

Enclosure 06

**Report to:** Trust Board, 31 January 2013

<b>Title</b>	Board Committee structure
<b>Sponsor</b>	Acting Chair
<b>Author(s)</b>	Director of Corporate Governance
<b>Purpose</b>	To ensure the Trust's governance arrangements are fit for purpose and FT- ready.
<b>Previously considered at</b>	Board Development Day – April, July & October 2013, Trust Board August 2012, Trust Board November 2012

**Executive Summary**

As part of FT preparation a committee structure was presented to the Board in November 2012, with draft Terms of Reference for the formal sub-committees of the Board to enable them to focus on key strategic imperatives, assurance of systems, reduce duplication and ensure delivery against robust plans.

The arrangements have now been finalised and the final structure is shown on Attachment A

The (Tier 2) sub-committee terms of reference have been approved by the relevant Committees and are included in the Information pack. Quoracy is detailed in the Terms of Reference and NEDs allocated to a Committee will be sent the relevant papers. Workforce Committee draft terms of reference are included and will be approved by the Committee in February – any changes will be reported to the Board. All tier 2 meetings will be reported to the Board by the meeting chair and minutes included in the Board information pack. Investment and Nominations Committee Terms of reference have also been produced in line with HDD recommendations in preparation for FT.

NED Membership of the Committees is as follows

- Audit Committee – Mr Jones (chair), Dr Hooper, Dr Walford
- Finance Committee – Mr Simms (chair), Mr Jones and Dr Walford
- Clinical Quality & Safety Committee – Dr Vernon (chair), Dr Walford
- Charitable Funds Committee – Mr Beardwell (chair), Dr Hooper
- Remuneration Committee – all NEDs
- Risk Committee – Dr Hooper, Dr Vernon
- Workforce Committee – Mr Beardwell, Mr Simms

Draft terms of reference for the Clinical Governance Executive and IT Review group are also included as these are new groups introduced to enable the more operational issues to be picked up at Tier 3 level. It should also be noted that the current structure no longer includes a Tier 3 Business Planning & Development group as this will be dealt with as part of the a normal planning process.

<b>Related SATH Objectives</b>	<b>SATH Sub-Objectives</b>
D. Learning and Growth We will develop our staff and internal processes to sustain our ability to change & improve	D3. Develop responsibility and accountability and cooperate with each other

**Action required by the Trust Board**

- **RECEIVE** and **APPROVE** the proposed Committee structure and Terms of Reference (contained in the Information pack)