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**CoG 33/2019**

(Agenda item: 13)

**COUNCIL OF GOVERNORS**

**MEMBERSHIP AND INVOLVEMENT SUB-GROUP**

**TERMS OF REFERENCE**

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| **1.** | **PRINCIPAL OBJECTIVE** |
|  | * To oversee the implementation of the Oxford Health NHS Foundation Trust membership strategy so that the Governors are assured the membership development and engagement objectives are being addressed satisfactorily; * To ensure that membership is accessible: * To help governors fulfil their statutory obligation to be a representative of the communities they serve. |
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| **2.** | **MEMBERSHIP OF THE SUB-GROUP** |
| 2.1 | The positions of Chair and Vice Chair will be held by Governors, from the membership as below. |
| 2.2 | The membership of the Group will include:   * at least two Governors * the Senior Communications and Engagement officer (or substitute) * the Patient Involvement and Experience Lead * Secretarial support from the trust * the Chair of the Charity Committee (once per year only) * members of the trust |
| 2.3 | Other Governors and members from staff, public and patient constituencies to be co-opted and to report as agreed. |
| 2.4 | The membership of the Committee will be reported annually and any proposed changes presented to the Council of Governors as part of the committee’s annual report. |
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| **3.** | **QUORATE** |
|  | The Group will be quorate with the attendance of   * Chair or Vice Chair * the Community Involvement Manager or nominated deputy * the Communication and Engagement Manager or the Communication and Engagement Officer |
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| **4** | **ADMINISTRATION** |
| 4.1 | The agenda will be agreed with the Governor Chair.  Secretarial support will be provided by the trust. |
| 4.2 | Meetings will be called and conducted in accordance with the Trust’s Standing Orders. The notice period will be a minimum of ten days. Written reports are to be sent to members at least five clear days before the meeting wherever possible. |
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| **5** | **REPORTING RELATIONSHIPS** |
|  | * Council of Governors * The Board (via the Director of Corporate Affairs) |
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| **6** | **REVIEW DATE** |
|  | The Terms of Reference will be reviewed annually |
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| **7** | **FREQUENCY OF MEETINGS** |
| 7.1 | Meetings shall be held not less than four times per annum. |
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| **8** | **AREA OF ACTIVITY** |
| 8.1 | To review delivery against the membership engagement strategy. |
| 8.2 | To review membership engagement ensuring the component parts of the MIG are working together to increase and promote membership. |
| 8.3 | To review membership and identify different methods to encourage recruitment |
| 8.4 | To review issues relating to membership recruitment |
| 8.5 | To contribute to membership communications and Health Matters member events |
| 8.6 | To engage with our members and make membership meaningful. |
| 8.7 | To receive a report from the Charity Committee annually in order to receive feedback relating to charitable funding. |
| 8.8 | To recruit a representative and engaged membership |
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| **9.** | **REPORTING** |
| 9.1 | Minutes of the Committee’s meetings will be formally recorded and circulated to the members within ten working days and be reported upon formally at the following Council of Governors meeting. |
| 9.2 | The Chairperson of Group will submit an Annual Review of the work of the Committee to the Council of Governors which will include   * reports on frequency of meetings; * reports on members’ attendance with recommendation to address non-attendance or changes to membership; * business conducted by the Committee (cross referenced to its area of activity remit) and consideration of sub-committee(s) business. |
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| **10.** | **LIMITATIONS OF AUTHORITY** |
|  | For the avoidance of doubt, the Group shall not itself be responsible for undertaking any operational involvement in the Trust’s systems. Its responsibilities shall be limited to   * providing strategic guidance relevant to the standards stated * setting out recommendations for directors and managers of the Trust to undertake certain work * receiving reports (both verbal and written), considering such and reporting to the Council of Governors, thereafter. |