



PARTNERSHIP GROUP

Terms of Reference

April 2018

Introduction

- The partnership group is an important part of the governance structure of St Elizabeth Hospice. It acts as an invaluable voice of the people we serve. Their experience of hospice services makes them best placed to advise on services and how we might improve on what we offer. It is vital therefore that we encourage participation and harness the insight, and indeed in many cases, expertise, group members can give us.
- A strong partnership group also enables us to be held to account directly to our supporters, outside of the formal board of trustees and membership mechanism.

Duties and obligations

- The partnership group will
 - Set itself annual objectives and agree these with the hospice CEO/Chair.
 - Actively promote and encourage new members to the partnership group.
 - Nominate a member to attend the staff and volunteer forum and receive the minutes ensuring regular updates to the group.
 - To discuss proposed service changes as appropriate so that they are considered from the patient perspective.
 - Assist with patient audits and patient stories.
 - Participate in the 15 step challenge.
 - Work pro-actively with the quality assurance improvement group (QAIG) on matters of mutual interest, including attending QAIG to share information.
 - Consider ways in which we can make it easier for people to approach the hospice and help to de-mystify people's perception of the hospice.

Accountability

- Although enjoying a degree of independence, the partnership group shall be responsible to the board of trustees. That responsibility shall be discharged in a number of ways;

- The PG chairman shall produce an annual report for presentation to the board
- Trustee attendance at PG meetings
- PG chairman shall be responsible to the hospice chief executive in the discharge of their duties.
- All members of PG are bound by the standards of behavior and conduct applicable to all hospice staff and volunteers.

Membership

- The partnership group shall consist of no more than 15 voting members.
- New member applications will be discussed by the group and a recommendation made to the CEO. All partnership group members will be subject to the same process and obligations that apply to all volunteers.
- The normal membership term shall not exceed 5 years. At the end of the term, an individual may make a new application for membership.
- A chairman and vice chairman will be elected by the voting members of the group at the AGM, which normally takes place in April.
- The hospice CEO will nominate 1 clinical and 1 non clinical manager to attend the PG and will provide secretarial support.
- A trustee will normally attend the PG if available.
- Hospice CEO to be invited to attend each meeting and the PG chair will in the first instance seek direction and advice from the CEO.
- Hospice nominees, including CEO to have deputising arrangements.
- The hospice will support the work of the PG through the volunteer services department.

Meetings

- The quorum will be three voting members and 1 hospice professional.
- Are held two monthly normally on the 2nd Thursday of each month at 10.30am.
- The partnership group may invite other non-member hospice staff to attend, or partially attend, specific meetings as considered appropriate by the group.

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