

Derriford Hospital Environment Group

Terms of reference

1	Purpose of the Group <ul style="list-style-type: none">• To promote a sustainable healthcare environment and the delivery of greener models of healthcare for the benefit of staff, patients and other stakeholders and to plan, promote and undertake practical and organisational initiatives.• To promote greater staff and public involvement in the environment and sustainability of the Trust, to act as a point of contact for staff and patients who wish to improve the Trust's environment and develop communication with internal and external organisations.• To advise the Trust on developments which have an impact on the Trust's external environment and measures to mitigate any impact, and to challenge potentially environmentally harmful proposals.
2	Powers and Responsibilities of the Group <ul style="list-style-type: none">• The Environment Group is a consultative and advisory body with no executive powers.• The group will report its activities and recommendations in writing to the Executive Director of Planning and Site Services, so that they can be reported to the Trust Management Executive or Trust Board.• The Group will seek expertise on environmental issues, including transport and landscaping, to assist the Trust.• The Trust will inform the Group of proposed developments, which affect the environment, before the decision is irrevocable, via the Chair or Vice Chair.
3	Membership <p>There will be a core group of patient representatives and staff members. Meetings will be open to anyone wishing to attend. Individuals and organisations may be invited to attend for particular issues.</p> <p>The group will aim to reach consensus and to acknowledge the range of opinions. If voting is required, only elected members will be eligible to vote.</p> <p>Members elected for a 2 year term, eligible for re-election:</p> <p>Up to 8 self-nominated members of the public to represent patients, relatives, carers and local residents, elected at the Annual General Meeting, by everyone who is not a</p>

	<p>member of staff, either present in person or by e-mail via the secretary.</p> <p>Up to 8 self-nominated members of staff, elected by e-mail voting buttons sent to all staff.</p> <p>Unelected members:</p> <p>Patient Services Representative</p> <p>Bike Users Group Representative</p> <p>Trust Environment and Sustainability Lead</p> <p>Executive Director of Planning</p> <p>Representative of contractor providing parking and landscaping</p> <p>Chair (12 month term) elected from and by the elected Group members</p> <p>Vice Chair (12 month term) elected from and by the elected Group members</p>
<p>4</p>	<p>Meetings</p> <p>Meetings will be held quarterly on the first Tuesday of March, June, September and December at 1300-1400 in the Postgraduate Medical Centre and as required. A quorum will be a minimum of 4 group members including the chair. Members are expected to attend at least 60% of meetings.</p>
<p>5</p>	<p>Administration</p> <p>Secretarial assistance will be provided by the Site Services directorate. Items for inclusion on the Agenda of the Group shall be submitted to the Secretary at least a week before each meeting.</p> <p>Trust managers, staff and members of the public can contact the group via this e-mail address plh-tr.EnvironmentalGroup@nhs.net, and the Secretary, Chair or Deputy Chair will reply on behalf of the Group.</p> <p>The terms of reference will be reviewed annually by the Group</p>