

Council of Governors: Membership and Engagement Working Group

Terms of Reference

1. Introduction

- 1.1 The Council of Governors has two main functions/general duties as set out in legislation¹. This includes being accountable to the members who elect governors and representing their interests and those of the public.
- 1.2 The Code of Governance for NHS provider trusts 2022 states that satisfactory engagement between the board of directors, the Council of Governors and members of foundation trusts, and patients, service users and the public is crucial to the effectiveness of trusts' corporate governance approach.
- 1.3 The Membership and Engagement Working Group (the Group) is a group of the Council of Governors, supported by key members of the corporate team with responsibility for membership activity and engagement, and is tasked to assist the Council in meeting this duty.

2. Duties

- 2.1 The Group will support and advise the Council of Governors on their general duty to represent the interests of Trust staff, public members and the public and will undertake the following tasks:
 - The development of a membership plan
 - Identifying suitable groups and locations for engagement activities to enable implementation of the plan
 - Consideration of any other aspects of the Council of Governors' statutory or other duties which are relevant to membership and engagement.
- 2.2 The Group structure will be informal, enabling discussion of ideas and recommendation of the membership plan as part of the Trust's Communications and Engagement Strategy.
- 2.3 The Group will be advised of various Trust based activities and programmes and corporate engagement opportunities.

¹ <https://www.legislation.gov.uk/ukpga/2012/7/part/4/enacted>

3. Membership

- 3.1 Membership of the group is open to all ESNEFT governors and attendance is not mandatory. Expressions of interest will be sought.
- 3.2 Meetings will be attended by the Trust Chair, Trust Secretary and members of the communications and engagement team.
- 3.3 A Group Chair will be agreed through requesting expressions of interest and majority agreement.

4. Secretary

- 4.1 The Committee and Membership Secretary shall be secretary to the Group.

5. Frequency of meetings

- 5.1 Meetings shall be held on a quarterly basis.

6. Minutes and reporting

- 6.1 The Committee and Membership Secretary shall take brief notes of all Group meetings. Once approved by the chair, these will be circulated to all members of the Council of Governors unless a conflict of interest or matter of confidentiality exists.
- 6.2 The Group will provide a written precis of its activities to the Council of Governors. Decisions on the future membership plan are reserved for the Council.