

The Hull York Medical School Joint Board

TERMS OF REFERENCE

Pursuant to the Memorandum of Agreement between the University of Hull and the University of York, dated 23 July 2004, the Joint Board is a committee of the Councils of the Universities of Hull and York responsible for the governance of HYMS. The Councils of the Universities of Hull and York have delegated responsibility to the Joint Board of HYMS for:

1. The overall performance of HYMS within approved policies, procedures and budget(s)
2. Establish and foster successful partnership working between the universities and NHS partners in HYMS to ensure that the school meets its appropriate commitments to HEFCE and the NHS and enhances health and healthcare provision in the wider community
3. The strategic development and resourcing of HYMS taking account of advice from the HYMS Management Board and the Board of Studies, upon the recommendation of the Dean
4. (i) Receiving from the Strategic Health Authority the annual NHS budget for HYMS for comment after considering advice from the HYMS Executive

(ii) Proposing the annual budget for HYMS to the parent universities in respect of the HEFCE resource, after considering advice from the HYMS Executive
5. Approving the management structure of HYMS
6. Such other matters as may be referred to it from time to time by the two universities by the NHS Partnership Group or other relevant external bodies
7. Making recommendations as to the appointment and conditions of service of the Dean and Sub Deans (if any) of HYMS

In conducting its business the Joint Board shall have due regard to its own policies and strategies; the underlying policies and strategies of each of the Universities and the NHS; statutory and other legal obligations and relevant CUC guidelines. The Joint Board will support equality of opportunity and good relations between staff and students whatever their race, gender, disability, sexual orientation, religion and belief, age or socio-economic background.

This support will include participating in university activities, such as equalities monitoring, impact assessment and other measures as appropriate, in line with the universities' legal obligations.

Composition

Vice Chancellor of the University of Hull	1
Vice Chancellor of the University of York	1
The Dean of HYMS	1
The Chair and one lay member appointed by the Council of the University of Hull	2
The Chair and one lay member appointed by the Council of the University of York	2

Three members approved by the NHS Partnership Group including the Chair and a practising clinician

3

10

Meetings

The Joint Board of HYMS shall normally meet quarterly in March, June, September and December.

Extraordinary meetings may be called by the chair at three weeks notice.

Meetings shall normally be in person, the venue alternating between Hull and York. Where necessary, business may also be considered by telephone, video link, e-mail, circulating papers by post or fax, or by other appropriate means of communication.

Meetings shall be quorate when at least one third of all members are present. Normally, at least one nominee of each of the University of Hull, the University of York and the NHS Partnership Group shall be present.

Notes

1. The two Chairs of Council, the Vice Chancellors and the Dean will be Ex-officio members of the Joint Board. The composition of the Board and the terms of reference will be reviewed annually
2. The Chair will rotate annually between the two universities
3. The Joint Board may invite appropriate individuals to be in attendance
4. The Secretary of the Joint Board will be the Secretary of HYMS (Head of Administration) (or nominee)

[Approved by Chair's action 1 October 2008
HYMS Joint Board]