



LINDSEY LODGE HOSPICE

Strategy Committee

Terms of reference

The Committee

The Strategy Committee shall have terms of reference and powers and be subject to those conditions that the Board of Trustees shall decide and shall act in accordance with any legislation and regulation or direction issued by the Board of Trustees. The Strategy Committee reports to the Board of Trustees.

1. Role & Responsibilities

The role of the committee is to ensure that the Board of Trustees provides sufficient focus, both on the external factors and the environment in which the Hospice operates and on future direction for the Hospice and its services. This will include:

- giving evidence based and timely advice to the Board of Trustees to assist it in discharging its functions with regard to the future shape and role of the organisation.
- maintaining an overview of current and emerging issues that may affect the future of the organisation.
- ensuring that the organisation responds appropriately to local, national and occasionally international issues.
- ensuring that the organisation retains a key role in specialist palliative care in North Lincolnshire.
- ensuring that the Hospice has an effective network and profile among Commissioners and other Partners in North Lincolnshire and the surrounding area.
- developing the strategic direction and annual business plan for the Hospice.
- ensuring that the capital stock is fit for purpose.
- overseeing the implementation of the Strategic objectives.

2. Membership of the Committee

The committee shall be comprised of all Trustees, the Chief Executive and members of the Senior Management team. Other staff will be invited to attend by the Chair, particularly when the committee is discussing an issue that is the responsibility of that staff member.

3. Quorum

The quorum shall be any three Board Trustee members of the committee and three members of the Senior Management Team.

4. Chair of the Committee

The Chair of the committee shall be the Hospice Chair. In his/her absence their place shall be undertaken by the Deputy Chair.

5. Meetings

The Strategy Committee shall meet at least four times per year. The Chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.

6. Notice of meetings

Meetings of the Strategy Committee shall be called at the request of the Chair. There will be approximately four planned meetings (scheduled in advance of the year) quarterly per calendar year. Dates for the planned meetings will be agreed with the chair in advance of the year. Meeting papers including an agenda and supporting papers shall be forwarded to each member of the committee at least five working days before the date of the meeting.

7. Reporting to the Board of Trustees

The minutes of each meeting of the Strategy Committee shall be tabled to the next meeting of the Board of Trustees together with a Highlight Report through which the Chair shall draw to the attention of the Board of Trustees any issues that require disclosure or executive action, together with any papers of particular interest or importance.

8. Terms of Reference

The committee must review and update these terms of reference every two years.

9. Authority

The committee is authorised by the Board of Trustees to undertake any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.

Review Date - November 2017

Next Review- December 2019