

## Council of Governors Quality Sub-Committee

### Terms of Reference

#### **1.0 Authority**

- 1.1 The Council of Governors Quality Sub-Committee is constituted as a Sub-Committee of the Council of Governors to assist the Trust to develop and implement the Trust's quality programme.
- 1.2 Its terms of reference shall be as set out below and shall not be amended, revoked or replaced except by a resolution passed at a general meeting of the Council of Governors.
- 1.3 The Council of Governors shall not delegate any of its powers to the Sub-Committee and the Sub-Committee shall not exercise any of the powers of the Council of Governors.

#### **2.0 Aim**

This sub-committee will provide key stakeholder input into the development and implementation of the Trust's quality programme, including safety, effectiveness and patient experience.

#### **3.0 Role**

- 3.1 To identify priorities for quality improvement in line with national and local initiatives.
- 3.2 To contribute to the structure and content of the Quality Account within the required framework, including developing agreed metrics, to ensure it is clearly and well-presented and can be understood by all stakeholders.
- 3.3 To facilitate communication and feedback to the membership and the public on the Quality Account and quality issues e.g. through advice on the content of the website and participation in developments, Trust News and other means of communication.
- 3.5 To identify ways in which stakeholders can be involved in the quality programme e.g. safety walkabouts, advising on leaflets.
- 3.6 To champion the patient's experience and encourage and advise on patient involvement.
- 3.7 To identify areas where there is particular added value from stakeholders.
- 3.8 To ensure that there is input from all member constituencies.

- 3.9 To obtain the lay perspective on assurance of quality.
- 3.10 To support funding initiatives relevant to quality to the Council of Governors.

#### **4.0 Membership of the Sub-Committee**

- 4.1 The Sub-Committee shall comprise both elected and appointed governors with representatives from patients, the public, and staff.
- 4.2 Representative from Healthwatch Central West London and representative from CWHHE Clinical Commissioning Groups Collaborative.
- 4.3 Trust staff to include:
  - a) The Medical Director
  - b) The Chief Nurse and Director of Quality (Chair)
  - c) The Head of Quality and Assurance
  - d) Membership and Engagement Manager and/or Deputy Director of Nursing
  - e) The Deputy Director of Nursing may deputise for the Chief Nurse

In addition, the Sub-Committee may invite other people to attend including those from an external organisation.

#### **5.0 Quorum**

- 5.1 A quorum shall comprise at least one of: the Medical Director, Chief Nurse and Director of Quality or the Head of Quality and Assurance and three governors.

#### **6.0 Frequency of Meetings**

- 6.1 The Sub-Committee shall meet bi-monthly and report to the Council of Governors after each meeting.

#### **7.0 Attendance requirements**

Two thirds of the meetings.

#### **8.0 Administration of the Meeting**

- 8.1 This will be undertaken by the Foundation Trust Secretary.

#### **9.0 Review**

- 9.1 The terms of reference of the sub-committee shall be reviewed by the Council of Governors annually.

Approved by the Council of Governors 03 December 2009  
Approved by the Council of Governors 14 July 2011  
Approved by the Council of Governors 12 July 2012  
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