

Rules of Procedure

For: Approval

Summary: This document describes the corporate governance arrangements within SASH. It outlines the roles and responsibilities of the Trust Board and its sub committees, specifically:

- Governing our Business and Services
- Role and Function of the Trust Board and its committees
- Terms of reference for the Board and its committees
- Meeting timetables and planner
- Overview of the Management Board
- Overview of risk management responsibilities
- SaSH code of conduct
- Chair, Chief Executive and Executive Team responsibilities

It was agreed at the Trust Board in January 2011 that the Nomination and Remuneration, Audit and Assurance and Charitable funds committees would continue, with revised terms of reference and that the Performance Committee would be dissolved to allow greater discussion at the Trust Board.

It was also agreed to establish two new committees, Safety and Quality and Investment and Workforce. The new committees were established in March 2011 and have each met twice.

The Trust Board discussed the key roles and responsibilities and interdependencies between committees at the Board seminar in April with discussion reflecting in the final versions of the terms of reference.

The new or revised terms of reference have been agreed by each of the committees and through inclusion within the rules of procedure will be ratified by the Trust Board (see action below).

Action: The Board are asked to approve the 'Rules of Procedure' and by definition ratify the Terms of Reference for each of the committees and the SaSH Code of Conduct.

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Author: Joe Chadwick-Bell (Director of Strategy and Transformation)

Notes:

Trust objective:	Please list number and statement this paper relates to. Applies to all Trust objectives
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Legal:	What are the legal considerations and implications linked to this item? Please name relevant act Legally constituted NHS Board
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Regulation:	What aspect of regulation applies and what are the outcome implications? This applies to <u>any</u> regulatory body – key regulators include: Care Quality Commission, MHRA, NPSA & Audit Commission Audit Commission
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Date	26 May 2011
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Department	Strategy and Transformation
Audience	Trust Board Members

