



# Yorkshire Ambulance Service

NHS Trust

*An Aspirant Foundation Trust*

## 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.
- 1.2 When the Trust is in a position to call Elections for a (Shadow) Council of Governors, YAS Forum will be dissolved (see also: **4. Authority**, 4.4 – 4.5).

### 2. RELATIONSHIPS

- 2.1 The Forum is accountable to the Membership which elected it.
- 2.2 The Forum is guided in its role primarily by the Trust Chairman supported by the Trust Secretary and the Membership Manager.
- 2.3 The Forum will seek the views of Trust Directors (Executive and Non-Executive) and other internal and external stakeholders as required.
- 2.4 The Forum reports to the Trust Board through the Trust Chairman.

2.5 The Forum 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 Forum shall comprise:-

- Trust Chairman – **Chairman of YAS Forum**  
- **Deputised by YAS Deputy Chairman**
- **13 Public Members** (representing YAS Public Members)
- **4 Staff Members** (representing YAS Staff Members)
- **5 Appointed Forum Members** (representing external stakeholders).

3.2 Those in attendance at the Forum include:

- Senior Independent Director
- Trust Secretary
- Membership Manager.

3.3 Executive Directors and Non-Executive Directors (through the Chairman) may be invited to attend the Forum to support the discussion of specific agenda items or assist with delivery of the Forum's work plans.

### 4. AUTHORITY

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

4.2 The Terms of Reference of the Forum shall be reviewed by the Forum, supported by the Trust Secretary, and submitted for approval by the Trust Board annually.

4.3 The Forum reports to the Trust Board through the Trust Chairman.

- 4.4 When the Trust is in a position to call an Election for a (Shadow) Council of Governors, the Forum will be dissolved and new elections held for Public and Staff representatives on the Council of Governors.
- 4.5 Forum Members have no grandparent rights; a term(s) of office as a Forum Member will not count towards time in office on a future YAS Council of Governors.
- 4.6 On dissolution of the Forum, the host organisation of each of the Trust's Appointed Forum Members will be contacted to confirm their nomination to a future Council of Governors.

## **5. RESPONSIBILITIES**

- 5.1 The responsibilities of the Forum include:
- 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 Forum meetings, which may be held at locations in Yorkshire and the Humber including Trust Headquarters; 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 strategies and plans, 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) Engage in the development of The Constitution for the benefit of the Membership;

- h) Comment on the Trust's Annual Report, Quality Accounts and Financial Summary;
- i) Engage in the development and implementation of the Membership Strategy, including effective two-way engagement and communication with YAS Members;
- j) Support the Trust in growing its Membership;
- k) Ensure that the Membership Office has authorised all engagements / activities relating to the Trust;
- l) Contribute to the on-going development of the Forum's training and development programme in light of their experience;
- m) Volunteer to be involved in specific projects;
- n) Attend a minimum of one annual one-to-one meeting with the Chairman;
- o) Abide by the NHS FT Code of Governance;
- p) Abide by the YAS Forum Code of Conduct;
- q) 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 called for the YAS (Shadow) Council of Governors (under the Act).
- 6.2 When an election for a Council of Governors is called, the Forum will be dissolved.
- 6.3 YAS Forum Members have no grandparent rights; a term(s) of office as a YAS Forum Member will not count towards time in office on a future YAS Council of Governors.

- 6.4 On dissolution of the Forum, the host organisation of each of the Trust's Appointed Forum Members will be contacted to confirm their nomination to a future Council of Governors.

**7. ATTENDANCE**

- 7.1 The members of the Forum are expected to attend each Forum meeting unless prior agreement is obtained from the Chairman.
- 7.2 A viable meeting of the Forum, in order to be representative of the Trust's Membership, should consist of no less than six members.
- 7.3 Forum members are encouraged to attend Trust Board meetings held in Public on a bi-monthly basis particularly those in their own locality.

**8. REPORTING**

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

**9. ADMINISTRATION**

- 9.1 The Trust Secretary will support the administrative function of the Forum, including:
- Agreement of the Agenda with the Chairman with input from Forum Members.
  - Ensure support for note taking and for tracking of actions and issues to be taken forward.

**10. FREQUENCY**

10.1 The Forum will meet quarterly at locations in Yorkshire and the Humber including Trust Headquarters.

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

**11. MONITORING AND REVIEW**

11.1 The 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 Forum shall be reviewed by the Forum, supported by the Trust Secretary, and submitted for approval by the Trust Board annually.

**Author: Anne Allen**                      **Trust Secretary**  
**Date of This Review:**                      **January 2014**  
**Approved by:**                                **Trust Board, 28 January 2014**  
**Implemented**                                 **YAS Forum (Inaugural Meeting) May 2014**  
**Date of Next Review:**                      **May 2015**