



MEETING TITLE Trust Board		MEETING DATE 28/7/2015	
TITLE of PAPER	For Approval: YAS Forum Terms of Reference	PAPER REF	5.8
STRATEGIC OBJECTIVE	Provide services which recognise the needs of the individual and local communities and exceed patient and Commissioner's expectations		
PURPOSE OF THE PAPER	That the Trust Board: i approves the YAS Forum Terms of Reference; and ii approves the proposed extension to Members' tenure.		
For Approval	<input checked="" type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD	Anne Allen, Trust Secretary	ACCOUNTABLE DIRECTOR	Rod Barnes, Chief Executive
DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper): YAS Forum TOR approved January 2014; implemented at YF inaugural meeting July 2014; therefore review at 12 months post-meeting.			
PREVIOUSLY AGREED AT:	Committee/Group: Trust Board	Date: January 2014	
RECOMMENDATION	That the Trust Board: i approves the YAS Forum Terms of Reference; and ii approves the proposed extension to Members' tenure.		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Legal implications/Regulatory requirements If 'Yes' – expand in Section 2. / attached paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equality and Diversity Implications If 'Yes' – please attach to the back of this paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE		
Care Quality Commission Choose a DOMAIN	All	
Monitor Quality Governance Framework Choose a DOMAIN	1: Ensuring required standards are achieved	

For Approval: YAS Forum Terms of Reference

1. PURPOSE/AIM

That the Trust Board:

- i approves the YAS Forum Terms of Reference; and
- ii approves the proposed extension to Members' tenure.

2. BACKGROUND/CONTEXT

2.1 The Trust Board approved the YAS Forum Terms of Reference in January 2014, with an annual review thereafter. However as the Terms of Reference were not implemented until the YAS Forum Inaugural Meeting on 8 July 2014, it is appropriate that a review is being actioned now.

2.2 Effectiveness of the Terms of Reference

The YAS Forum Terms of Reference have been effectively delivered during the past year including generally good attendance at each meeting. Members have demonstrated visible commitment to improving public engagement amongst YAS' Membership and the wider public, in particular by championing the Trust's vision and values at Membership engagement events, and their work with Fern Media Ltd to produce a video toolkit for internal and external promotion of YAS' services.

2.3 At the last meeting of the Forum, on 14 July, the Trust Chairman raised for discussion and feedback the issue of tenure of Members.

YAS Trust Board originally set membership of the Forum for a two year tenure, or shorter if we become a Foundation Trust (FT) as, at the time, the indications were YAS would be an FT in that timescale.

The external environment has changed and it is unlikely that YAS will be authorised as a FT in the next 18 months or so.

Rather than go out to Election of new Forum members (at the end of the original 2 year time period, i.e. July 2016) the Chairman proposed to YAS Forum that the Members' tenure will be **extended by 12 months** for those members wishing to stay on, and thus only run elections for vacant posts which carries a cost to the Trust.

The Forum members were supportive of this approach.

3. PROPOSALS/NEXT STEPS

The proposal is not to make any changes to the current Terms of Reference and to review the document in July 2016, or earlier if FT authorisation is pending.

4. RISK ASSESSMENT

The Trust risks failing to be compliant with the YAS Forum Terms Reference if they are not reviewed annually.

5. RECOMMENDATIONS

That the Trust Board:

- i approves the YAS Forum Terms of Reference; and
- ii approves the proposed extension to Members' tenure.

6. APPENDICES/BACKGROUND INFORMATION

Appendix 1 – YAS Forum Terms of Reference