

## SET UP, MAINTENANCE AND REVIEW OF REPRESENTATIVE BODY GROUPS

### A. Purpose

This document sets out the setting up, maintenance and review of Representative Body groups required to conduct focussed work on the development of a strategy, a policy, an important decision, an event or other matter. The use of committees, sub-committees or working groups is set out in Rule 5.11.9:

*“The Representative Body may establish committees, sub-committees or working groups comprising Representatives, Directors, and any other persons to assist the Representative Body in carrying out its functions, but it may not delegate any of the functions set out in these rules. The Representative Body may, through the Secretary, request that advisors assist it or any committee, sub-committee or working group it appoints.”*

### B. Procedure

#### Definitions

The following types of Representative Body group exist:

- Permanent or set up for an indefinite timescale
- Temporary constituted to address a particular task or set up for a specific timescale

**Current Working Groups** - The Representative Body has the following Working Groups:

- 1) **Agenda Planning Group** – consists of the Chair and Vice Chair of the Representative Body and if necessary one other Representative. The group meet regularly to agree the Representative Body forward plan and meeting agendas.
- 2) **Membership and Communication Working Group** - Consists of Tenant and Employee Representatives and is responsible for overseeing the Representative Body’s communication with members and other key stakeholders as well as supporting one of the main themes of the new Membership Strategy about improving understanding of mutuality through more effective and frequent communication.
- 3) **Nominations Committee** – Consists of Tenant and Employee Representatives and is responsible for overseeing the Non-Executive Director appointment and re-appointments process.
- 4) **Support and Development Working Group** – Consists of Tenant and Employee Representative and is responsible for agreeing and managing the Support and Development Budget.

During their induction, newly elected and nominated Representatives will be briefed on the existing Representative Body working groups and where possible offered the opportunity to become a Member.

In addition, if there is a need to recruit a new Non-executive Director, the Nominations Committee shall be established. This group will be in existence to oversee the advertisement of the roles, undertake the selection process and make recommendations to the Representative Body. The group will then disband. Members for the group will be sought as and when required.

**Setting Up New Groups** - Only the Representative Body may set up working groups or committees.

The need to set up additional Working Groups will be established by the Representative Body.

The need to constitute a Task and Finish Group may be recommended to the Representative Body by an employee on the basis that the *Route To Approval* for a specific document for decision requires involvement from the Representative Body; either at the development stage or approval stage. To do this the employee responsible for leading on preparing the document for decision will use the Task and Finish Group template to develop a terms of reference for the new group (see Annex A). The terms of reference are to be submitted to the Representative Body for approval allowing sufficient time for the Task and Finish Group to properly convene and undertake the work in question.

**Review of Groups** - Each year after the Annual Members Meeting the Representative Body will review its working groups. The review is to consider:

- The members of the group
- The terms of reference of the group
- The effectiveness and continued relevance of the group
- The regularity of the group's meetings

**Responsibility of Groups** - Any responsibilities of the group must be delegated to the group by the Representative Body through the agreed Terms of Reference. In accordance with Rule 5.11.9 this may not include *any of the functions set out in the Rules*.

At Representative Body meetings, a short verbal report is to be given on the business conducted on the key work undertaken by the group in addition to a written update if appropriate.

### **C. Annexes:**

- A. Template for Task and Finish Group Terms of Reference
- B. Terms of Reference for Agenda Planning Group
- C. Terms of Reference for Membership and Communication Working Group

D. Terms of Reference for Nomination Committee

E. Terms of Reference for Support and Development Working Group