

TERMS OF REFERENCE

HEALTHCARE GOVERNANCE COMMITTEE

1. PURPOSE

- The Healthcare Governance Committee will provide assurance to the Board of Directors on the quality of healthcare services.
- The Healthcare Governance Committee will ensure that the Trust has effective systems of healthcare-related quality, governance and risk management in place.

2. DUTIES/RESPONSIBILITIES

- Oversee the work of associated healthcare governance sub-committees, including their management of healthcare related risks and issues, through the receipt of regular written reports or presentations. The frequency of reporting will be scheduled in a work plan, which will be reviewed and approved at least once a year by the Healthcare Governance Committee. The associated healthcare governance sub-committees that provide assurance to the Healthcare Governance Committee are included as Appendix 1.
- Receive reports of significant incidents, complaints, claims, coroner's inquests or other adverse events to ensure that appropriate action is being taken to manage the event and to prevent recurrence.
- Receive Learning from Deaths Reports quarterly and mortality data and information through the Mortality Governance Committee Annual Report.
- Receive updates of Quality Surveillance, to include external visits, accreditations and inspections.
- Receive reports of assurance and/or concern about compliance with Care Quality Commission standards and commission additional pieces of work if these are required to ensure continuing compliance.
- Gain assurance in relation to directorate healthcare governance arrangements and performance.

3. ACCOUNTABLE TO

- The Healthcare Governance Committee is a formal committee, established by and accountable to the Trust Board of Directors.
- The Trust Board of Directors will receive copies of the minutes of the Healthcare Governance Committee.
- The Healthcare Governance Committee will interface with the other Trust Board committees (Audit Committee, Finance and Performance Committee, Human Resources and Organisational Development Committee) through receipt of minutes at the Board of Director meetings. In addition, Committee Chairs attend meetings of other Trust Board committees periodically. The Healthcare Governance Committee may refer specific agenda items and papers for consideration by the Board of Directors. The Trust Executive Group will have sight of the Healthcare Governance Committee papers.
- It is recognised that each of the Trust Board committees has some responsibility for risk. The remit of the Healthcare Governance Committee is to ensure that the risks associated with the operational management of healthcare are adequately managed. The role of the Audit

Committee is to oversee the risks to the achievement of all the organisation's objectives including those risks associated with the operational management of healthcare. As such the Healthcare Governance Committee will refer significant operational risks to the Audit Committee for further analysis, via the Chair of the Healthcare Governance Committee who is also a member of the Audit Committee.

- The Healthcare Governance Committee will monitor any Principal Risks (contained within the Integrated Risk and Assurance Report (IRAR)) which are associated with the work of the Committee and will report any risks and assurances to the Audit Committee or Board of Directors.

4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)

The Committee reports to the Board of Directors through minutes of Healthcare Governance Committee meetings; summary reports; papers of particular significance; and an annual performance review report.

Circulation of minutes

Committee membership and Board of Directors

5. MEMBERSHIP – NAME/DESIGNATION/CHAIR OR DEPUTY

Members

NAME	DESIGNATION	DEPUTY
Rosamond Roughton	Non-Executive Director (Chair)	Deputy Chair
Chris Newman	Non-Executive Director (Deputy Chair)	
Toni Schwarz	Non-Executive Director	
John O’Kane	Non-Executive Director	
Kirsten Major	Chief Executive	
Jennifer Hill	Medical Director (Operations)	Deputy Medical Director
Chris Morley	Chief Nurse	Deputy Chief Nurse
Sandi Carman	Assistant Chief Executive	Corporate Governance Manager
Rebecca Robson	Interim HR Operations Director	
Paul Buckley	Deputy Director of Strategy and Planning	
Sue Butler	Head of Patient and Healthcare Governance	

In attendance

NAME	DESIGNATION
Annette Laban	Trust Chair
Alun Windle	Acting Chief Nurse, Sheffield Clinical Commissioning Group
Diane Hallatt	DAC Beachcroft Solicitors

Serviced by

NAME	DESIGNATION
Hannah Constantine-Smith	Compliance Manager
Andrew Timms	Acting Compliance Manager
Jenny Price	PA to Head of Patient and Healthcare Governance

Lead Officer

NAME	DESIGNATION
Sue Butler	Head of Patient and Healthcare Governance

6. QUORUM

A quorum shall be five members, at least one of whom should be a Non-Executive Director

At the discretion of the Chair, business may be transacted through a teleconference or videoconference provided that all Board members present are able to hear all other parties and where an Agenda has been issued in advance. Participation in a meeting via electronic means shall constitute presence in person at the meeting.

7. MEETING FREQUENCY AND PROCEDURES

Meetings will normally be held once a month, excluding August

Meetings will normally be scheduled for two hours. Meetings will continue to be held remotely through Microsoft Teams with on-going review.

Agendas and papers will be prepared and circulated during the week before the meeting.

Papers for submission to the Healthcare Governance Committee will be supported by a covering sheet explaining the purpose of the paper.

8. DATE TERMS OF REFERENCE WERE APPROVED

April 2021

9. REVIEW DATE

April 2022

10. PROCESS FOR REVIEWING EFFECTIVENESS

To ensure that the Healthcare Governance Committee is effective the following actions will be undertaken and included in a report to the Board of Directors at least once a year:

- Review the Terms of Reference and audit compliance, including attendance
- Audit of compliance with the annual work programme

Appendix 1 – Sub-committees of the Healthcare Governance Committee

