

COUNCIL OF GOVERNORS' MEETING

10 NOVEMBER 2016

Paper Title:	Governance Manual
Section:	Public
Lead Director:	Paul Hogg, Trust Secretary
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	13
Presented For:	Approval

1. Purpose

The purpose of this paper is to obtain Council of Governor approval to the Trust's Governance manual.

2. Executive Summary

Paragraph 5.3 of the Council of Governors' Standing Orders (which are appended to the Constitution) states:

"Governance Manual – The Trust shall produce a Governance Manual which shall provide details of the working groups that have been appointed by the Council (including the terms of reference and membership of each working group). The Governance Manual shall also include the Code of Conduct for Governors, details of the matters that the Board has, for the time being, reserved for itself and/or delegated to Committees of the Board and/or delegated to the Chief Executive and executive Directors of the Trust and the Trust's Standing Financial Instructions. The Governance Manual shall be reviewed at least annually by the Council and, if necessary, any provisions relating to the terms of reference and membership of each working group of the Council, may be amended".

In addition to the above items, the Governance manual also contains the terms of reference of Council of Governor and Board Committees as these are key governance documents.

Governors have had sight of some of these items through induction or meetings of the Governors.

The Governance Manual is attached at Annex A.

3. Recommendations:

That the Council of Governors':

- Approves the Governance manual; and
- Notes the Governance manual also requires the approval of Trust Board.