

ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST

**Public and Member Engagement Group
Terms of Reference**

Version:	1
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Public and Member Engagement Group

Terms of Reference

1. Accountability

- 1.1 The Public and Member Engagement Group is accountable to the Council of Governors (Council). The Group Chair or Vice Chair shall report to the Coordinating Committee and at each Council meeting.

2. Purpose

- 1.2 The group's overall purpose is to:
- ensure that the Council of Governors is meeting its duty to represent the interests of the members of the Trust and of the wider public.

Working with the Trust's communications and engagement team, this group will:

- Contribute to the development of the Trust's objectives and activity for public and membership engagement
- Provide a Governor perspective to the planning, implementation and evaluation of engagement activities and events
- Provide assurance to the wider Council of Governors on Governor involvement in engagement activity
- Advise the Trust on the support and tools Governors need to be effective representatives

3. Membership

- 3.1. Any Governor may become a member of the group by self-selection. If the membership of the group exceeds ten, a specific membership may be established at the discretion of the Chair of the group.
- 3.2. The Chair and Vice Chair of the group shall be elected/re-elected each year by the group at the second group meeting in the Governor year and may hold office for up to three years.
- 3.3. In the event of the Chair standing down during their time in office, the Vice Chair will act as Chair until the next routine round of elections. This period of acting Chair will not count as part of their three years.
- 3.4. Individual Governors or Trust staff may be co-opted for specific projects.

4. Duties and Responsibilities

- 3.1 The group shall promptly undertake tasks within their remit and regularly report progress to the Coordinating Committee and Council of Governors, either at meetings, including where appropriate development days, or by circulating papers.
- 3.2 The Group shall make whatever proposals to the CoG they deem appropriate, for CoG approval.

5. Frequency of Meetings

- 4.1 Meetings will be held as determined by the Group in order to facilitate its business, with a minimum of six meetings each Governor year (once every couple of months).
- 4.2 One meeting will be held within three months following the election of new Governors, which new Governors will be invited to attend.
- 4.2. Meetings may be held and papers circulated by electronic means.

6. Quorum

- 5.1 A quorum will consist of at least three people present, of which one should be either the Chair or the Vice Chair, and Governor attendance being at least equal to or greater than attendance from the communications and engagement team.

7. Procedures

- 6.1 The communications and engagement team will provide administrative support to the Public and Member Engagement Group.
- 6.2 Key decisions and actions only will be recorded. Draft action notes will be distributed to the Group normally within two weeks from the date of the meeting. These will be approved by the appropriate Group Chair and made available via e-mail.
- 6.3 Any member of the Council of Governors may raise an issue with the Group Chair, who will decide whether or not the issue shall be included in the Group's business. If an issue, submitted to the Chair of a Group, is not accepted, the individual may take the matter to the Lead Governor/Deputy Lead Governor, for the matter to be considered for inclusion. If the issue is accepted, the individual raising the issue shall be invited to attend the next Group meeting.

8. Review

- 7.1 A full assessment on the progress of the Public and Member Engagement Group will take place in March each year by the Council of Governors.