

Quality & Safety Committee
Terms of Reference

Document details:	Terms of Reference for the Quality & Safety Committee
Version:	19.0
Approved by:	Quality & Safety Committee
Ratified by:	Board of Directors
Date approved:	8 May 2024
Date ratified:	29 May 2024
Job title of author:	Corporate Governance Team
Job title of responsible Director:	Chair of the Quality & Safety Committee (Non-Executive Director)
Date issued:	May 2024
Review date:	May 2025
Frequency of review:	At least annual
Amendment Summary:	
<ul style="list-style-type: none"> • Changed the job titles of Head of Psychological Therapies and Allied Health Professions Lead to updated job titles. • Changed quoracy to align with quoracy minimum numbers all other Board Committees work towards (3 Board members, 2 of whom to be Non-Executive). • Updated list of regular attendees. • Added Head of Patient Safety to attendee list. • Frequency updated to reflect new arrangements agreed by the Board to support data driven assurance meetings, & deep dive arrangements. • Added in a sentence in relation to Joint Committee meetings. • Included the provision to support Joint Committee meetings taking place. • Updated the AAA reporting to include Decisions made (AAA+D). • Updated Board & Committee diagram to standardise the diagram used for all Board of Directors Terms of Reference documents. • Updated the list of deputies. 	

1 Name of the Committee

Quality & Safety Committee.

2 Composition of the Committee

Members: full rights

Title	Role in the group / committee
Non-executive Director	Committee Chair
Non-executive Director	Committee Deputy Chair / Non-executive member
Director of Nursing, Professions and Care Standards	Executive lead for the Committee. Assurance & escalation provider to the Quality & Safety Committee.
Medical Director	Executive lead with responsibility for clinical services. Assurance & escalation provider to the Quality & Safety Committee.
Chief Operating Officer	Executive lead with day-to-day responsibility for operational delivery of services. Assurance and escalation provider to the Quality & Safety Committee.

Any Executive and Non-executive Director can attend a Board sub-committee meeting because of the position that they hold. When carrying out this duty they will assume full member rights.

In attendance: in an advisory capacity

Job Title
Trust Secretary
Deputy Director of Patient Safety, Compliance and Risk
Deputy Director of Nursing
Deputy Director for Professions / Chief Psychological Therapies Officer
Deputy Director for Professions / Chief Allied Health Professions Lead
Head of Nursing – Mental Health Care Services
Head of Nursing – Adults and Children’s Physical Health
Head of Patient Safety / Patient Safety Specialist
Deputy Director of Nursing and Quality Bradford ICB

In addition to anyone listed above as a member or attendee, at the discretion of the Chair of the Committee, the Committee may also request individuals to attend on an ad-hoc basis to provide advice and support for specific items from its work plan when these are discussed in the meetings.

2.1 Governor Observers

The Committee welcomes and encourages governors to attend its meetings. The role of a Governor at Board sub-committee meetings is to observe the work of the Committee. The Governor observes Board sub-committee meetings in order to get a better understanding of the work of the Trust and to observe Non-executive Directors appropriately challenging the Executive Directors for the operational performance of the Trust. At the meeting the Governor observer(s) will be required to declare any interest they may have in respect of any of the items to be discussed.

3 Quoracy

Number: The minimum number of members for a meeting to be quorate is three, comprising at least two Non-executive Directors and one Executive Director. Attendees do not count towards quoracy. If the Chair of the Committee is unable to attend the meeting, and if otherwise quorate, the meeting will be chaired by one of the other Non-executive Directors.

Deputies: Where appropriate members may nominate deputies to represent them at a meeting. Deputies do not count towards the calculation of whether the meeting is quorate except if the deputy is representing the member under formal “acting up” arrangements. In this case the deputy will be deemed a full member of the committee.

It may also be appropriate for attendees to nominate a deputy to attend in their absence.

A schedule of deputies, attached at Appendix 1a, should be reviewed at least annually to ensure adequate cover exists.

Non-quorate meeting: Non-quorate meetings may go ahead unless the chair decides not to proceed. Any decisions made by the non-quorate meeting must be reviewed at the next quorate meeting.

4 Meetings of the Committee

Frequency: Meetings will be held 2 months aligned to new reporting cycles agreed by the Board of Directors. Additional deep dive meetings can be convened in agreement between the Executive and Non-Executive Directors. There will be separate meetings if required by the Board.

Urgent meeting: Any member of the Committee may request an urgent meeting. The Chair of the Committee will normally agree to call an urgent meeting to discuss the specific matter, unless the opportunity exists to discuss the matter in a more expedient manner.

Joint Committee Meetings: Joint Committee meetings can take place between Board sub-committees. It will be for the Executive Directors in partnership with Non-

Executive Director Chairs to agree when a meeting will be convened. Joint Committee meetings will be facilitated by the Corporate Governance Team and will either be formal meetings, or development sessions. When Joint meetings are convened the relevant Terms of Reference will be adhered to.

Minutes: The Committee Secretariat will be provided by the Corporate Governance Team.

Alert, Advice, Assure and Decision (AAA+D) Escalation Reporting: The Chair of the Committee will provide an update of key issues arising from the meeting to the next Board of Directors meeting held in public.

Voting: It is at the discretion of the Chair of the meeting to call a vote during a meeting. When voting, decisions at meetings shall be determined by a majority of the votes of the Executive and Non-executive Director's present and voting. In the case of any equality of votes, the person presiding shall have a second or casting vote.

5 Authority

Establishment: The Committee is a sub-committee of the Board of Directors and has been formally established by the Board.

Powers: Its powers, in addition to the powers vested in the executive members in their own right, are detailed in the Trust's Scheme of Delegation.

Cessation: The Committee is a standing Board sub-committee in that its responsibilities and purpose are not time limited. However, the Committee has a responsibility to review its effectiveness annually.

6 Role of the Committee

6.1 Purpose of the Committee

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. As agreed by the Board July 2023 within the Better Lives Together strategic framework, the Mental Health Committee is responsible for Best Quality Services – Theme 3 – Improving the experience of people using our services (specifically in relation to restrictive practices) as a supporting objective to the four strategic priorities:

- Being the Best Place to Work
- Delivering the Best Quality Services
- Making the Best Use of Resources
- Being the Best Partner

6.2 Guiding principles for members (and attendees) when carrying out the duties of the group / committee

In carrying out their duties members of the Committee and any attendees of the Committee must ensure that they act in accordance with the values of the Trust, which are:

- we care
- we listen
- we deliver.

6.3 Duties of the Committee

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 the above; highlighting assurances received and identifying any threats to assurance;
- 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; and
- receive relevant strategies for information and assurance.

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.

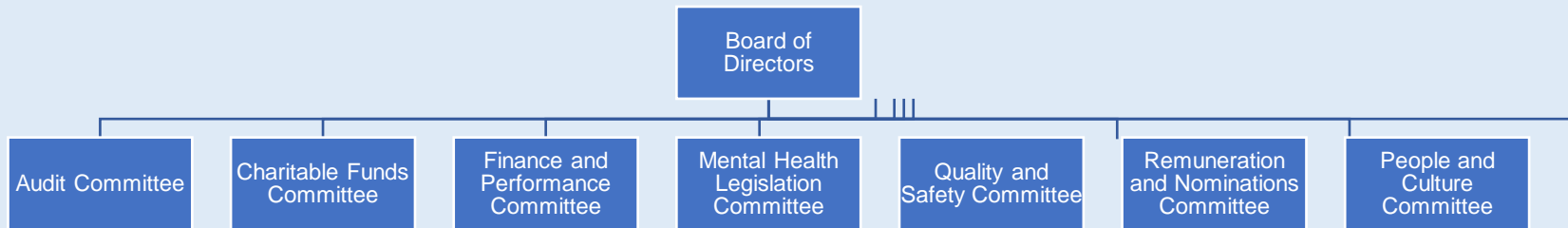
In particular the Committee shall review the adequacy of:

- the management of BAF risks which the QSC has responsibility for overseeing;
- assurance against CQC inspection action plans and routine CQC related activity;
- 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 Operational 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; and
- the Trust's response to key external reports.

In addition, the Committee shall receive regular reports (including issues to escalate and assurances and, 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.

7 Relationships with other groups and committees



The Committee does not have any sub-committees. It is linked to the Trust’s operational groups as an assurance receiver and provides a route of escalation to the Board of Directors.

8 Duties of the Chair

The Chair of the Committee shall be responsible for:

- agreeing the agenda in partnership with the Director of Nursing, Professions and Care Standards;
- directing the meeting ensuring it operates in accordance with the Trust's values whilst ensuring all attendees have an opportunity to contribute to the discussion;
- giving direction to the secretariat and checking the draft minutes;
- ensuring the agenda is balanced and discussion is productive; and
- ensuring sufficient information is presented to the Board of Directors in respect of the work of the Committee.

9 Reviews of the terms of reference and effectiveness

The terms of reference shall be reviewed by the Committee at least annually and be presented to the Board of Directors for ratification.

It will be the responsibility of the Chair of the Committee to ensure that it carries out an assessment of effectiveness annually, and ensure the outcome is reported to the Board of Directors along with any remedial action to address weaknesses. The Chair of the Committee will also be responsible for ensuring that the actions to address any areas of weakness are completed.

Appendix 1a: Schedule of deputies

It may not be necessary or appropriate for all members (or attendees) to have a deputy attend in their absence. If this is the case, please state below “no deputy required”.

Full member (by job title)	Deputy (by job title)
Non-Executive Director Chair	Another Non-Executive Director
Non-Executive Director	Another Non-Executive Director
Director of Nursing, Professions and Care Standards	Deputy Director of Nursing, Care Standards and Professions Deputy Director of Patient Safety, Compliance and Risk
Chief Operating Officer	Deputy Director of Operations
Medical Director	Deputy Medical Director/Chief Pharmacist

Attendee (by job title)	Deputy (by job title)
Trust Secretary	Deputy Trust Secretary
Deputy Director of Patient Safety, Compliance & Risk	Head of Patient Safety, Compliance & Risk
Deputy Director of Nursing	Head of Nursing