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To: Council of Governors

07 September 2017

Dear Governor

**Expression of Interest in Serving as Observers on Board Committees**

Following the last Council of Governors meetings at which the changes were approved to enable Governors to focus on the two key purposes of the Council of Governors:

- To hold the non-executive directors to account for the performance of the Board; and
- To engage with members and constituents to ensure there is two way communications with members and members of the public.

In order to support the governors to hold the non-executive directors to account, it was agreed that there would be two observers on each of the Board's Committees, namely:

- Audit and Assurance Committee;
- Quality Committee;
- Workforce and Organisational Development Committee;
- Finance Committee.

Although observers would not be members of the committees, nor expected to contribute to discussions they would be expected to attend all Committee meetings (draft schedule attached) and to feedback their views at each Council of Governors meeting following the report from the chair of the Committee to the Council. In addition, observers would:

- Meet with the chair twice a year to discuss the Committee and raise any queries or issues about the way the Committee operates and to highlight any examples of good practice which could be shared with other Committees
- Provide input to the Chair to be taken into account in the annual appraisal of the Committee chairs;
- Where the observer has any major issues these should, in the first instance, be raised with the Committee chair if the concerns are not resolved to then raise them with the lead Governor.

If you would like to put yourself forward as an observer please do so by 15<sup>th</sup> September 2017 by sending a letter outlining why you would like to be an observer and what you would bring to the role. If there are more than two candidates for any committee, the Chair and Lead Governor will agree who will be appointed. One observer will be appointed for one year and one for two years, both renewable for a further two years.

Yours sincerely

John MacDonald  
Chair