

TRUST BOARD MEETING

24 NOVEMBER 2016

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| Paper Title: | Governance Manual |
| Section: | Public |
| Lead Director: | Paul Hogg, Trust Secretary |
| Paper Author: | Stella Jackson, Deputy Trust Secretary |
| Agenda Item: | 14 |
| Presented For: | Approval |

1. Purpose

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

2. Executive Summary

Paragraph 5.8 of the Standing Orders for the Board of Directors (appended to the Constitution) states:

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

Governors are also required to approve the Governance Manual and this approval was given at the Council of Governors meeting on 10 November 2016.

The Governance Manual is attached at Annex A.

3. Recommendations:

That Trust Board:

- Approves the Governance manual; and
- Notes the Governance manual has also been approved by the Council of Governors.