

Report to:	Council of Governors	Agenda item:	8
Date of Meeting:	5 September 2017		

Title of Report:	Council of Governor working groups – Membership allocation
Status:	For Approval
Board Sponsor:	Brian Stables, Chairman
Author:	Roxy Poultney, Membership & Governance Manager
Appendices	None

1. Executive Summary of the Report

At the Council of Governors meeting in September 2016, the Council of Governors approved a draft procedure that had been modified to suit the needs of the RUH Council of Governors in enabling new Governors to become members of the established Committee and Working Groups.

As the Trust is now conducting its second constituency wide election, the Council of Governors needs to agree the process/procedure for managing the allocation of committee and working group membership and suggest any improvements that could be made for future application.

2. Recommendations (Note, Approve, Discuss etc.)

The Council of Governors is asked to:

- a) The Council of Governors is asked to review and approve the enclosed procedure to enable new Governors to join working groups.

3. Legal / Regulatory Implications (NHSLA / Value for Money Conclusion etc)

N/A

4. Risk (Threats or opportunities link to risk on register etc)

N/A

5. Resources Implications (Financial / staffing)

None

6. Equality and Diversity

None

7. References to previous reports

N/A

8. Freedom of Information

Public

Managing the allocation of Committee and Working Group membership

All members of the Council of Governors should have the opportunity to participate in the work of an existing committee or working group. It is important that a process is in place which facilitates the opportunity for Governors to make best use of their expertise in specific areas/groups whilst, at the same time and where possible, take into account their preference; recognising that some committees and groups will vary in popularity.

In discussion with the Chairman and Council of Governors last year, the following principles have been developed:

- The current membership composition (originally proposed by Governors) should be retained, so that each committee/group has a quota of public, staff and appointed Governors
- Governors should be able to self-nominate for membership of any committee/group
- Membership of a committee or working group should be flexible to take into account Governor commitments and time available.
- Membership changes should be documented throughout the year via the working group or committee update report to the Council of Governors.
- Newly elected Governors to be invited to attend at least two meetings of the established working groups.
- Governors to self-nominate themselves to sit on their preferred working group(s) and inform the Membership & Governance Manager of their choice.
- Confirmation of working group membership to be taken to Council of Governor meeting for approval.

The Council of Governors should always aim to be fair in the allocation of Governors to working groups. The Council of Governors should also ensure that there are no gaps created by Governors stepping down from a working group. In the event of a working group being undersubscribed a further discussion with the full Council of Governors would be required.

Recommendations

The Council of Governors is asked to review and approve the procedure above to enable new Governors to join working groups.

Author : Roxy Poultney, Membership & Governance Manager	Date: 23.08.17
Document Approved by: Brian Stables, Trust Chairman	Version: 1.0
Agenda Item: 8	Page 2 of 2