The Board of Trustees are supported by a number of sub-committees, the membership of each includes Trustees with particular interest, skills and/or experience.

|  |  |  |
| --- | --- | --- |
| **Meeting Title** | **Chair & Executive Lead** | **Frequency** |
| **Clinical Governance Committee**  Aim: To ensure LOROS is accountable for continuously improving the quality of its services and safeguarding high standards of care by creating an environment of learning and excellence. | Dick Hurwood, Trustee  Jo Kavanagh, Director of Care Services | Bi-monthly |
| **Education and Research Committee**  Aim: To support the achievement of the vision for LOROS as a centre of excellence in training, education and research by overseeing implementation of the overall strategy agreed in principle by the Board in March 2011. | Nakul Patel, Trustee  Liz Mcintyre, Director of Education | 3 times a year |
| **Equality, Diversity and Inclusivity Committee**  Aim: To ensure LOROS complies with Equality legislation and addresses the needs of the diverse community that it serves and raise awareness of the needs of individuals who visit (patients, visitors and carers) and those who are employed or volunteer at LOROS are treated fairly. | Louisa Poole, Trustee  Jo Kavanagh, Director of Care Services | 5 times a year |
| **Health, Safety and Environmental Committee**  Aim: The promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the employees’ health & safety at work. | Graham Smith, Trustee  John Knight, Chief Executive | Quarterly |
| **Honorary Officers**  Aim: The Honorary Officers group is comprised of the Chair of the Board of Trustees, The President, Treasurer and lead Trustee for Governance. They meet bi-monthly with the Chief Executive outside of the formal Board cycle to offer him their support and to help decide which items of business might best be brought forwards to Board Meetings. The meetings are a relatively informal chance not minuted) for the CEO to reflect on organisation issues and challenges and tackle such matters early on with the support of their knowledge and guidance. | Robin Graham-  Brown, Chair  Board of Trustees  John Knight, Chief Executive | Bi-monthly |
| **Income Generation and Marketing Committee**  Aim: The group reviews the marketing and fundraising activities at LOROS against the framework of Charity Commission Guidance note 20 published in 2016. The group ensures personal data held by LOROS is used appropriately for raising charitable funds. | Robin Graham-  Brown, Chair  Board of Trustees  Caroline Baker, Director of Income Generation & Business Development | Twice yearly |
| **Information Governance Steering Group**  Aim: Acting on behalf of the Board of Trustees the IGS Group will provide leadership and effective oversight of the relevant policies, procedures and systems to ensure that information and personal data in all its forms held by LOROS is handled, stored and shared with other parties in accordance with the relevant legislation and best practice and that its staff, and where appropriate volunteers, understand their responsibilities so as to safeguard the reputation of LOROS. | Robin Graham-  Brown, Chair  Board of Trustees  John Knight, Chief Executive | Quarterly |
| **Remuneration Committee**  Aim: To carry out an annual review the remuneration for Senior Managers and staff at LOROS. | Andrew Stant, Honorary Treasurer/Trustee  Wayne Matts, Director of Finance | Annually |
| **Retail Committee**  Aim: The core purpose of the Retail Committee is to support the work of the staff and volunteers who work in our shops, warehouses and online operations. The Committee is comprised of the Retail Manager, Deputy Retail Manager, Director of Income Generation, Chief Executive, Director of Finance, Shops Staff Representative and a number of Volunteers with specialist retail, marketing and property expertise. It is currently chaired by a LOROS Trustee. The Committee normally meets quarterly and considers business performance, tenancy issues for our 30 outlets and retail strategy for both our high street shops and online activities. The meetings are formal and minuted with the Retail Manager preparing a report which is tabled at Board of Trustees meetings. | Chris Murray, Trustee  Caroline Baker, Director of Income Generation & Business Development | Quarterly |
| **Treasurer’s Committee**  Aim: The committee has powers delegated by the LOROS Board to instruct the Investment Managers to manage investments of the charity in accordance with agreed guidelines | Andrew Stant, Honorary Treasurer/Trustee  Wayne Matts, Director of Finance | Quarterly |

For further information about these committees, please contact Rebecca Stevens, PA to Chief Executive & Director of Care Services, [rebeccastevens@loros.co.uk](mailto:rebeccastevens@loros.co.uk) or by telephone 0116 2318420.