

<b>Meeting Title</b>	Mid and South Essex Acute Trust Board Meetings in Common (session in public)		
<b>Meeting Date</b>	12 June 2019	<b>Agenda No</b>	<b>16b</b>
<b>Report Title</b>	Committees in Common Terms of Reference		
<b>Lead Directors</b>	Committees in Common Chairs		
<b>Report Author</b>	Brinda Sittapah, Company Secretary, SUHT Angus Wyatt, Deputy Corporate Secretary, BTUH		
<b>Action Required</b>	Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Monitoring		
<b>Background / Context</b>	<p>Since January 2019, the finance and performance, and quality committees have been meeting in common, replacing the separate quality and finance committees. In addition, the people and organisational development committees was established in January 2019, meeting bi-monthly. The remuneration and nominations (RemNom) committees have also met in common since early 2017.</p> <p>This paper proposes a review of the terms of reference for each of these Committees. The attached have been approved by the relevant committees in common in recent months.</p>		
<b>Timescale for Benefits to be Realised</b>	<p>The committees in common model commenced in January 2019; the Oversight Committee is considering the opportunity for the Audit Committees to meet in common from September 2019. In the event that the Oversight Committee approves this proposal, its revised terms of reference will be presented to the next meeting of the Boards in Common for formal approval.</p> <p>The RemNom committees in common terms of reference will also be presented to the next Boards in common meeting, following their review by the RemNoms in Common.</p>		
<b>Assessment of Implications</b>			
<b>Financial</b>	<p>Does this proposal have <u>revenue</u> (recurrent or non-recurrent) implications for the Trusts? <b>No</b></p> <p>Does this proposal have <u>capital</u> (recurrent or non-recurrent) implications for the Trusts? <b>No</b></p> <p>If yes, can these implications be <u>fully</u> covered by existing budgets? Yes/No <b>N/A</b></p>		
<b>Risk</b>	A smooth transition to a committees in common model supplemented by site governance forums mitigates the risks of ineffective governance due to duplication of business or lack of granularity in the scrutiny of performance.		

<b>Equality and Diversity</b>	This proposal has been subject to an equality analysis and there are no implications for groups with protected characteristics
<b>Freedom of Information</b>	No exemptions apply
<b>Other Implications Identified (including patient safety and quality, legal and regulatory compliance)</b>	Demonstrating a well-planned and staged approach to governance integration will be a key factor in gaining approval from NHSI for the proposed merger in due course.
<b>Recommendation</b>	<p>The Boards of MEHT, SUHT and BTUH are invited to:</p> <p>Review and approve the terms of reference for the finance and performance committees in common, the quality committees in common, and the people and organisational development committees in common.</p>
<b>Appendices</b>	The terms of reference for the finance and performance committees in common, the people and organisational development committees in common and the quality committees in common