TERMS OF REFERENCE OF CHAIRS' GROUP

Version Control

Version	Date	Author/Comment
Vn 1	13/12/19	MAB –approved by Board subject to Governance Committee review
Vn 2	08/04/20	GS reformat/amends
Vn 3	07/05/20	GS amends following Governance Committee review and Board Meeting 22/07/20
Vn4	7/3/24	Clerk amends following closing of Governance Committee, and clarity around TOR reviews
Vn 5	19/11/25	Updates to job titles, addition of quorum and addition of oversight of governance. Approved 5.12.25

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OVERALL PURPOSE

1. The purpose of the Chairs' Group is to:

    a. work with the Chair of Trustees in offering mutual support and advice, offering feedback from committees;
    b. be consulted by the Chair on board meeting agenda items;
    c. make decisions about membership of committees and advisory groups and review at least annually (Article 101);
    d. oversee arrangements for reviews of the board's effectiveness;
    e. review and approve committee work plans, committee terms of reference (with the exception of Chairs' Group and LGC), and evaluations annually, and the Policy schedule as required ;
    f. review annually the trust board skills audit
    g. oversee the recruitment and induction of Trustees, and the Clerk to the Board and make recommendations for Trustee and Clerk appointments to the Board
    h. oversee arrangements for Local Governance
    i. oversee and advise on trust board and committee procedures, as required.

MEMBERSHIP

2. The Chairs' Group will comprise the following:

    a. Chair of the Trust Board
    b. Vice-Chair of the Trust Board
    c. Chair of the Education and Standards Committee
    d. Chair of the Finances and Estates Committee

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e. Chair of the Audit and Risk Committee
f. Chair of the People Committee

The Chief Executive Officer, Chief Operating Officer and Chief People Officer will normally be in attendance when the Chairs' Group meets.

The committee will be supported by the trust Governance Professional.

CONSTITUTION

1. The Chairs' Group will normally meet before regular scheduled Trust Board meetings, as necessary, but will meet at least twice each year.

2. The Chair will report to the Board of Trustees on the Group's proceedings after each meeting. The terms of reference will be reviewed at least annually (Article 101).

3. The quorum for any meeting of the Chairs' Group is three trustees, to include either the Chair or Vice Chair.