

## Engagement and Inclusion Committee

### TERMS OF REFERENCE

#### 1. Constitution

The Engagement and Inclusion Committee is a formal committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference. The Committee is accountable to the Trust Board.

#### 2. Purpose

The Committee is responsible for providing assurances to the Trust Board on all aspects of community engagement and diversity and inclusion, and the delivery of Alongside Communities – the Solent approach to engagement and inclusion.

#### 3. Duties

The Committee is the primary Board committee for community engagement and diversity and inclusion. It is chaired by a Non-Executive Director of the Board.

The duties of the Committee will be to:

- Provide support, leadership, advice and guidance to Trust teams, embedding a culture of engagement and inclusion in the development, design, delivery, monitoring and improving of all services.
- Provide an accessible and inclusive forum for members of our local community to be actively involved in decision making related to engagement and inclusion.
- Provide assurance to the Trust Board through receipt and scrutiny of reports. Related to community engagement and diversity and inclusion. This will include but is not exclusive to strategy implementation progress, workforce related standards, Public Sector Duty requirements, Equality Delivery Scheme 2.
- Act an expert resource to support and guide the development of organisational and service specific strategies and plans, to ensure a focus on local people being involved in everything we do.
- Actively seek, consider and disseminate best practice, policy and research evidence related to engagement and inclusion.
- Ensure the Trusts meet its obligations and duties under equality and human rights legislation as an employer by working collaboratively with the People and Organisational Development Committee.

The Committee will be supported in executing its responsibilities through the Community Engagement and Inclusion Group which will be supported by delivery forums.

#### **4. Membership**

Members of the Committee will be appointed by the Board and will include

- Chair – Non-executive Director
- Healthwatch Portsmouth, Southampton, Hampshire and the IOW
- Chief Nurse
- Director of Strategy and Partnerships
- Associate Director – Community Engagement and Experience
- Associate Director – Diversity and Inclusion
- Associate Director – Research and Improvement
- Programme Director – Leadership and Engagement, People and OD Services
- Workstream Leads  
Framework Lead
- Service Line Representatives
- Head of Communications

If any member is unable to attend a meeting, they are to designate another suitable officer to attend as an alternate in their place. Members are expected to attend at least 75% of meetings annually. An annual register of attendance of members will be published by the Committee.

Other organisational managers and colleagues invited to attend meetings for specific agenda items or when issues relevant to their area of responsibility are to be discussed.

#### **5. Chair**

The Committee will be chaired by a Non-Executive Director. In the absence of the Chair, the Chief Nurse will chair.

#### **6. Secretary**

The administration of the meeting shall be supported by the PA to the Chief Nurse or alternative member of Business Support who will arrange to take minutes of the meeting and provide appropriate support to the Chair and committee members.

The agenda and any working papers shall be circulated to members five working days before the date of the meeting.

#### **7. Quorum**

A quorum shall be at least four members, which must include:

- the NED Chair and / or Chief Nurse
- Associate Director of Community Engagement and Experience

#### **8. Frequency**

The Committee will meet quarterly.

#### **9. Notice of meetings**

Meetings shall be summoned by the secretary of the Committee at the request of the Chair.

## **10. Minutes of meetings**

The minutes of Committee meetings shall be formally recorded and will be shared with the members following agreement by the Chair.

## **11. Authority**

The Committee shall be accountable to the Trust Board. The committee is authorised to:

- To seek any information it requires from any employee of the Trust in order to perform its duties
- To call any employee to attend a meeting as and when required
- Seek external expertise where required

## **12 Reporting**

- The Chair of the Committee shall report key messages to the Board after each meeting and provide a report on assurances received, escalating any concerns where necessary.
- The Committee will review effectiveness annually as well as preparing an annual report and future work plan for the Board that will demonstrate the Committee's discharge of its duties. This report should be produced as required according to the Board's Annual Work Plan.

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