

## Rules of Procedure

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**For:** Discussion and agreement

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

This is a draft document and will be updated once the sub-committees are established and have reviewed the existing or proposed terms of reference included in the document. It is based on good practice / guidance from other Trusts and DH guidelines.

Where committees already exist, the document includes the existing terms of reference and for new committees includes draft versions.

Meeting of the Board of Directors – it is proposed that the standing agenda items and format change from the current structure based on the Trusts objectives for 2 main reasons a) gives a greater focus on the consistent key items for discussion b) the Trust objectives are currently being reviewed and are subject to change.

Sub-committees:

- a) It is proposed that the Performance Committee is ceased in order that performance can be discussed and challenged appropriately at the Meeting of the Board of Directors.
- b) It is proposed that the Audit and Assurance Committee, Nomination and Remuneration Committee and Charitable Funds Committees continue as is.
- c) That 2 new committees be established, Quality and Safety Committee which would meet monthly and the Investment and Workforce Committee that would meet quarterly in the first instance.

A summary of the roles and responsibilities of the committees is included at the start of chapter 3 within the rules of procedure.

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**Action:** The Board is asked to:

1. Review and comment on the content of the draft document
2. Agree the change to the standing agendas for the Meeting of the Board of Directors
3. Agree the Board Sub-Committees changes are implemented in March 2011

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**Presented by:** Joe Chadwick-Bell (Director of Strategy and Transformation)

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

Please continue notes on 2<sup>nd</sup> page if not enough room

**Notes:**

<b>Trust objective:</b>	Please list number and statement this paper relates to. Applies to all Trust objectives
<b>Legal:</b>	What are the legal considerations and implications linked to this item? Please name relevant act Legally constituted NHS Board
<b>Regulation:</b>	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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<b>Date</b>	...
<b>Author</b>	...
<b>Department</b>	...
<b>Audience</b>	Trust Board Members

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