

## TEMPLATE TERMS OF REFERENCE FOR REPRESENTATIVE BODY VALUES TASK AND FINISH GROUP

### • **Membership**

- The Representative Body will nominate no less than three Representatives to sit on the group
- The group must include a minimum of one Tenant Representative and one Employee Representative
- One Board Member will sit on the group
- One ELT Member will sit on the group

### **A. Administrative Support**

- The Task and Finish Group will be facilitated jointly by the appropriate Head of Service and Mutuality and Membership lead and administratively supported by The Governance Team

### **B. Scope**

- The first meeting of the Task and Finish Group will develop and agree the scope of the project – Review of RBH's Mutual Values
- The Task and Finish group cannot hold any functions set out within the rules as those of the Representative Body.

### **C. Responsibilities**

#### **The group shall work to:**

1. Scope the project and develop an engagement plan and steer the delivery of the project
2. Provide regular updates to the Representative Body

### **D. Frequency of Meetings**

- The group shall meet on a monthly basis or as deemed necessary

### **E. Review**

- As necessary by the Task & Finish Group
- Annually as part of the review of the Mutual Governance Excellence Framework
- Approved by the Representative Body