

**MEMBERSHIP, ENGAGEMENT & GOVERNOR DEVELOPMENT COMMITTEE
TERMS OF REFERENCE**

Reference to “the Committee” shall mean the Membership, Engagement & Governor Development Committee.

Reference to “the Trust” shall mean University Hospitals Birmingham NHS Foundation Trust.

Reference to “CoG” shall mean Council of Governors.

1. Constitution

The Council of Governors (CoG) has established a Membership, Engagement & Governor Development Committee.

2. Role

The role of the Committee is to:

- 2.1. develop and monitor the development of Governors, from the time they are appointed, through their induction and ongoing training;
- 2.2. optimise opportunities to ensure Foundation Trust membership is largely representative of the populations it serves and has members from a broad range of backgrounds;
- 2.3. oversee the methods of engagement with members of the community including partner organisations in the local health economy and stakeholder organisations. This can include drop-in sessions at GP surgeries, presentations to community Committees and involvement in constituency events.

3. Membership

- 3.1. The membership of the Committee shall consist of a minimum of:
 - 3.1.1. 3 Public Governors
 - 3.1.2. 1 Staff Governor
 - 3.1.3. 1 Stakeholder Governor
 - 3.1.4. Director of Corporate Affairs and Foundation Secretary
 - 3.1.5. Director of Communications
- 3.2. Membership of the Committee will be by self-nomination. If more than one Governor from a constituency nominates themselves, then representation will be decided by the Chair. Membership will be reviewed on an annual basis at the time of Governor elections.
- 3.3. One of the Governor members of the Committee shall be the Chair of the Committee, as determined by the Council of Governors.

- 3.4. The Corporate Affairs and Governor Liaison Manager shall act as Secretary to the Committee and shall attend to provide appropriate support to the Chair and Committee members. He/she shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present, those not present and apologies. These minutes will be made available to all Committee members and, once approved, to all members of the CoG.
- 3.5. Other individuals may be invited to attend all or part of any meeting as and when appropriate.

4. Notice and Frequency of meetings

- 4.1. Unless otherwise agreed, notice of each meeting confirming the venue, date and time shall be forwarded to each Committee member at least five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees at the same time.
- 4.2. Meetings shall be held every four to six months; however additional meetings shall be convened if considered necessary for specific matters.

5. Reporting Attendance

~~All members of the Committee are expected to attend meetings as they are organised far in advance. A representative of the Committee will report back on the work of the Committee to the Council of Governors.~~

6. Quorum and Voting

- 6.1. The quorum of the Committee shall be three.
- 6.2. The Chair of any meeting shall have the casting vote in the event of an equality of votes.

7. Duties

- 7.1. Develop and review what education, advice and support is needed for Governors and subsequently arranging the provision of such, often in conjunction with external agencies including GovernWell (NHS Providers) and the Good Governance Institute.
- 7.2. Identify and agree topics for seminars and Educational Talksworkshops for Governors across the year to broaden their understanding of how the Trust works.
- 7.3. Provide feedback or ad-hoc reports as requested by the Chair on Governor development and attendance.
- 7.4. Share good practice and learning
- 7.5. Advise on, monitor and oversee development of community engagement by the Council of Governors, including:
 - 7.5.1. Governors' Drop-in Sessions. These sessions are held monthly at the Queen Elizabeth Hospital Birmingham. A

mix of staff, patient and public governors 'set up camp' and talk to, advise, and take comments from staff, patients and visitors. These are then fed back to the Executive Directors for comment/action

- 7.5.2. The Annual General Meeting
- 7.5.3. Website. Each Governor has their profile and details of the constituency they serve, published on the Trust website including email address
- 7.5.4. Governors attend community presentations held their constituency in relation to the hospital/patients issues
- 7.5.5. Health Talks. Governors attend health talks which are held on a monthly basis for members and wider community. Evening sessions are also held to provide greater access
- 7.5.6. Further engagement through development of the Ambassador Programme, ensuring that Ambassadors are involved in appropriate activities and contributing to the recruitment of new members
- 7.5.7. Further developing membership content published via social media and the Trust website
- 7.5.8. Community based activities such as The inclusion of members on appropriate patient Committees
- 7.5.9. Raising the profile and role of Foundation Members, Ambassadors and Governors within the Trust.
- 7.6.** Advise and monitor recruitment plans for new members – this includes:
 - 7.6.1. Membership Weeks – activities held over 3 days aimed at promoting membership
 - 7.6.2. Regular recruitment stand in the hospital atrium
 - 7.6.3. Working with QEHB Charity to increase membership opportunities amongst fundraisers
- 7.7.** Any other duties that the Council of Governors asks the Committee to assist with.

8. Reporting

- 8.1.** A representative of the Committee will report back on the work of the Committee to the Council of Governors. Minutes of the Committee will be presented to the Council of Governors following approval of same.
- 8.2.** A representative of the Committee will provide feedback to all Governors at Pre-meetings of the Council of Governors on the work of the Governor Development Committee

9. Other matters

- 9.1.** The Committee shall have access to sufficient resources in order to carry out its duties.

- 9.2. The Committee may form any sub committees that it considers to be necessary or desirable in the furtherance of its duties.
- 9.3. The Standing Orders of the Trust and of the Council of Governors shall, so far as they are applicable, also apply to the Committee and to any sub-Committee of the Committee
- 9.4. The Committee shall, at least once a year, review its own performance to ensure that it is operating effectively.
- 9.5. The Committee shall, at least once every three years, review its terms of reference and recommend any changes it considers necessary to the Council of Governors for approval.

Document control

Developed by:	The Committee
Date:	69 February 201 98
Approved by:	Council of Governors
Date:	24 Marchy 201 98
Review date:	31 May 202 21
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