

Council of Governors

MEETING PAPERS

26 January 2010

EXTRAORDINARY MEETING OF THE COUNCIL OF GOVERNORS

TO BE HELD ON TUESDAY 26 JANUARY AT 2.00PM
LECTURE ROOM, NIGHTINGALE CENTRE, WYTHENSHAW HOSPITAL

MEETING OPEN TO THE PUBLIC

GOVERNANCE MATTERS

- | | | | | |
|----|---|------------------|---------|--------|
| 1. | Apologies | Chairman | - | 2.00pm |
| 2. | To APPROVE Terms of Reference, membership and Chair arrangements of each Council committee | Chairman | Paper A | 2.05pm |
| 3. | To APPOINT the Deputy Chairman of the Board | Chairman | - | 2.35pm |
| 4. | To CONSULT with the Council the appointment of Senior Independent Director of the Board | Chairman | - | 2.40pm |
| 5. | To ANNOUNCE the results of Patient Governor Elections | Chairman | - | 2.45pm |
| 6. | To NOTE the succession of Engagement Lead | External Auditor | - | 2.50pm |
| 7. | Date of next formal meeting – 5.15pm, 16 February 2010, Seminar Room 3, ERC, Wythenshawe Hospital | Chairman | - | 2.55pm |

END

**Agenda Item 2
Paper A**

Title of Council paper	Council committees
Council meeting date	26 January 2010
Purpose	To approve the Terms of Reference, membership and Chair arrangements for each Council committee
Actions Recommended	Discussion / Noting / Decision
Publication	This paper will be published under the UHSM publication scheme.
Unusual acronyms	CQC – Care Quality Commission
Any communications actions after the meeting.	By the end of January 2010, Monitor has requested the Terms of Reference for all committees of the Council of Governors with names and biographical details of the Chair of each committee
Report of	Trust Secretary
Paper prepared by	Assistant Trust Secretary

COUNCIL COMMITTEES

1. INTRODUCTION

1.1 By the end of January 2010, Monitor has requested the Terms of Reference for all committees of the Council of Governors with names and biographical details of the Chair of each committee. The purpose of this paper is to provide sufficient information for Governors to approve the Terms of Reference for each committee.

2. COMMITTEE STRUCTURE

2.1 At the formal meeting in December, Governors were asked to complete and return an expression of interest form to confirm which Council committees they were interested in participating.

2.2 The Chair's Advisory Committee met on Tuesday 12 January to review the expressions of interest. In reaching a view they focused on Governors' preferences and the skills and/or experiences they would bring to that committee.

2.3 Since asking for nominations there has been a proposed change to one of the Council committees. As there is no commentary required from Governors as part of the CQC registration it is proposed that the Care Quality Commission Committee is disbanded since it no longer has a remit and the members form a new 'Community Engagement Committee'. The draft Terms of Reference of this committee are enclosed as Appendix A.

3. COMMITTEES OF THE COUNCIL

Membership Development Committee

3.1 The committee met on Monday 11 January to review the Terms of Reference (enclosed as Appendix B) and agreed that Jane Reader would be proposed to continue as Chair and Colin Owen as Deputy Chair subject to Council approval. The next meeting will take place on Thursday 11 February.

3.2 The committee is planning to hold a membership 'month' during March to encourage new members to sign up and the chair of the committee has written to all Governors asking for their help. Please contact the FT Office for more details.

Annual Plan Advisory Committee

3.3 The committee met on Wednesday 13 January to review the Terms of Reference (enclosed as Appendix C) and agreed to propose Alex Watson as Chair and Stewart Watson as Deputy Chair, again subject to Council approval.

3.4 The committee plan to canvass members' opinions in the next issue of UHSM News. The next meeting will take place on Wednesday 10 February and the committee will receive a presentation by the Director of Finance.

Patient Experience Committee

3.5 The committee met on Monday 18 January to review the Terms of Reference (enclosed as Appendix D) and proposed to amend the quorum to four. They received a presentation on the Quality Account and produced a forward work plan for 2010 to encourage other Governors to be involved in the sub-groups of the committee.

3.6 The committee proposes Helen Kirk as Chair and will consider the matter of Deputy Chair at the next meeting, and make a subsequent recommendation to Council for ratification of the Deputy.

4. OTHER COMMITTEES

4.1 The Terms of Reference (enclosed as Appendix E) for the Chair's Advisory Committee were approved at the last meeting and the only amendment to the membership is the addition of Alex Watson, Chair of the Annual plan Advisory Committee

4.2 The Terms of Reference for the Remuneration Committee and Appointment Committee are also enclosed as Appendices F and G.

5. OTHER WORKING GROUPS

5.1 In addition to the formal committees it is proposed that there will be two working groups: a Web Working Group and the Open Day & Annual Members' Meeting Working Group.

6. RECOMMENDATIONS

6.1 The Council is asked to approve the Terms of Reference, membership and Chair arrangements of each Council committee enclosed as Appendices, by a separate resolution on each committee and each chair.

Jenny Noble
Assistant Trust Secretary
18 January 2010

COMMUNITY ENGAGEMENT COMMITTEE

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

The committee is authorised by the Council of Governors to undertake all activities, see any information and source advice commensurate with its responsibility to develop community engagement between the Council and the areas served by the Trust.

2. MAIN PRIORITY AND OBJECTIVES

This committee, known as the Community Engagement Committee is established to provide community engagement support and advice to the Council of Governors.

3. MAIN DUTIES AND RESPONSIBILITIES

The committee is responsible for the development of community engagement by the Council and is accountable to the Council.

In particular the duties include the following:

- To interact with members of the public;
- To monitor how the Council of Governors is engaging with the external community;
- To survey annually how members perceive changes to services and feed back results to the Council of Governors and the board;
- To be involved in a specific Governor's stall at the Open Day;
- To be involved in any "meet the members" events from Health Matters to community events; and
- To take a special interest in the wide range of external links and activities which the Trust has.

4. CONSTITUTION

4.1 Frequency of Meetings

The committee will meet no less than 3 times a year. The chair may at any time convene additional meetings of the committee to consider business that requires urgent attention. Meetings shall be called by the Assistant Trust Secretary at the request of the chair giving not less than 10 clear days notice to the other members of the committee. All members are required to attend 65% of meetings.

4.2 Chair

The members of the committee shall recommend one of their number to serve as chair of the committee. The appointment of the chair shall be determined by the council of governors. In the event the chair is not present at a meeting the other members of the committee present shall select one of those present to chair the meeting.

4.3 Membership

The committee shall comprise up to 8 Governors in total.

Marguerite Prenton

Honor Donnelly

Gill Reddick
Harry Lowe (Chair)
Sharan Arkwright
Clare Church
Cliff Clinkard
Cllr John Lamb

4.4 Quorum

The quorum shall be any three members of the committee.

4.5 Organisation

The committee will be supported by the Assistant Trust Secretary.

4.6 Standing Agenda Items

The following will be standing agenda items:

- External engagement
- Perceptions of the Trust
- Open Day
- Health Matters
- External links

4.7 Review

The terms of reference will be reviewed annually by the committee and approved by the Council of Governors.

4.8 Responsibilities of the Chair of the Community Engagement Committee

The duties of the Chair of the Committee will be to:

- Ensure that the Governors are informed as to the deliberations of the Committee;
- Ensure that minutes of the Committee are an accurate reflection of discussions;
- Attend or designate another member of the committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the committee;
- Submit a report on the work of the Committee to the Council of Governors; and
- Play an active role as a member of the Chair's Advisory Committee and work with the Trust Chair to assess the performance of the Committee.

5.0 Version control

Version Control	Date	Comments
V0.1	26 January 2010	For consultation.

6.0 Document owner

Assistant Trust Secretary
18.1.10

MEMBERSHIP DEVELOPMENT COMMITTEE

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

In line with Annex 6 of the Constitution, the Committee is authorised by the Council of Governors, within these terms of reference, to develop the membership of the Trust and represent the interests of members.

2. COMPOSITION OF THE COMMITTEE AND ATTENDEES

The Committee will consist of at least eight members of the Council of Governors (one of whom will act as Chair). The Chair and Deputy Chair will be appointed, and the terms of reference approved by the Council of Governors at a formal meeting. Membership of the Committee will be disclosed in the Annual Report.

The Chair of the Trust has the right to attend. The Membership Manager of the Foundation Trust Office will be in attendance at all meetings. Members of the Board of Directors and other Non-Governors may attend meetings as the Chair of the Committee may decide.

3. MAIN DUTIES AND RESPONSIBILITIES

The duties of the Committee will include the following:

- to review the Trust's current Membership Strategy;
- to produce an action plan with a view to increasing the public and patient membership in 2009/10 and beyond;
- to play a significant role in ensuring the membership is representative of the population the Trust serves; and
- to develop a plan to engage with existing and future membership of the Trust.

4. CONSTITUTION

4.1 Frequency of Meetings

The Membership Development Committee will meet as required but no less than three times a year, at a place and time determined by the Committee. All members are required to attend 65% of meetings.

4.2 Chair

In the absence of the Chair, the Deputy Chair will chair the Committee discussion, for the purposes of that meeting.

4.3 Membership from

Jane Reader (Chair)
Shashikant Merchant
John Churchill
Steve Cook

David Hird
Michael Kelly
Colin Owen (Deputy Chair)
Cliff Clinkard

4.4 Quorum

Four members of the Committee will constitute a quorum. The Chair of the Committee will have a casting vote if necessary.

4.5 Organisation

Minutes will be taken of the proceedings of the Membership Development Committee by the Membership Manager. These minutes, once approved, will be available, for information to the Council of Governors and to the Trust Board.

4.6 Standing Agenda Items

The following will be standing agenda items:

- Review of membership strategy
- Action plan
- Review of representative position of membership
- Developing an active membership

4.7 Review

Terms of reference are reviewed annually or in light of changes in practice or national/local guidance.

4.8 Responsibilities of Chair of the Membership Development Committee

The duties of the Chair of the Committee will be to:

- ensure that the Governors are informed as to the deliberations of the Committee;
- ensure that minutes of the Committee are an accurate reflection of discussions;
- attend or designate another member of the Committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Committee; and
- submit a report on the work of the Committee to the Council of Governors.
- play an active role as a member of the Chair's Advisory Committee and work with the Trust Chair to assess the performance of the Committee.

5.0 Version control

Version Control	Date	Comments
V0.1	10 December 2009	For discussion at Council of Governors meeting.
V0.2	11 January 2010	For approval at Membership Development Committee meeting.
V0.3	26 January 2010	For consultation approval at Council of Governors meeting.

6.0 Document owner

Membership Manager
18.1.10



ANNUAL PLAN ADVISORY COMMITTEE

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

In line with Annex 6 of the Constitution, the Board of Directors must have regard to the views of the Council of Governors in preparing the Annual Plan. The Committee is authorised by the Council of Governors, within these terms of reference, to consider the information about the Trust's forward plans to be given to the Independent Regulator and submit a formal report to the Council of Governors.

2. COMPOSITION OF THE COMMITTEE AND ATTENDEES

The Committee will consist of not fewer than eight members of the Council of Governors (one of whom will act as Chair). The Chair and Deputy Chair will be appointed, and the terms of reference approved by the Council of Governors at a formal meeting. Membership of the Committee will be disclosed in the Annual Report.

The Chair of the Trust has the right to attend. Members of the Board of Directors and other Non-Governors may attend meetings as the Chair of the Committee may decide. The Assistant Trust Secretary, Director of Business Development and Business Planning Manager will be in attendance at all meetings.

3. MAIN DUTIES AND RESPONSIBILITIES

The duties of the Committee will include the following:

- to comment, on behalf of the Council of Governors and wider Trust membership, on the future plans of the Trust for inclusion in the Annual Plan;
- to comment on the draft of the Annual Plan during the iterative phase of the document; and
- to report formally to the Council of Governors on the input of the Committee in the production of the Annual Plan.

4. CONSTITUTION

4.1 Frequency of Meetings

The Annual Plan Advisory Committee will meet as required but at least three times a year, at a place and time determined by the Committee, to complement the existing processes for producing the Annual Plan. All members are required to attend 65% of meetings.

4.2 Chair

In the absence of the Chair, the Deputy Chair will chair the Committee discussion, for the purposes of that meeting.

4.3 Membership

Peter Turnbull
Gill Reddick

Clare Church
Alex Watson (Chair)
Stewart Watson (Deputy Chair)
John Lamb
Ken Griffiths

4.4 Quorum

Four members of the Committee will constitute a quorum. The Chair of the Committee will have a casting vote if necessary.

4.5 Organisation

Minutes will be taken of the proceedings of the Annual Plan Advisory Committee by the Assistant Trust Secretary or her nominated deputy. These minutes, once approved, will be available, for information to the Council of Governors and to the Trust Board.

4.6 Standing Agenda Items

The following will be standard agenda items:

- Programme for completion of Annual Plan
- Annual Plan themes
- Report to Council

4.7 Review

Terms of reference are reviewed annually or in light of changes in practice or national/local guidance.

4.8 Responsibilities of Chair of the Annual Plan Advisory Committee

The duties of the Chair of the Committee will be to:

- ensure that the Governors are informed as to the deliberations of the Committee;
- ensure that minutes of the Committee are an accurate reflection of discussions;
- attend or designate another member of the Committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Committee;
- submit a report on the work of the Committee to the Council of Governors; and
- play an active role as a member of the Chair's Advisory Committee and work with the Trust Chair to assess the performance of the Committee.

5.0 Version control

Version Control	Date	Comments
V0.1	10 December 2009	For discussion at Council of Governors meeting.
V0.2	13 January 2010	For approval at Annual Plan Advisory Committee meeting.
V0.3	26 January 2010	For approval at Council of Governors meeting.

6.0 Document owner

Assistant Trust Secretary
18.1.10



PATIENT EXPERIENCE COMMITTEE

Terms of Reference

1. COMPOSITION OF THE COMMITTEE AND ATTENDEES

The Committee will consist of up to eight members of the Council of Governors (one of whom will act as Chair). The Chair and Deputy Chair will be appointed, and the terms of reference approved by the Council of Governors at a formal meeting. Membership of the Committee will be disclosed in the Annual Report.

The Chairman of the Trust will have a standing invitation to attend. The Chief Executive, Chief Nurse, Deputy Chief Nurse, Director of Estates and Facilities, Head of PPI, and Assistant Trust Secretary will be asked to attend as appropriate.

2. MAIN DUTIES AND RESPONSIBILITIES

The duties of the Committee will include the following:

- Advising the Trust on all aspects of developing facilities that impact on the patient's environment and experience.
- Playing a key role in the development of the PPI strategy, particularly those areas which identify a lead role for Governors.
- Involvement in the annual PEAT assessment and ongoing 'mini-PEAT' assessments.
- Supporting the development of the Annual Patient Survey and any other subsequent patient questionnaires that promotes a culture within the Trust of encouraging and responding to patient and public input at all levels. Carrying out its own research with members through surveys/focus groups as appropriate.
- Involvement in consultations that impact on the patient experience and environment, such as improvements to front-of-house projects, seeking patient and member views on future developments (such as improvements to maternity services).
- Establishing small Sub-groups of the Committee where appropriate to address specific areas of work, reporting back to the Committee as appropriate.

3. CONSTITUTION

3.1 Frequency of Meetings

The Patient Experience Committee will meet quarterly at a place and time determined by the Committee, in between Council meetings. All members are required to attend 65% of meetings.

3.2 Chair

In the absence of the Chair, the Deputy Chair will chair the Committee discussion, for the purposes of that meeting

3.3 Membership

Marguerite

Prenton
Steve Cook
Syed Ali
Michael Kelly
Sharan Arkwright
Helen Kirk
(Chair)
Clare Church
Cllr Eddie
McCulley

3.4 Quorum

Four members of the Committee will constitute a quorum. The Chair of the Committee will have a casting vote if necessary.

3.5 Organisation

Minutes will be taken of the proceedings of the Patient Experience Committee by the Assistant Trust Secretary or her nominated deputy. These minutes, once approved, will be available, for information to the Council of Governors and to the Trust Board.

3.6 Standing Agenda Items

The following will be standing agenda items:

- Developing patient facilities
- PPI Strategy
- PEAT Assessments
- Annual Patient Survey
- Consultations
- Sub-group reports

3.7 Review

Terms of reference are reviewed annually or in light of changes in practice or national/local guidance.

3.8 Responsibilities of Chair of the Patient Experience Committee

The duties of the Chair of the Committee will be to:

- in consultation with the Trust Chair, advise on establishing any Sub-groups to undertake any specific areas of work, duration to be determined by the Committee;
- ensure that the Governors are informed as to the deliberations of the Committee;
- ensure that minutes of the Committee are an accurate reflection of discussions;
- attend or designate another member of the Committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Committee; and
- submit a report on the work of the Committee to the Council of Governors.
- play an active role as a member of the Chair's Advisory Committee and work with the Trust Chair to assess the performance of the Committee.

5.0 Version control

Version	Date	Comments
---------	------	----------



Control		
V0.1	10 December 2009	For discussion at Council of Governors meeting.
V0.2	18 January 2010	For approval at Patient Experience Committee meeting
V0.3	26 January 2010	For approval at Council of Governors meeting

6.0 Document owner
Assistant Trust Secretary
18.1.10

CHAIR'S ADVISORY COMMITTEE

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

The Committee was established to support the Council and advise the Chairman on Council matters, concerns and to advise on agenda setting for Council meetings.

2. MAIN PRIORITY AND OBJECTIVES

The priority of the committee is to work with the Trust Chair to assess performance of each committee.

The objectives are:

1. To improve day-to-day communication and coordination within the Council and facilitate interaction with the Board of Directors
2. To update the Chair on the work of each committee
3. To play a role in setting the Council agenda
4. To act in lieu of Lead Governor for Monitor

3. CHAIR

The Chairman of the Trust will Chair will the Committee.

4.1 MEMBERSHIP

All current sub-committee Chairs are entitled to attend the meetings of the committee. No person who is not a current eligible Chair may be a member of the committee. The members of the committee are:

Ken Griffiths
Helen Kirk
Chris Laithwaite
Harry Lowe
Jane Reader
Alex Watson

4.2 QUORUM

Three members of the committee shall form a quorum

4.3 VOTING

Decisions at meetings shall be determined by a majority of votes of the Governors present and voting by a show of hands. In the event of an equality of votes, the chair of the meeting shall have a casting vote. No form of voting by proxy shall be allowed.

4.4 ADMINISTRATION

The committee shall be supported by the Trust Secretary who shall advise on matters of probity, standing orders and governance.

4.5 MINUTES

Full narrative minutes shall not be drawn up or maintained. Minutes in the form of *Action Notes* of the meetings shall be drawn up and maintained by the Trust Secretary as a private record for Committee members.

The committee shall meet six weeks before each formal meeting.

4.6. RESPONSIBILITIES OF MEMBERS OF THE CHAIR'S ADVISORY COMMITTEE

Committee members represent the Trust, the Council and their appointee organisations or Members. As such, committee members shall:

- recognise the confidential nature of any documents under review
- recognise the confidential nature of privileged discussions to which the members may be party to
- recognise the confidential nature and restricted circulation of minutes
- conduct themselves in all matters in ways which uphold the reputation of the Trust
- refer any media enquiries to the Director of Communications, Susan Osborne
- contribute constructively to the committee's work, adhering to the main priority and objectives.

5.0 Version control

Version Control	Date	Comments
V0.1	10 December 2009	For discussion at Council of Governors meeting.
V0.2	26 January 2010	For approval at Council of Governors meeting

6.0 Document owner

Assistant Trust Secretary
18.1.10

REMUNERATION COMMITTEE

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

The Council of Governors is authorised under the Constitution to consult on the proper level of remuneration and allowances that should be paid to the Chairman and other Non Executive Directors of the Trust. It may from time to time, and at least every three years, consult at the Trust's expense, with external professional advisors.

The Committee will report back its recommendations to the Council of Governors for approval.

2. COMPOSITION OF THE COMMITTEE AND ATTENDEES

The Committee will consist of not less than five Governors (one of whom will act as Chair). The Chair will be appointed by the Council. Membership of the Committee will be disclosed in the Annual Report. The composition of the Committee will, as far as reasonably possible, reflect the spread of the Trust membership.

Non-Governors may attend the Committee at its request but they shall have no vote.

3. MAIN DUTIES AND RESPONSIBILITIES

The duties of the Committee are to:

- Recommend to Council a suitable level of remuneration for the Chair and Non Executive Directors of the Trust.

4. CONSTITUTION

4.1 Frequency of Meetings

The Committee will meet as required at a place and time determined by the Committee.

4.2 Chair

In the absence of the Committee Chair the meeting will elect a Chair for the purpose of the meeting.

4.3 Membership

Peter Turnbull
Steve Cook
Chris Laithwaite
Mike Connolly
Ken Griffiths (Chair)

4.4 Quorum

Four members of the Committee will constitute a quorum.

Committee decisions will be taken by a straight majority vote. In the event of a split decision the Chair will have the casting vote.

4.5 Organisation

Minutes will be taken of the proceedings of the Remuneration Committee by the Assistant Trust Secretary or her nominated deputy. These minutes, once approved, will be available for information to the Council of Governors and to the Trust Board.

4.6 Standing Agenda Items

The following will be standing agenda items:

- Remuneration of Chairman
- Remuneration of Audit Chair
- Remuneration of other non-executive directors

4.7 Review

Terms of reference are reviewed annually or in light of changes in practice or national/local guidance.

4.8 Responsibilities of Chair of the Remuneration Committee

The duties of the Chair of the Remuneration Committee will be to:

- ensure that the Governors are informed as to the deliberations of the Committee;
- ensure that minutes of the Committee are an accurate reflection of discussions;
- attend or designate another member of the Committee to attend public meetings of the Council of Governors as appropriate, to answer any questions related to the work of the Committee;
- submit a report on the work of the Committee to the Council of Governors; and
- play an active role as a member of the Chair's Advisory Committee and work with the Trust Chair to assess the performance of the Committee.

5.0 Version control

Version Control	Date	Comments
V0.1	10 December 2009	For discussion at Council of Governors meeting.
V0.2	7 January 2010	For distribution to Committee members

6.0 Document owner

Assistant Trust Secretary
6.1.10

Appendix G

**'COMMITTEE OF THE COUNCIL AND THE BOARD' (APPOINTMENT
COMMITTEE)**

Terms of Reference

1. MAIN AUTHORITY/ LIMITATIONS

In line with Annex 6 of the Constitution, the Appointment Committee is established to assist in the process of appointment of Non-executive Directors (including the Chair).

2. COMPOSITION OF THE COMMITTEE AND ATTENDEES

The Committee will consist of not less than five members comprised of three Governors and two members of the Board of Directors (at least one of whom will be a Non-executive Director). The Chairperson will be appointed, and the terms of reference approved by the Council of Governors at a formal meeting. Membership of the Committee shall be disclosed in the Annual Report.

The Chief Executive and/or other members of the Trust may be invited to attend meetings as the Chairperson of the Committee may decide. The Trust Secretary will normally be in attendance at all meetings. The Committee may also have an independent assessor in attendance if appropriate.

3. MAIN DUTIES AND RESPONSIBILITIES

The duties of the Committee shall include the following:

- to consider suitable candidates for the role of non executive director, identified by the Board of Directors through shortlisting and formal interviews;
- to make recommendations to the Council of Governors on each appointment taking into account the job description and person profile drawn up by the Board of Directors.

4. CONSTITUTION

4.1 Frequency of Meetings

The Appointment Committee will meet as required, at a place and time determined by the Committee. The Chairperson may at any time convene additional meetings of the Committee to consider business that may require urgent attention.

4.2 Chair

In the absence of the Chairperson, another member of the Committee may temporarily fill the position until the Council of Governors appoints a replacement.

4.3 Membership

Chris Laithwaite
Ken Griffiths
Colin Owen
Felicity Goodey
Julian Hartley

4.4 Quorum

Four members of the Committee will constitute a quorum.

4.5 Organisation

Minutes will be taken of the proceedings of the Appointment Committee by the Trust Secretary or his nominated deputy. These minutes, once approved, will be available, for information to the Council of Governors and to the Trust Board.

4.6 Review

Terms of reference are reviewed annually or in light of changes in practice or national/local guidance.

4.7 Responsibilities of Chair of the Appointment Committee

The duties of the Chairperson of the Committee shall be to:

- ensure that the Governors are informed as to the deliberations of the Committee;
- ensure that minutes of the Committee are an accurate reflection of discussions;
- attend or designate another member of the Committee to attend public meetings of the Trust as appropriate, to answer any questions related to the work of the Committee; and
- submit a report on the work of the Committee to the Council of Governors.
- play an active role as a member of the Chair's Advisory Committee.

5.0 Version control

Version Control	Date	Comments
V0.1	8 October 2009	For approval at Council of Governors meeting.
V0.2	26 January 2010	For approval at Council of Governors meeting

6.0 Document owner

Assistant Trust Secretary
18.1.10