



TERMS OF REFERENCE - BUSINESS COMMITTEE

Name of responsible party	Carol Collins, Head of Business Support
Date policy was equality screened	9 February 2023
Date approved by PCC EMT	26 April 2023
Date approved by PCC Business Committee	2 May 2023
Date approved by Council	9 May 2023
Date to be reviewed	May 2024

The content of this document should be read in conjunction with any COVID-19 guidance and other PCC policies and procedures. For further information contact the Head of Development and Corporate Services on 028 9536 2548.

Patient and Client Council: Business Committee

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1 Constitution

The Council has established a Committee of the Council to be known as the Business Committee ('the Committee'). The Committee is a non-executive Committee of the Council and has no executive powers, other than those specifically delegated in these Terms of Reference.

The Terms of Reference will be approved by the Council and recorded in the Council minutes.

Committee meetings shall be conducted formally and a report made to the Council at its next meeting. Agenda and briefing papers shall be prepared and circulated in sufficient time for members to give them due consideration.

2 Membership of the Committee

The Committee shall comprise of a minimum of 3 Council Members. The quorum for meetings of the Committee shall be two members.

The membership of the Committee agreed by the Council in April 2023 is:

<u>Chair</u>	Alan Hanna
<u>Members</u>	Paul Douglas

Membership may be reviewed periodically by the Council, however the term of office for members is expected to be up to 4 years with the option to renew for a second term of up to 4 years. The Committee Chair will serve for an initial period of one year or as long as he/she is a member of the Council, whichever is shorter.

The Committee has the ability to co-opt members for a period of less than one year to provide specialist skills that enhance the effectiveness of the Committee.

The Chair of the Council shall not be a member of the Business Committee although he or she may be invited to attend meetings that are discussing issues pertinent to the whole Council.

Council can approve the co-option of additional members to the Business Committee.

3 Attendance and Secretariat

Only the members of the Committee and Head of Business Support and Head of Operations shall attend the meetings as a matter of course. Other Executive and Non-Executive Board members and officers may be invited to attend as required. The Chief Executive of the Patient and Client Council should attend at least one Business Committee meeting per year.

The Committee has the right to request the attendance of any member of the Patient and Client Council staff should a relevant issue arise.

The Council Executive Assistant shall be Secretary to the Committee and shall attend to take minutes of the meeting and provide appropriate support to the Chair and committee members.

Committee members will attend regularly and contributes to the work of the Business Committee; set aside sufficient time to read the meeting papers in advance of the meeting.

4 Frequency of Meetings

Meetings shall be held quarterly up to at least four times per year. Agendas and briefing papers shall be prepared and circulated in sufficient time for members to give them due consideration. Further meetings may be arranged at the discretion of the Committee Chair as necessary.

5 Authority

The Committee is constituted as a Committee of Council to act with independence. The terms of reference of the Committee are to be approved by Council and recorded in Council minutes. The Committee is authorised by the Council to investigate any activity within its terms of reference. The Committee Chair is authorised to seek any information required from any employee and all employees are directed to co-operate with any request made by the Committee.

6 Terms of Reference

The Terms of Reference will be kept under review in light of any emerging or changing accountability arrangements for the Patient and Client Council.

The Committee will:

- Scrutinise the Patient and Client Council's handling of complaints, FOIs and other administrative matters;
- Seek assurance and advise the Council on the management of serious adverse incidents;

- Review reports on Human Resources and Corporate Services matters including Health and Safety and safeguarding; and highlight the key areas to the Council;
- Keep under review the organisation's performance in relation to delivery through the Business and Operational Plans;
- Monitor the implementation of major change projects in the Patient and Client Council as delegated by and on behalf of the Council;
- Provide assurance to and advise the Council on the organisational process for Information Management;
- Scrutinise the policies and procedures for all work related to Information Management on behalf of the Council.

The Chair of the Council may use their discretion to refer any relevant matter to the Committee.

7 Reporting

The minutes of the Business Committee meetings shall be formally recorded by the Secretary and submitted to the Council. The Chair of the Committee shall report to the full Council on the work of the Committee.

8 Review of Effectiveness

The Business Committee will, on an annual basis, review its effectiveness using an appropriate assessment methodology.