**Terms of Reference**

**Title**

Version: **1.1**

Terms of Reference approved by:

Date approved:

Author:

Responsible directorate:

Review date:

**WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST**

**Title**

**Terms of Reference**

1. **Introduction**
2. **Role of the group**
3. **Membership**

 In attendance:

**3 Arrangements for the conduct of business**

3.1Chairing the meetings

3.2Quorum

3.3Frequency of meetings

3.4Frequency of attendance by members

3.5Declaration of interests

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the subject under consideration has been completed. If it is the Chair has declared an interest, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will withdraw and ……. will chair the meeting until the subject under consideration has been completed. All declarations of interest will be minuted.

3.6Urgent matters arising between meetings

If there is a need for an emergency meeting, the Chair will call one in liaison with the …….

3.7Secretariat support

Secretarial support will be through …...

3.8 Agendas and minutes

The agenda and papers for meetings, including minutes of the last meeting, will be distributed electronically at least two days before each meeting. The minutes will be an accurate record of the meeting which capture the discussions that take place. The final version will then be circulated once approved by the Chair.

The action log will be updated within 24 hours of each meeting and circulated to Members.

**4 Authority**

The group is authorised by:

**5 Purpose and Functions**

5.1Purpose

The purpose of the ….. is to deliver

5.2Duties

In discharging the purpose above, the specific duties of the …. group are to:

**6. Relationships and reporting**

The group reports to:

*

Reporting will take place through each Trust’s normal governance arrangements

**7 Review of the Terms of Reference**

These terms of reference will be reviewed by ….date, or earlier if deemed appropriate by the Chair.

**date**