# Co-owners Council

# Terms of Reference (TOR)

|  |  |  |
| --- | --- | --- |
| **Version:** | **Owner:** | **Created:** |
| 1.0 | Ray Montague (Chairman) | 30th May 2022 |
| **Published:** | **Approving Director:** | **Next Review** |
| 25th August 2022 | Ray Montague (Chairman) | 25th August 2025 |

# Contents

[Purpose 3](#_Toc101277640)

[Responsibilities 3](#_Toc101277641)

[Membership 3](#_Toc101277643)

[Frequency 4](#_Toc101277644)

[Quoracy 4](#_Toc101277645)

[Reporting and Accountability 4](#_Toc101277646)

[Review 4](#_Toc101277647)

[Agenda Template 4](#_Toc101277648)

## Purpose

* Represent the views of employees as co-owners of BrisDoc
* Discuss matters pertinent to the group and wider workforce, as well as performing a consultative function for other groups

## Responsibilities

The Co-owners Council will perform the following three key functions:

### Representation

* Representative of all co-owners – across services, roles etc.,
* Raise issues as appropriate

### Consultation

* Consultative function for other groups to use when in need of an employee voice/co-owner view

1. Communication

* maintain a clear channel of communication with other groups within BrisDoc, so that all parties are able to share information and consult one another as appropriate
* maintain appropriate communication with wider workforce through intranet page, newsletter and others

## Membership

The Council will represent all functions and services within BrisDoc, comprising of members from;

* Finance, Payroll and Workforce
* Digital and Governance
* Facilities and Rota Team
* Broadmead Medical Practice
* Charlotte Keel Medical Practice
* Homeless Health Service
* Integrated Urgent Care Service

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the co-owners’ council if required or is requested by the council.

## Frequency

The Co-owners Council will meet on a quarterly basis. Additional exceptional meetings can be called by any member of the group as required.

Council members are required to attend at least two of the meetings per annum.

## Quoracy

A minimum of five council members to be present for a decision to be made, excluding any supporting officers that may attend the meeting.

If quoracy is not achieved, and progress on a subject needs to be communicated then, at the discretion of the chair, the residual group can make a recommendation subject to ratification at the next meeting.

## Reporting and Accountability

Acknowledging the triangular relationship between Co-owners Council, CLB and Trust Board, these three bodies need to work together reporting to, and providing mutual accountability to each other. Responsibility for the unexceptional strategic and operational decisions rests with the corporate board, which has a duty of communication and accountability to the Co-owners as a wider body and as represented by the Trust Board and the Co-owners Council. Regarding any existential matters that may arise regarding the company’s future, the final authority rests with an Employee Council, which would be elected for that purpose, and as the need arises.

## Review

An initial review of the TORs will take place in six months’ time, and will then be subsequently reviewed on an annual basis.

### Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 30th May 2022 | Millie Collins (Graduate Trainee) | Initial TOR |

## Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions, Apologies & Conflicts of Interest | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Items for Approval | Chair |
| 4 | Items for Discussion | Chair |
| 5 | Comms requirements | Chair |
| 6 | AOB | Chair |
| 7 | Items for Escalation | Chair |