

## COUNCIL OF GOVERNORS' MEETING

10 NOVEMBER 2016

Paper Title:	Membership Development Working Group - Terms of Reference
Lead Director:	Paul Hogg, Trust Secretary
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	12
Presented For:	For approval

### PURPOSE OF THIS PAPER:

To approve amendments to the Council of Governors' Membership Development Working Group terms of reference.

### EXECUTIVE SUMMARY:

At the Council of Governors meeting on 11 August 2016, Governors agreed changes to the Trust's constitution. One of those changes related to the title of the Membership Development Committee. It was agreed, following legal advice received, that the title of that body should change to the Membership Development Working Group.

The terms of reference, attached at Annex A, have, therefore been modified to reflect this requirement. They also propose three other changes as highlighted in track changes. Namely, these are:

- To reduce the minimum membership numbers to five rather than six. This does not prevent more people joining the Working Group but it allows a lower number of members should the membership reduce in future years;
- To reflect the fact that archived minutes and papers are available from the Membership office rather than via the intranet; and
- To reduce the frequency of meetings to a minimum of two per year as this reflects the requirement in the Membership Strategy for the Working Group to consider the membership representativeness on a twice yearly basis. However, this does not prevent further meetings from taking place should the Working Group require these.

The Membership Development Working Group agreed the above changes at its meeting on 11 October 2016 and agreed to forward these to the Council of Governors for formal approval.

Additionally, Mahfouz Khan (Chair of the Working Group) has informed the Group that he is no longer able to continue to chair the meetings due to work commitments. Nick Smith will, therefore, Chair future meetings of the Group and Ann Smith will continue in her role as Deputy Chair.

**RECOMMENDATIONS:**

That the Council of Governors:

- Approves the proposed changes to the Membership Development Working Group terms of reference; and
- Notes the change of Working Group Chair.