

**East of England Clinical Senate Council**

3<sup>rd</sup> October 2013

**FOR APPROVAL**

**TITLE OF PAPER: East of England Clinical Senate corporate governance**

**Report submitted by:** Ruth Ashmore, Associate Director SCN & Senate

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**1 PURPOSE**

- 1.1 To approve the Terms of Reference and Standards for Business Conduct and Conflicts of interest Policy for East of England Clinical Senate. These will apply to the full Senate, i.e. Council and Assembly.

**2 CONTEXT**

- 2.1 Clinical Senate is required to put in place its own corporate governance arrangements to ensure and demonstrate openness, transparency and probity in conduct of its business.
- 2.2 Terms of Reference for Senate Council have been drafted based on the national Accountability and Governance Framework for Clinical Senates. The appointed Senate Managers have contributed to the development of this framework and agreed that Terms of Reference for the respective Senates will all be drawn from this document with minor local amendment (for example to Senate Council membership). However the guidelines are yet to be formally published by NHS England or even widely distributed in draft form. The Terms of Reference for the Senate should therefore remain as draft and subject to any change when the national guidelines and framework is finally published. Once finalised and agreed, the Terms of Reference will be subject to annual review by Senate Council, or sooner if national guidance requires it.
- 2.3 In addition, there are some sections in the draft Terms of Reference that will be subject to further discussion and agreement by the Senate Council, namely the Aims of the Senate (Section 2 page 4), the quorum for Council meetings. Additionally Section 8 – Involving patients and public – will be developed in conjunction with the Citizens Senate.
- 2.4 For the purpose of its business, Senate members do not represent their employing organisation or body and are a member on the strength of their own personal merit, credibility and professional expertise. However, as the majority of Senate members will be an employee in the health or care sector, be it NHS, local authority, charity or private sector, it is likely that there will be occasions when the

work of the Senate could give rise to a conflict of interest with the individual's employing body.

- 2.5 It is imperative therefore that a Conflict of Interest Policy is in place to ensure the integrity of Senate members, both Council and Assembly. This has been developed to ensure that Senate members, and Senate itself, have mechanisms and governance procedures in place to protect them from any allegations of wrong-doing in the conduct of Senate business.

### **3. RECOMMENDATION**

3.1 Senate Council is asked to

- a) approve and adopt the Draft Terms of Reference, subject to further development, and in particular any changes required to reflect the national Accountability and Governance Framework for Senates, when published by NHS England.
- b) approve and adopt the Standards for Business Conduct and Conflicts of Interest Policy.

**Author:**  
**Sue Edwards**  
**Clinical Senate Manager**  
**September 2013**

**Appendices:**