



YAS FORUM TERMS OF REFERENCE

1. PURPOSE

- 1.1 The purpose of the *YAS Forum* [the Forum], as an elected Membership body formed outside the legislative framework of the NHS Act 2006 as amended by the Health & Social Care Act 2012 [the Act], is to assist the Trust to shape and develop its service provision in an open, transparent and accountable manner. The Forum will meet quarterly.

2. RELATIONSHIPS

- 2.1 The Forum is accountable to the Membership which elected it.
- 2.2 The Forum will be guided in its role primarily by the Trust Chairman supported by the Director of Corporate Affairs & Trust Secretary and the Membership Officer. The Head of Stakeholder Engagement will also have a key role in supporting the Forum's agenda.
- 2.3 The Forum will seek the views of Executive Directors and other internal and external stakeholders as required.
- 2.4 The group reports to the Trust Board through the Trust Chairman.
- 2.5 The group may, with the support of the Trust Chairman, establish work streams to support the delivery of its agenda.

3. MEMBERSHIP

- 3.1 Membership of the Committee shall comprise:-
- Trust Chairman – **Chairman of YAS Forum** (Deputised by **YAS Deputy Chairman**)
 - Senior Independent Director

- **13 Public Governors** (representing Public Members)
- **4 Staff Governors** (representing Staff Members)
- **5 Appointed Partner Governors** (e.g. hospitals, Forums)
- Director of Corporate Affairs & Trust Secretary
- YAS Membership Officer

3.2 Other personnel may be invited to attend as necessary to support the discussion of specific agenda items.

4. AUTHORITY

4.1 The YAS Forum has authority to make decisions in line with its Terms of Reference.

4.2 The YAS Forum reports to the Trust Board through the Trust Chairman.

5. RESPONSIBILITIES

- a) To represent the interests of YAS Membership, the Public, staff and partner organisations and feedback information about the Trust to these groups;
- b) Individually and collectively champion the Trust's vision and values;
- c) Attend quarterly YAS Forum meetings, the Trust's Annual Members' meeting and special events as appropriate;
- d) Receive appropriate training, development and support in their role;
- e) Inform and provide insight to the development of Trust plans and strategies, through engagement with YAS Membership, the Public, staff and partner organisations including Local Healthwatch, special interest groups; etc
- f) Advise and support the Trust Board in ensuring that YAS provides a high quality patient experience for all service users;

- g) Comment on the Trust's Annual Report, Quality Accounts and Financial Summary;
- h) Engage in the development and implementation of the Membership Strategy, including effective two-way engagement and communication with YAS Members;
- i) Support the Trust in growing its Membership;
- j) Represent the interests of YAS Members and partner organisations in the local community;
- k) Attend quarterly meetings, held at different locations in Yorkshire and the Humber to allow accessibility to Members;
- l) Ensure that the Members' Office has authorised all engagements/activities relating to the Trust;
- m) Contribute to the on-going development of YAS Forum's training and development programme in light of their experience;
- n) Volunteer to be involved in specific projects;
- o) Attend a minimum of one annual one-to-one meeting with the Chairman;
- p) Abide by the NHS FT Code of Governance;
- q) Abide by the (YAS Forum) Code of Conduct;
- r) Claim reasonable expenses in line with Trust Policy, in connection with activities authorised by the Corporate Affairs office.

6. TERMS OF OFFICE

- 6.1 Members of The Forum will each be appointed for a fixed term of office, of up to 2 years, *or* earlier should an election be completed for the YAS Council of Governors (under the Act).

7. ATTENDANCE

- 7.1 The members of the group are expected to attend each meeting unless prior agreement is obtained from the Chairman.
- 7.2 A quorum shall be six members.

7.3 Forum members are encouraged to attend YAS Trust Board meetings held in Public on a bi-monthly basis particularly those held in their own locality.

8. REPORTING

8.1 The Chairman will provide a summary report of each meeting of YAS Forum to the Trust Board meeting held in Public.

8.2 Reports will also be provided to the Trust Executive Group and Senior Management Group by the Director of Corporate Affairs & Trust Secretary as required.

9. ADMINISTRATION

9.1 The Corporate Affairs Department will support the administrative function of the group, including:

- Agreement of the Agenda with the Chairman with input from attendees.
- Ensure support for note taking and for tracking of actions and issues to be taken forward.

10. FREQUENCY

10.1 The YAS Forum will meet quarterly at Trust Headquarters or other locations.

10.2 Additional meetings will be convened by the Chairman as necessary.

11. MONITORING AND REVIEW

11.1 The YAS Forum will review its compliance with these Terms of Reference through its annual report to the Trust Board, through the Chairman.

11.2 The Terms of Reference of the group shall be reviewed by the Forum, supported by the Director of Corporate Affairs and Trust Secretary, and submitted for approval by the Trust Board annually.

Author: Anne Allen
Director of Corporate Affairs & Trust Secretary, January 2014