

TERMS OF REFERENCE OF CHAIRS' GROUP

Version Control

| Version | Date | Author/Comment |
|---------|----------|--|
| Vn 1 | 13/12/19 | MAB –approved by Board subject to Governance Committee review |
| Vn 2 | 08/04/20 | GS reformat/amends |
| Vn 3 | 07/05/20 | GS amends following Governance Committee review and Board Meeting 22/07/20 |

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OVERALL PURPOSE

1. The purpose of the Chairs' Group is to:
 - a. work with the Chair of Trustees in offering mutual support and advice, offering feedback from committees;
 - b. be consulted by the Chair on board meeting agenda items;
 - c. make decisions about membership of committees and advisory groups;
 - d. oversee arrangements for reviews of the board's effectiveness;
 - e. review annually committee work plans;
 - f. oversee the recruitment of Trustees and make recommendations for Trustee appointments to the Board

MEMBERSHIP

2. The Chairs' Group will comprise the following:
 - a. Chair of the Trust Board
 - b. Vice-Chair of the Trust Board
 - c. Chair of the Education and Standards Committee
 - d. Chair of the Finances and Estates Committee
 - e. Chair of the Audit and Risk Committee
 - f. Chair of the HR Committee
 - g. Chair of the Governance Committee

The Chief Executive and the Chief Operating Officer will normally be in attendance when the Chairs' Group meets.

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CONSTITUTION

1. The Chairs' Group will normally meet before routine Trust Board meetings, as necessary, but will meet at least twice each year.
2. The Chair will report to the Board of Trustees on the Group's proceedings after each meeting. The terms of reference will be reviewed at least every two years.