

QUALITY ASSURANCE COMMITTEE TERMS OF REFERENCE

1. CONSTITUTION

- 1.1 The Trust Board hereby resolves to confirm the constitution of a Committee of the Trust Board to be known as the Quality Assurance Committee (The Committee), which is directly accountable to the Trust Board.
- 1.2 All procedural matters in respect of conduct of meetings shall follow the Trust's Standing Orders.

2. MEMBERSHIP

- 2.1 The members of the Committee shall be as follows:
 - Three Non-Executive Directors (one of whom will be the Committee Chair)
 - Trust Chair
- 2.2 The attendees shall be as follows:
 - Chief Executive Officer
 - Chief Operating Officer
 - Chief Nurse
 - Chief Medical Officer
 - Chief Financial Officer
 - Chief Quality Officer
 - Director of Planning and Performance
 - Head of Internal Audit
 - Other staff and officers as requested.
- 2.3 A quorum shall be two members.
- 2.4 The Chair of the Committee shall be appointed by the Board, and shall also be a member of the Audit Committee.

3. ATTENDANCE AT MEETINGS

- 3.1 All members are expected to attend each meeting.
- 3.2 The Head of Internal Audit will be invited to attend each meeting.
- 3.3 In addition to the Executive Director members, other Directors and staff should be invited to attend meetings, but particularly when the Committee is discussing areas of risk or operation that are the responsibility of that director.
- 3.4 The Trust Secretary will be the secretary of the Committee.

4. FREQUENCY OF MEETINGS

- 4.1 Meetings shall normally be held six times a year.
- 4.2 The Head of Internal Audit, Chair or any other Non-Executive Director may request a meeting if they consider that one is necessary.

5. AUTHORITY

- 5.1 The 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 requests made by the Committee.
- 5.2 The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

6. DUTIES

The duties of the Committee can be categorised as follows:

6.1 Quality Assurance

The Committee will promote the achievement and improvement of quality across the Trust by receiving assurance on quality improvement strategies and activity. It will review and monitor all aspects of the Trust's quality governance risks across the whole of the organisation's activities (both clinical and non-clinical), that support the achievement of the organisation's objectives.

In particular, the Committee will review the adequacy of:

- The Trust's Quality Assurance and Quality Improvement strategies and progress of their implementation
- Other strategies relating to healthcare governance (in particular the Clinical Audit, Research, Education, and Information Governance strategies)
- All healthcare governance related disclosure statements (in particular declarations of compliance with the Care Quality Commission essential standards), together with any accompanying Head of Internal Audit statement, External Audit opinion or other appropriate independent assurances
- The assurance processes in place to ensure compliance with Care Quality Commission essential standards, reports from the Care Quality Commission and the Trust's responses and action plans
- The annual work plan and annual report of the Quality Committee, and exception reports during the year
- The governance arrangements in place in clinical directorates, via the Directorate Quality & Risk Reports
- The assurance that can be derived from Internal Audit reports on quality governance activity, prior to their submission to the Audit Committee

- The assurance that can be derived from specific areas of risk identified by the committee through receiving reports from directors and managers in order to drill down in areas of risk

In carrying out this work the Committee will seek reports and assurances from directors and managers as appropriate, concentrating on the over-arching system of quality governance, together with indicators of its effectiveness, and will also utilise the work of Internal Audit and other assurance functions.

The Committee will review risks in the Board Assurance Framework that have been assigned to the Committee to monitor. The Committee will make recommendations to the Audit Committee if it proposes to add or delete any risk.

The Committee will develop an annual workplan that sets out the areas of focus, and expected agenda items, for the coming year.

6.2 Other Assurance Functions

The Committee shall review the findings of other significant assurance functions, both internal and external to the organisation, and consider the implications to the governance of the organisation.

In addition to the Quality Committee, the Committee will review the work of other committees within the organisation, whose work can provide relevant assurance to the Committee's own scope of work.

6.3 Management

The Committee shall request and review reports and positive assurances from directors and managers on the overall arrangements for quality governance.

They may also request specific reports from individual functions within the organisation (e.g. clinical audit) as they may be appropriate to the overall arrangements.

7. REPORTING

7.1 The minutes of the Committee meetings shall be formally recorded and submitted to the following Board meeting and the following Audit Committee meeting.

7.2 The Committee shall receive an exception report from the Quality Committee and the Chair of that Committee will identify any issues that affect the work of the Quality Assurance Committee

7.3 The Chair of the Committee shall draw to the attention of the Trust Board any issues that require disclosure to the full Trust Board.

8. COMMITTEE SECRETARY

The Committee will be supported administratively by the Trust Secretary, whose duties in this respect will include:

- Agreement of agenda with Chair and attendees and collation of papers

- Taking the minutes and keeping a record of matters arising and issues to be carried forward
- Advising the Committee on pertinent areas
- Under the direction of the Chair, drafting the Committee's annual report
- Keeping a record of attendance at meetings

Date approved: 5 February 2018 (QAC) / [May 2018 by the Trust Board]

Next review date: February 2019 by the Committee / March 2019 by the Trust Board