

## Quality Committee Item 6.2.6

## terms of reference

<b>Authors Name &amp; Title:</b> Sue Pemberton, Director of Nursing & Quality and Lucy Lavan, Associate Director of Corporate Affairs	
<b>Scope:</b> Trust Wide	<b>Classification:</b> Terms of Reference
<b>Replaces:</b> New document	
<b>To be read in conjunction with the following documents:</b> Governance Manual, Monitor licence Board Assurance Framework , Monitor's Quality Governance Framework	
<b>Document for public display?</b> Yes	

<b>Unique Identifier:</b> TOR/TB/10(09)	<b>Review Date:</b> July 2015	
<b>Issue Status:</b> APPROVED	<b>Issue No:</b> 1.0	<b>Issue Date:</b> 1/7/14
<b>Authorised by:</b> Board of Directors	<b>Authorisation Date:</b> 27/5/14	
<b>After this document is withdrawn from use it must be kept in an archive for 6 years</b>		
<b>Archive:</b> Document Control	<b>Date added to Archive:</b>	
<b>Officer responsible for archive:</b> Document Control Administrator		

### 1. Constitution and Remit

This Committee is established as an Assurance Committee of the Board of Directors of Liverpool Heart and Chest Hospital NHS Foundation Trust in order to provide the Board with assurances in respect of quality governance. It is a Non-Executive Committee.

### 2. Authority

The Quality Committee is authorised by the Board of Directors to investigate any activity within its terms of reference. It is authorised to seek information it requires of any employee (or contractor acting on behalf of the Trust) and all employees (or contractors acting on behalf of the Trust) are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Board to obtain legal advice or other independent professional advice.

The Committee is authorised to request the attendance of individuals and authorities from inside or outside of the Trust with relevant experience and expertise, where it considers this is necessary or expedient to the carrying out of its functions.

Trust Standing Orders and Standing Financial Instructions apply to the operation of the Committee.

### 3. Main Priority and Objective

The Quality Committee shall provide the Board of Directors with a means of independent and objective review of quality governance. The Committee's main priority is to review and scrutinise assurances that the Trust's strategic priorities for quality improvement are identified, implemented and monitored. In particular, it shall :

- i) Ensure that appropriate quality standards in relation to clinical outcomes, safety and patient and family experience and staff experience are set and compliance with them is monitored;
- ii) Ensure compliance with Monitor's Quality Governance Framework.

### 4. Duties and Responsibilities

The Committee will promote safety and quality in patient care and staff experience and help to identify priorities and risks arising from clinical care and treatment on a continuing basis.

Specifically, the Committee will:

- i) Receive assurances on the content of the Quality Strategy in relation to the targets set and on the quality of data reported to measure these targets
- ii) Review the adequacy of assurance in respect of compliance with Monitor's Quality Governance Framework

~~iii) Review the Trusts annual quality report and recommend this for approval by the Board of Directors.~~

~~iv)iii) Assess the clinical and quality impact of financial decisions e.g. Cost Improvement programmes~~

~~v)iv) Review and scrutinise in-year quality monitoring reports, ensuring the integrity of data~~

~~vi)v) Seek assurance that the Trust is compliant with external regulations and standards of quality governance, including but not limited to :~~

- CQC Outcomes and standards
- National targets in relation to quality
- Contractual requirements – CQuINs

~~vii)vi) Patient Safety : Receive assurance from the Operational Board~~ that the patient safety agenda is implemented throughout the Trust including:

- Infection prevention and control via the quality report
- Safeguarding – via the annual safeguarding report
- Safety thermometer – via the quality report
- Incident reporting process and implementation of learning from incidents from the IICC report
- Safe staffing levels – twice yearly through the staffing reports
- Medications safety thermometer by the quality report
- Annual report from the medications safety group

~~viii)vii) Clinical Effectiveness:~~ Receive assurance from the Operational Board that the clinical effectiveness agenda is implemented throughout the Trust including:

- Updates from any clinical effectiveness initiatives
- Effectiveness of governance processes relating to mortality via the mortality review annual report
- Review of Clinical Audit Strategy and associated operating plans – alignment of work programme to Trust objectives and quality of audit data
- Receipt and review of benchmarking data relating to outcomes
- Assurance around adherence to best practice e.g. NICE guidance, Royal College standards etc

- Receive assurance regarding Readmissions and the trusts improvement plan to reduce

~~ix~~viii) **Patient and Family Experience** : Receive assurance via the quality report and assurance papers from the Operational Board that the patient and family experience agenda is implemented throughout the Trust including:

- Receipt of assurance report on action planning in relation to annual patient survey
- Assurance on quality of data relating to Complaints, Claims and PALS processes – identification of trends and assurance on implementation of learning via the customer care reports
- Updates on delivery patient and family experience progress of Vision for Patient and Family Experience

~~xix~~ix) **Staff Experience** : Receive assurance from the Operational Board that the staff experience agenda is implemented throughout the Trust including:

- Receipt of the results and assurance report on action planning in relation to the national NHS staff survey and Staff Friends and Family Test and trainee surveys
- Updates on delivery of the people and OD strategy ~~Staff Experience Vision~~
- Annual report on employee relations activity ~~Data on Employee Relations~~
- Impact of Staff Engagement Involvement initiatives such as LIA
- Trainee doctors survey and GMC annual visit
- Receive assurance on the equality delivery system
- Receive assurance on workforce policy ratification
- Receive assurance on medical revalidation
- Receive assurance on AHP workforce
- Receive assurance on medical workforce

~~xix~~x) **Research & Development** : Receive assurance ~~from the Operational Board~~ that the R&D agenda is implemented throughout the Trust including:

- Assurance on data demonstrating implementation of research and innovation strategy – via assurance reports

~~xii~~ Receive assurance reports relating to the EDHR agenda

~~xiii~~xi) Receive assurance reports on compliance with the NHS Constitution pledges

~~xiv~~xii) Receive the CQC's Intelligent Monitoring Report, following each publication, and seek assurance on effectiveness of any actions identified

~~xv~~xiii) Receive external assurance reports from CQC and other regulatory / statutory bodies in relation to the quality and patient safety agenda and ensure that management responses / action plans are robust

~~xvi~~xiv) Receive reports and action plans on the requirements of new and emerging guidance from regulators and external agencies that relate to quality governance

~~xvii~~xv) Consider urgent or material matters referred to the Committee by the Operational Board, Audit Committee or Board of Directors

## 5. Equality and Diversity

Ensure that equality and diversity and due consideration to the Human Rights Act are regarded in all aspects of the committee's work. This will include review of any equity analyses that are commissioned against the Trusts clinical services portfolio.

In addition the Committee will have regard for NHS constitution in delivering its objectives.

## 6. Integration

The committee will support the integration of clinical, organisational and financial governance across the Trust.

## 7. Membership

	<p align="center"><b>Quality Committee</b>  <b>Current Version is held on the Intranet</b>  Check with Intranet that this printed copy is the latest issue</p>	Page 3 of 4
--	--	-------------

Three nominated Non Executive Directors, one of whom will be the Chair and one the Vice Chair.

In attendance at all meetings:

Director of Nursing & Quality

Medical Director

Director of Strategy and Organisational Development

Director of Research & Informatics

*All of the above attendees to appoint a nominated Deputy who will attend in his / her absence*

The Committee may invite other officers to attend meetings as required.

All Board Members have a right to attend any meeting of the Committee.

## 8. Quorum and Frequency

In order for decisions taken by the Committee to be valid, the meeting must be quorate. The Chair or Vice Chair plus one other member of the Committee must be present at the point when any business is transacted.

The Committee will meet bi monthly (6 times per year).

## 9. Reporting

The Committee Chair will provide a BAF Key Issues Report to the Board of Directors following each meeting, along with approved minutes and an annual report, which will include a review of the Committee's Terms of Reference.

The Chair of the Committee will escalate urgent matters and exceptions to the Board and / or Audit Committee in-between meetings as deemed appropriate.

The Committee will oversee the work of and reports from the Operational Board in respect of matters set out within this terms of reference.

The Committee will receive the minutes of the Operational Board.

## 10. Conduct of Committee Meetings

The Chair of the committee will be supported by a lead Executive Director who will ensure that the appropriate processes are followed:

- Minutes and action log are accurate, comprehensive and timely
- The agenda and supporting papers are sent out to committee members 5 working days prior to the meeting, unless authorised by the Chair for exceptional circumstances
- Authors of papers presented must use the required template and adhere to BAF Policy.
- Presenters of papers can expect all committee members to have read the papers and should keep to a summary that outlines the purpose of their paper/report and key issues.
- Committee members and those in regular attendance should actively participate in discussions pertaining to the agenda, ensuring that solutions and action plans have multidisciplinary perspectives and consideration of Trust-wide impact

	<b>Quality Committee</b> <b>Current Version is held on the Intranet</b> Check with Intranet that this printed copy is the latest issue	Page 4 of 4
--	--	-------------