

**Standing Orders Update**  
**Minor amends to Committee Terms of Reference**  
**(review from Committee Annual Reporting process)**

**Public Board**

**31 June 2025**

<b>Presented for:</b>	Approval
<b>Presented by:</b>	Jo Bray, Company Secretary
<b>Author:</b>	Jo Bray, Company Secretary
<b>Previous Committees:</b>	None

<b>Our Annual Commitments for 2025/26 are:</b>	
Recognise and act upon moments that matter to our patients	✓
Support our patients to get home a day sooner	✓
Be in the top 25% for patient experience and efficiency in outpatients	✓
Support each other to act with kindness and compassion	✓
Reduce our carbon footprint by creating greener patient pathways	✓
Support our staff to manage every £ wisely	✓
Make best use of our estate, equipment and digital assets	✓

<b>Trust Risks (Type &amp; Category)</b>				
<b>Level 1 Risk</b>		<b>Level 2 Risks</b>	<b>(Risk Appetite Scale)</b>	<b>Risk</b>
Workforce Risk				
Operational Risk				
Clinical Risk				
Financial Risk				
External Risk		<b>Legal &amp; Governance</b> We will operate the Trust in compliance with the law and UK Corporate Governance Code, where applicable.	Averse	↔ (same)

		<b>Regulatory Risk</b> We will comply with or exceed all regulations, retain its CQC registration and always operate within the law.		
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<b>Key points</b>	
The Board is asked, to approve the changes to the Terms of Reference of Board Committees, which are cited in Standing Orders.	Approval

### 1. Summary and Background

Standing Orders and Standing Financial Instructions along with the Scheme of Delegation are the rules and governance framework that underpin the Board and its Assurance Committee structures. For transparency any updates are presented in the Public Board for approval.

### 2. Proposal

The Trust Chair, Linda Pollard, Chris Schofield and Jane Nixon will no longer be members of the Board, as at 1 August 2025. Therefore, the associate Terms of Reference for Committee membership will be updated in Standing Orders.

There is a standard paragraph within the Terms of Reference for each of the Assurance Committees of the Board, stating that Non-Executive NEDs cannot send deputies to Committees;

The Membership shall be disclosed in the Annual Report and shall be a minimum of three independent Non-Executive Directors of the Board. At least one of the members shall have recent and relevant HR experience. **There shall be no deputies allowed in the absence of a member attending.** Any member of the Committee who is able to speak and be heard by each of the other members shall be deemed to be present in person and shall count towards the quorum. The Members shall be

In light of Non-Executive Director (NED) recruitment, and delays to appointments from NHS England, the Trust has been unable to populate the R&I and Workforce Committees in July with regular NED members, however there was consistency of the respective Committee Chairs. Therefore, any actions that were taken within these meetings, are asked to be full endorsed by the Board and highlighted within the Committee Chairs report and cited within the Board minutes.

### 3. Financial Implications

N/A

### 4. Risk

The changes set out will support and maintain the Boards averse risk tolerance for legal & governance and regulatory risk appetite.

### 5. Communication and Involvement

Standing Orders are held on Sharepoint and can be accessed by all staff via the intranet.

**6. Equality Analysis**

There are no equality issues to raise. Standing Orders are applicable to all staff.

**7. Improving Health Equity**

The Trust is committed to Improving Health Equity meaning reducing the unfair and avoidable differences in health some groups experience, the work of the Board and our Committees aims to support the Trust's commitment.

**8. Publication Under Freedom of Information Act**

This paper has been made available under the Freedom of Information Act 2000.

**9. Recommendation**

The Board is asked to approve to the minor membership amendments as set out above, to the Terms of Reference, as cited within Standing Orders.

**Jo Bray,**  
**Company Secretary**  
**10 May 2025**