

## SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

EXECUTIVE SUMMARYREPORT TO THE HEALTHCARE GOVERNANCE COMMITTEEHELD ON 25 MARCH 2013

<b>Subject</b>	Directorate Governance Arrangements Policy
<b>Supporting TEG Member</b>	Dr David Throssell, Medical Director
<b>Author</b>	Pauline Watson, Governance Improvement Manager
<b>Status</b>	APPROVAL

**PURPOSE OF THE REPORT**

This new policy has been amended following feedback at the February Committee meeting and is presented for consideration and approval. The full policy and appendices are embedded in this report for information.

**KEY POINTS**

Section 3 of the policy has been amended following feedback to specify how the Committee, TEG and the Medical Director will monitor that local governance arrangements are effective.

The revised sections are reproduced below (the amendments are in blue font):

**3. CENTRAL ACCOUNTABILITIES AND RESPONSIBILITIES****3.1 Board of Directors**

*The Board of Directors has overall accountability for ensuring satisfactory healthcare governance across the Trust. These duties are normally conducted through the work of the Healthcare Governance Committee (HCGC).*

**3.2 Healthcare Governance Committee**

*The Healthcare Governance Committee sets the strategic direction for healthcare governance and risk management on behalf of the Board. The committee has an [annual work plan](#) for receiving reports, minutes and briefings from sub-committees, groups and specialist leads who have a healthcare governance remit. The work plan includes a quarterly report on Directorate Healthcare Governance Performance.*

**3.3 Trust Executive Group**

*Members of the Trust Executive Group (TEG) are accountable to the Chief Executive Officer for ensuring safe and appropriate healthcare governance arrangements are in place within their own directorate. The Executive Director with lead responsibility for Healthcare Governance is the Medical Director. An assessment of local governance arrangements and compliance with CQC standards is included in the annual business planning process.*

**3.4 Medical Director**

*The Medical Director is responsible for ensuring healthcare governance arrangements are operating satisfactorily across the Trust. These arrangements are monitored by the Patient and Healthcare Governance Department through the Healthcare Governance Risk Management Audit Programme.*

This policy has been developed to formalise, clarify and develop local healthcare governance arrangements. The policy builds on the resource requirements that are already in place as outlined in the Statement on Healthcare Governance Arrangements for Directorates and Corporate Departments (2009) and does not require the introduction of any new posts.

The document describes clinical directorate and corporate governance structures, duties and communication mechanisms and includes expectations for governance records and audit of compliance. Policy and Appendices are embedded overleaf.

The following groups were consulted and their feedback used to develop the final draft:

- Clinical Directors
- Nurse Directors and Deputy Nurse Directors
- General Managers
- Heads of Corporate Departments
- Directorate Healthcare Governance Group members
- Specialist corporate governance leads e.g. safeguarding leads
- Safety and Risk Management Board members

## IMPLICATIONS

	<b>Aim of the STHFT Corporate Strategy 2012-2017</b>	<b>Tick as Appropriate</b>
1	Deliver the best clinical outcomes	✓
2	Provide Patient Centered Care	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	✓
	CQC Outcome	All

## RECOMMENDATIONS

The Healthcare Governance Committee is asked to APPROVE the policy.

## APPROVAL PROCESS

<b>Meeting</b>	<b>Presented</b>	<b>Approved</b>	<b>Date</b>
HCGC	Pauline Watson		25/03/2013

# DIRECTORATE GOVERNANCE ARRANGEMENTS

## DRAFT POLICY AND APPENDICES

### Policy



Amended policy draft  
12 Mar 6

### Appendix 1 Specialist Lead Roles



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### Appendix 2 Registration



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### Appendix 3 Model Terms of Reference for Directorates



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### Appendix 4 Model Agenda for Directorates



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### Appendix 5 Model Agenda for Directorates



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### Appendix 6 Lines of Governance Accountability



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### Appendix 7 Business Plan Template



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### Appendix 8 Equality Impact Assessment



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Meetings\Healthcare