair of the group and board member
All Locality Involvement Workers	To engage and support service user and carer member contribution; to report on wider locality inclusion; to advise on individual locality best practice; to offer staff perspective.
Appointed Partners x2	To contribute views of AWP commissioners and the wider local health economy
Service user representatives x6+	Able to gather and express views from across a service or locality
Carer representatives x2+	Able to gather and express views from

Our values: PRIDE – passion, respect, integrity, diversity, excellence

	across a service or locality
HealthWatch representative	Representing the views of service users, carers and the public across the Trust
Third sector/stakeholder representatives x3	To represent voluntary sector partners and offer insight into their function
Public members x2+	To offer a wider community perspective
Involvement manager	To manage agenda and actions arising
Membership and governor manager	To manage agenda and actions arising
Governance Support Officer	To manage meeting procedure and advise on protocol
Additional attendance by invitation	May include external guest speakers, AWP directors and/or Trust representatives from localities, communications, diversity, Foundation Trust, PALS or others as required.

Only nominated/identified members of the group may attend meetings. However, other individuals and members of Trust staff may be invited to attend for all or part of any meeting as appropriate. It is expected that one representative from each locality or service will attend each meeting.

The aim is that service user, carer, stakeholder and public (including Trust member) representation should outnumber Trust staff attendance by a minimum of 2:1.

It is intended that a service user or carer will co-Chair the group in the future.

4. FREQUENCY OF MEETINGS

The Group will meet bi monthly. Additional meetings can be convened at the discretion of the Chair.

5. ADMINISTRATION:

Secretarial support

Administration, including setting agendas and taking minutes, will be undertaken by administrators from the risk and governance team.

Agenda/notice of meetings

Notice of each meeting, confirming the agenda, venue, time and date, will be sent to all group members no later than five working days prior to the meeting.

Meeting papers will be distributed no later than seven working days prior to each meeting of the group.

Meeting dates will usually be set annually.

6. ROLE OF THE GROUP

- To offer advice and make recommendations to the Trust board;
- To contribute to and monitor the board's advance plans against delivery of those plans and Trust performance;

- To develop, review and own the Trust’s overarching engagement and inclusion strategy.
- To support and oversee the implementation of the engagement and inclusion strategy and the Trust’s development and change processes to embed inclusion at the heart of Trust business.
 - This includes scrutinising information;
 - contributing to the appointment of non-executive appointments and future Trust chairs;
 - receiving the annual report and accounts;
 - appointing Trust auditors and
 - supporting localities to implement strategies; projects; events and change.
- To develop effective two-way consultation, communication and feedback between the Trust and its communities to ensure comprehensive information sharing and Trust transparency;
- To identify existing good practice and ensure that it is replicated where appropriate and embedded into working practices Trust-wide;
- To share experience, knowledge and resources for the benefit of the Trust and its communities as a whole, regardless of single interests or issues;
- To inspire, influence, raise awareness of and monitor services, projects and events for service users, their carers and the public, promoting a positive culture within the Trust and challenging stigma in the community;
- If members of the Trust-wide involvement group feel that there is an issue integral to the continued safe and effective management of the Trust, then it is entitled to express concerns to the appropriate NHS regulator* once other mitigating steps have been fully explored.

7. RELATIONSHIP TO TRUST STRUCTURE

The Trust-wide involvement group is a proxy which performs the functions of a council of governors in an NHS foundation trust prior to the Trust’s first governor elections. The group will engage with the board so that members of the board account to the group for their management of the trust. The Trust-wide involvement group are entitled to examine board papers, plans and strategies and to receive regular reports on progress from the non-executive directors and other members of Trust staff.

The group is the focus for capturing feedback and opinion from external individuals, organisations and stakeholders which the board must consider when forward planning.

It holds the ultimate responsibility within the Trust for managing and delivering effective involvement and inclusion.

It is entitled to request information Trust-wide so that it is able to monitor performance effectively.

There will also be working relationships with the network of Trust-wide ‘feeder’ forums, including but not limited to: the HealthWatch stakeholder group; commissioning groups and local authorities; service user and carer forums and related third and/or voluntary sector support groups.

8. REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed annually, or if the Trust becomes a licensed Foundation Trust; whichever is the sooner.

*The Trust Development Agency (as an aspirant Trust); Monitor, post-licensing as a Foundation Trust