**CoG SPEC 21/04 Annex 1 Terms of Reference**

**COUNCIL OF GOVERNORS’**

**STAFF & PATIENT ENGAGEMENT COMMITTEE**

**TERMS OF REFERENCE**

**Constitution**

The Staff and Patient Engagement Committee is a committee of the Council of Governors. It has no delegated power to make decisions on behalf of the Council.

**Purpose:**

The Committee is responsible to the Council of Governors for the following:

* Identify priorities for Council debate and engagement and make recommendations to the Council for its future agendas.
* At each meeting, consider:
* issues of Quality raised by Governors or their constituents to identify trends and themes;
* the Board assurance framework; and
* quarterly performance against the annual quality objectives and identified risk.

Use this information to inform the development of a draft of the Council commentary on the Trust’s Quality report to take to Council for agreement.

* Propose to Council a topic for the Governor Indicator for audit by external auditors.

**Frequency of Meetings:**

Meetings of the Committee will be held quarterly.

**Membership and attendance:**

The Committee will consist of six Governor members appointed every May for a one year period. Membership will be voluntary and based on skills and interest. Committee members will agree the Chairmanship of the Committee each year at their first meeting after appointment.

All governors will have the right to attend Committee meetings and participate in discussions. Only members of the Committee will have voting rights.

**Quorum:**

The Committee shall be quorate when at least four members are present. Virtual attendance at meetings is accepted.

**Support:**

The committee will be supported administratively by the Corporate Secretariat and receive professional advice from the Group Company Secretary.