

## COUNCIL OF GOVERNORS' MEETING

12 November 2015

Paper Title:	Terms of Reference for the Quality Report Task & Finish Group (Governors)
Lead Director:	Andy McElligott, Medical Director
Paper Author:	Debbie Webster, Deputy Director of Quality & Governance
Agenda Item:	11
Presented For:	Ratification

### PURPOSE OF THIS PAPER:

The purpose of this paper is to present the Quality Report Task & Finish Group (Governors) Terms of Reference for ratification.

### EXECUTIVE SUMMARY:

The Council of Governors received a paper outlining the role of the Governors in the development of the Trust Quality Report in August 2015; in addition an awareness session was delivered to a number of Governors.

Expressions of interest to become members of the Task & Finish Group were invited, membership was duly confirmed and the first meeting took place on the 22 September 2015 with full attendance. At this meeting the draft Terms of Reference for the group were presented, amended and agreed; the document is attached at Appendix 1 for ratification.

Membership is as follows:

- Debbie Webster
- Nicola Mortimer
- Colin Perry
- Elizabeth Howes
- Sarah Jones
- Barry Eccles
- Sandra McIntosh
- Debbie Cromack
- Wafaa Nawaz
- Hayley Lomas

It was agreed at the meeting that Colin Perry would undertake the role to provide feedback to the Council of Governors (see Section E, Appendix 1).

### RECOMMENDATIONS:

It is recommended that the Council of Governors ratifies the Terms of Reference for the Quality Report Task & Finish Group (Governors).

## BRADFORD DISTRICT CARE FOUNDATION TRUST

Quality Report Task & Finish Group (Governors)  
Terms of Reference

<b>Document details:</b>	Quality Report Task & Finish Group (Governors) Terms of Reference
<b>Version:</b>	1
<b>Approved by:</b>	Governor Quality Report Task & Finish Group
<b>Date approved:</b>	22 <sup>nd</sup> September 2015
<b>Ratified by:</b>	Council of Governors
<b>Date ratified:</b>	12 November 2015 (tbc)
<b>Title of originator / author:</b>	Deputy Director of Quality & Governance
<b>Title of responsible Director:</b>	Medical Director
<b>Date issued:</b>	Date will be added following ratification
<b>Review date:</b>	September 2016
<b>Frequency of review:</b>	Annual
<b>Where is previous copy archived: (if applicable)</b>	Not applicable
<b>Amendment Summary:</b> Not applicable	

Section	Detail

## **Terms of Reference for Quality Report Task & Finish Group (Governors)**

### **A. Overall Aim or Purpose**

To support the Trust in delivering an annual Quality Report and Quality Goals which support the views of Trust members whilst meeting mandated requirements.

### **B. Key Objectives**

- To contribute to the development of the Trust's Quality Report including acting as part of a wider editorial group
- To support the development and use of an approach to ensure consultation with as many members as possible
- To assist in identifying the Trusts Quality Goals for 2016/17

### **C. Chair**

Chair: Deputy Director of Quality & Governance

Deputy Chair: Quality Performance Manager

### **D. Membership**

- Deputy Director of Quality & Governance
- Quality Performance Manager
- Five governors (minimum) across the range of governor roles

### **E. Responsible to**

Council of Governors (CoG)

One governor member of the group will be nominated to provide routine feedback to the 'informal' CoG meeting.

### **F. Frequency of Meetings**

Frequency will vary depending on the work in hand but will be no more than monthly

### **G. Quorum**

Chair or Deputy Chair plus 4 Governors

### **H. Record keeping**

The Deputy Director of Quality & Governance will be responsible for ensuring all record keeping requirements are met (agendas, minutes, and supporting documents).

### **I. Lifespan of meeting**

Meetings will take place between September and April each year and membership will be reviewed on an annual basis