



# Spectrum Council Constitution

# A message from Linda

At heart, Spectrum is a family of like-minded, passionate people who are committed to making a difference - and nowhere is this demonstrated more keenly than through our Council.

Alongside their daily duties, each Council Member willingly gives up their time to raise queries, ask questions, generate ideas and advocate for their colleagues – with no question too big or small.

If you decide to become a Council Member, you'll be joining a team of volunteers who believe that speaking up for staff and involving them in key decisions is vital to our growth and success as an organisation. You will be committed to engaging with staff and you will help colleagues to understand what the 'staff voice' can do for them.

Thank you for expressing an interest in Spectrum Council - we look forward to welcoming you on board.



**Dr. Linda Harris**  
Chief Executive

# About Spectrum Council

**Spectrum is committed to supporting staff engagement at all levels of our business. So what is the Council – and what do we do?**

## Our role: a voice for staff

The role of Spectrum Council is to act in the interest of:

- Our staff and services
- Our patients, service users and local communities
- Membership of the Council is open to staff in all our services.

## Our Purpose

Through our Members, the Council aims to:

- Develop an understanding of key business issues
- Raise queries or concerns on behalf of our staff
- Influence the direction and performance of Spectrum
- Communicate with colleagues and keep them informed of changes affecting them

Spectrum Council is a collective which acts in the interests of our staff. However, our Members cannot resolve individual concerns (e.g. disputes between colleagues), investigate grievances or act in the capacity of a line manager/ Union official. In all instances, support with these issues must be sought through Human Resources and relevant senior leaders.

## Council Structure

The Council is comprised of volunteers: Council Members and Link Members. Council Members are permanent members of the Council who attend regular meetings, participate actively in Council tasks and are often involved in attending events which showcase the Council.

Link Members are colleagues who are passionate about staff engagement but lack the working capacity to carry out full Council duties. Instead, these members act as a conduit between their service and the Council, passing feedback directly to the Council Chair and gathering responses.

## Supporting Staff

Although they are not part of Spectrum Council, individuals with specific skills can be invited to Council meetings or commissioned to complete/ work with Members.

Consultants can be invited to Council meetings to lead on specific tasks or projects

The Council Secretary attends each meeting to complete Minutes, and

A member of the Marketing & Communication team attends Council to collate content for our newsletter and support with promotion and shared projects.

## Becoming a Council Member

There are two ways in which staff can become Council Members. You can either approach the Council Chair directly, or you may be nominated by a senior leader. If more than one person applies from your service, staff will be asked to vote for their preferred candidate.

Council Members will typically represent their service for three years, unless by special agreement.

They must fulfil the following responsibilities:

- Completing tasks set by the Council and participating in Council activities
- Develop an effective working relationship with Council colleagues, meet with key managers within your business unit and feedback any relevant queries.
- Communicate and actively involve employees – be the “voice for staff”
- Ensure all decisions made by the Council represent the best interests of Spectrum

All nominations for Council membership must be approved by the Head of Service. If vacancies on the Council become available, we will aim to recruit a new Member from that business unit.

## Incentives

- The Council offers an attractive incentive package for Members, including:
- One additional day of annual leave per year
- Complimentary lunch at Council meetings
- Travel expenses are provided for staff

## Governance

Spectrum Council currently has an elected Chair and Vice Chair who each serve a three-year term; these are elected from existing Members. Spectrum Council has a close relationship with Spectrum’s Board and our Council Chair meets regularly with Board members to raise concerns, ask questions and be consulted on issues within the Council’s remit. The Chair of Spectrum Council also meets regularly with Spectrum’s Strategic Leadership Group, Executive Team and with our Chief Executive.

## Accountability

The role of the Council member is to inform and consult staff on issues that will affect the running of their services and the wider organisation. For that reason, it is important that Council members are accountable to their service and behave in a manner expected of Spectrum Council.

Council Members must attend or dial into at least 75% of Council meetings in a calendar year, giving feedback to the Chair and fulfilling any other necessary tasks. Minutes from all Council meetings are shared with our Chief Executive and Board of Directors.

## Quorum

Spectrum Council is able to hold meetings without a set number of attendees. However, to maintain principles of fairness and democracy, the Council cannot vote on important decisions unless more than 50% of Members are present.

# Is the Council right for me?

## Are you...?

- Passionate about supporting and advocating for colleagues
- Willing to devote time to Council activities and complete actions
- Able to commit to the Council for a term of 3 years
- A good communicator who can build strong relationships
- Able to use sound judgement and raise matters with tact and diplomacy
- Able to respect the personal confidence of staff

If so, then get in touch!

Email [council@spectrum-cic.nhs.uk](mailto:council@spectrum-cic.nhs.uk) if you have queries about Membership or would like more information.

You can also find details about the Council on our Intranet page and through our Council Chair at: [james.turpie@spectrum-cic.nhs.uk](mailto:james.turpie@spectrum-cic.nhs.uk)

