

ANNUAL REVIEW OF RULES OF PROCEDURE

Trust Board – in Public

Date: 28th January 2021

Agenda item: 4.1

Executive sponsor	Richard Shaw, Chair
Report author(s)	Gillian Francis-Musanu, Director of Corporate Affairs Colin Pink, Head of Corporate Governance
Report discussed previously: (name of sub-committee/group and date)	Each sub-committee during 2020, Executive Committee November 2020 and Public Board November 2020

Action required:		
Approval (✓)	Discussion (✓)	Assurance ()

Purpose of report:
To consider the annual review of the Rules of Procedure (Board and Subcommittee Terms of Reference).

Summary of key issues
<p>The Rules of Procedure have been updated for 2020; All significant/main changes have been highlighted in green and yellow. Review at the November Board identified a number of areas in which the Board narrative and Terms of reference could be strengthened by removing duplication and clarifications of key points.</p> <p>A summary of the changes include:</p> <ul style="list-style-type: none"> • Updates to the Board Terms of Reference following discussion at November Board (in Green) • General updates to Terms of Reference (ToR) (Yellow) • Updates to committee membership and responsibilities through the document (Yellow) • Amendments to attendance and membership throughout (Yellow) • FWC TOR includes elements of debt management and review of elements of Trust response to ICS and ICP finance and people plans (Yellow) • The Charitable Funds committee TOR is strengthened to describe the strategic elements of the committee and fundraising strategy (Yellow)

Recommendation:

To consider and approve the annual review of the Rules of Procedure

Relationship to Trust strategic objectives and assurance framework:

SO1: Safe – Deliver safe, high quality care and *improving* services which pursue perfection and be in the top 25% of our peers

SO2: Effective – As a teaching hospital, deliver effective and improving sustainable clinical services within the local health economy

SO3: Caring – Work *with compassion* in partnership with patients, staff, families, carers *and community partners*

SO4: Responsive – To *continue to be* the secondary care provider of choice for the *people of our community*

SO5: Well led – To be a *high quality* employer of choice and deliver financial and clinical sustainability around a patient centred, clinically led leadership model

Corporate impact assessment

Legal and regulatory impact	These are outlined within the report
Financial impact	As pertaining to sub-committee terms of reference
Patient experience/engagement	As pertaining to relevant sub-committee terms of reference
Risk and performance management	These are outlined within the report
NHS Constitution/equality and diversity/communication	Outlined within the report

Attachments:

Rules of Procedure v15.10 – Updated January 2021