

**Quality & Safety Committee
 Terms of Reference**

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March 2017 - Annual update and refresh of job titles.	

Terms of Reference for the Quality & Safety Committee

A. Overall aim or purpose:

The overall aim of the Committee is to seek and obtain evidence of assurance on the effectiveness of the Trust's quality and safety systems and processes and the quality and safety of the services provided. This includes identifying and seeking assurance on the management of quality and safety related risks at operational and strategic level.

The Committee will monitor and report to the board on the effectiveness of these systems and processes.

B. Key objectives:

The Quality & Safety Committee's key objectives are to:

- Seek assurance that:
 - Systems and processes are effective;
 - The quality of services is good and continuously improving; and
 - The quality of the experience of people using our service is good and continuously improving.
- monitor, review and report to the Trust Board on all of the above; highlighting assurances received and risks to assurance identified
- support the range of quality and safety initiatives in place within the Trust, providing advice where appropriate
- support and promote a risk awareness culture and positive approach to investigating and learning from adverse events
- approve and ratify relevant strategies ensuring that they are fit for purpose

C. Specific areas of responsibility:

The Quality & Safety Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

In particular the Committee shall review the adequacy of:

- Systems and processes to ensure monitoring and assessment of the quality and improvements in services
- Mechanisms to involve service users, carers, the public and partner organisations in improving services
- Arrangements for implementation and monitoring of clinical audit, clinical guidelines and protocols, NICE guidelines.
- Systems for identifying, reporting, mitigating and managing quality and safety related risks including the monitoring of incidents and complaints, and any risks within the Corporate Risk Register that have been allocated to the committee;
- Research governance structures and proposals and work programme for Research and Development
- Structures and processes for developing and assuring clinical effectiveness
- Performance monitoring relating to key quality and safety indicators
- The Trust response to key external reports

In addition the Committee shall receive regular reports (including where applicable key performance indicators) on activity within operational services and the work of the sub groups of the Committee that contribute to the understanding and improvement of quality and safety.

D. Chair:

The Quality & Safety Committee shall be chaired by a Non-Executive Director appointed by the Trust Board. A Non-Executive Director shall be identified to act as Deputy to the Chair

E. Members:

The membership of the Committee will consist of the Medical Director, the Director of Nursing and Operations and three Non-Executive Directors. One NED will be Chair and one will be Deputy Chair. The Chief Executive and Chair are invited / reserve the right to attend any meeting.

In addition the following attendance is expected:

In attendance for the whole meeting

- Deputy Director of Quality Governance & Informatics
- Service user / carer representative
- Trust Secretary

In attendance for the quarterly performance dashboard item

- Operational Deputy Directors (x4)
- Deputy Director of Nursing and Specialist Services

In attendance for twice annual locality reports

- Deputy Director for locality
- Head of Service
- Chair of the locality Quality & Safety Group
- Clinical Lead for the locality

In attendance for other reports:

- Deputy Director(s) relevant to subject of paper
- Head(s) of Profession / clinical staff relevant to subject of paper
- Service user / carer representatives as relevant to subject of paper
- Representative from the facilities department as relevant to subject of paper

Where an Executive Director is unable to attend they may delegate to a Deputy Director; in such cases it should be made clear at the meeting who is undertaking the deputising role.

F. Accountable to:

The Quality & Safety Committee is accountable to the Board. The minutes of the Quality & Safety Committee shall be formally recorded and submitted to the Trust Board.

G. Accountable for:

There are no formal lines of accountability between the Quality & Safety Committee and other Trust Committees. The Quality & Safety Committee interacts with other Trust Committees through cross attendance.

H. Roles

The role of the Chair is undertaken via a nominated Non-Executive Director. Minutes and administration of the meeting are undertaken through the Deputy Director of Quality Governance and Informatics and the Trust Secretary.

I. Frequency of Meetings:

Meetings will be held every six weeks. There will be separate meetings if required by the Trust Board.

J. Frequency of Attendance:

All Committee members will be expected to attend at least six meetings a year. Attendance will be monitored by the Trust Secretary.

K. Quorum:

The Committee will be considered quorate where at least two Non Executive Directors and one Director are in attendance.

In exceptional circumstances an Executive Director can temporarily delegate their responsibility at Committee through a formal written letter of delegation.

L. Record Keeping:

Archives of minutes and papers relating to the Quality & Safety Committee are maintained by an identified committee support officer and stored in Quality & Safety Committee folder.

M. Lifespan of meeting:

The Quality & Safety Committee is a standing committee of the Trust Board. It will continue to meet in accordance with these Terms of Reference until the Trust Board determines otherwise.

N. Other matters: attendance

Deputy Directors, Heads of service, Medical and Professional Leads will be required to attend Committee meetings to present regular agenda items as requested by the Committee. Other Trust Directors, managers and clinicians will be required to attend to address specific issues as they arise. The Committee may choose to invite external organisations and individuals including service users and carers to present or attend for specific issues and reports from time to time.

O. Monitoring arrangements

All elements of the Quality & Safety Committee Terms of Reference will be monitored annually by the Deputy Director of Quality Governance and Informatics and reported in the Annual Quality & Safety Report.

The following groups/services will receive delegated actions from, and report into the Quality & Safety Committee:

- You and Your Care Steering Group (service user & carer involvement)
- Clinical Audit Steering Group
- Medicines Management Group
- Research & Development Forum
- NICE Monitoring Group
- Safeguarding Forum
- Infection control Sub Committee
- Resilience Group
- Serious Incident & Complaints Forum
- Business Unit quality and safety groups

