

## Terms of Reference

|                                |                             |
|--------------------------------|-----------------------------|
| <b>Name of Committee/Group</b> | Quality Assurance Committee |
| <b>Type of Committee/Group</b> | Committee of Governing Body |

|                                      |  |
|--------------------------------------|--|
| <b>1. Purpose of Committee/Group</b> | <p>The Quality Assurance Committee (QAC) has been established by the CCG's Governing Body as set out in paragraph 6.7.9 of the Constitution with delegated responsibility for securing continuous improvements for the quality of services commissioned by the CCG.</p> <p>The Committee shall:</p> <ul style="list-style-type: none"> <li>• gain assurance that there is an effective and consistent process to commissioning for quality and safety across the CCG's activities, ensuring that concerns and underperformance are identified and high standards of care and treatment are delivered. This will include areas regarding patient safety, effectiveness of care and patient /and staff experience; and</li> <li>• gain assurance of quality and safety indicators within the contracts commissioned by the CCG and across clinical patient pathways.</li> <li>• Agree and monitor achievement of the strategic aims for quality via the Commissioning for Quality strategy and action plan.</li> </ul> |
|--------------------------------------|--|

|                                    |   |
|------------------------------------|---|
| <b>2. Authority/Accountability</b> | <p>The Governing Body hereby resolves to establish a committee of the Governing Body to be known as the Quality Assurance Committee (the "Committee") in accordance with the CCG's Constitution. These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the Constitution.</p> <p>The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any Member, officer or employee who is directed to co-operate with any request made by the Committee.</p> <p>The Committee is authorised to create working groups as necessary to fulfil its responsibilities within these terms of reference. The Committee may not delegate executive powers (unless expressly authorised by the Governing Body) and remains accountable for the work of any such group.</p> |
|------------------------------------|---|

|   |  |
|---|--|
| <b>3. Objectives of Committee/Group</b> | <p>The Committee shall:</p> <ul style="list-style-type: none"> <li>• receive reports from regulatory and supervisory bodies (including the Care Quality Commission and NHS Improvement) and ensure action plans are delivered;</li> <li>• receive quarterly exception reports from the directly commissioned, In area</li> </ul> |
|---|--|

services not directly commissioned, and contracted services including primary care regarding quality and safety legislative and contractual requirements as follows:

- Patient Safety:
  - serious Incidents, never events and Independent investigations;
  - infection prevention and control;
  - safeguarding adults and children and domestic homicide reviews;
  - Mental Capacity and Deprivation of Liberty;
  - medicines safety, Controlled Drugs Management and prescribing (including assurance of the effectiveness of Area Prescribing Group (APG));
  - Patient Safety Alerts.
- Effectiveness
  - NICE Technology Appraisal, guidance and Quality Standards compliance;
  - Clinical Audit performance;
  - CQUIN performance;
  - Research and Evaluation
- Patient / Staff Experience
  - receive reports on Friends and Family test, patient surveys and reports;
  - Eliminating Mixed Sex Accommodation reports;
  - Complaints reports from providers i
  - receive reports on staff surveys in relation to quality and patient safety;
  - professional issues and whistleblowing in commissioned services, linked to quality and patient safety;
  - receive exception reports on any other significant high level quality and patient safety concerns regarding providers; and
  - to ensure that clinical risks are reported on provider risk registers.
- approve under delegated authority from the Governing Body the CCG's clinical policies. Policies will be published on the CCG's web site and new and revised policies will be circulated to Governing Body Members for information.
- approve under delegated authority from the Governing Body patient clinical pathways for adoption by the CCG. Such pathways will first have been considered by the appropriate management group and recommended to Committee. Where pathways are likely to be contentious the Committee will take into account the CCGs duty to consult before making a decision. The Committee will ensure that approved pathways are then appropriately published, promoted and updated.

#### **4. Membership**

Note: Members should be referred to by title not name. Chair of Committee/Group should be stated. Minute taker should be stated either as member or in attendance.

The Committee shall consist of the following members:

- Two of the Lay Members of the Governing Body One will Chair the Committee and the other will be Deputy Chair;
- Chief Nurse
- Deputy Chief Nurse

- Head of Quality
- Medical Director
- Governing Body GP (Lead for Quality)
- Governing Body GP
- Governing Body Secondary Care Doctor

The Committee can co-opt other members as required.

Members of the Committee must attend at least two meetings each financial year but should aim to attend all scheduled meetings.

## 5. Attendees

Note: Attendees should be referred to by title not name. Minute taker should be stated either as member or in attendance.

In addition to the Committee members, the following persons shall generally attend routine meetings of the Committee: Senior Quality Managers and a representative from Internal Audit.

Healthwatch Sheffield will also have a standing invitation to attend and contribute to all meetings

Members of the Governing Body shall be invited to attend those meetings in which the Committee will consider areas of risk or operation that are their responsibility.

Other CCG employees shall also attend by request of the chair of the Committee. The Chair of the Governing Body may be invited to attend meetings of the Committee as required.

The minute taker / administrator for the committee will be in attendance.

## 6. Quorum

A quorum shall be a minimum of four (4) members including, the Chair or Deputy Chair, the Chief Nurse or Deputy Chief Nurse and two other members.

## 7. Frequency and Notice of Meetings

Meetings of the Committee shall be held at least quarterly. Communication and decision making will take place as necessary with committee members between formal meetings, with additional meetings being held as required.

The Committee members shall be afforded the opportunity to meet at least once per year with no others present.

Agendas will be generated by Head of Quality and shared with the Committee Chair for approval. A formal agenda and supporting papers will be forwarded to all members, and those in attendance where appropriate at least 5 days prior to the date of the meeting.

## 8. Minutes and Reporting Arrangements

The minutes of all meetings of the Committee shall be formally recorded and submitted, together with a summary report including recommendations where appropriate, giving assurances and highlighting areas of concern, to the Governing Body. The submission to the Governing Body shall include details of any matters in respect of which actions or improvements are needed. This will include details of any evidence of potentially ultra vires, otherwise unlawful or improper transactions, acts, omissions or practices or any other important matters. To the extent that such matters arise, the chair of the Committee shall present details to a meeting of the Governing Body.

A report from the Quality Assurance Committee will be presented to the Audit and Integrated Governance Committee following each meeting to provide assurance that the systems and processes of clinical governance are in place within the CCG and in relation to commissioned activity commissioning for quality strategy and action plans.

The following groups will report to the Quality Assurance Committee and will support the Quality Assurance Committee in discharging its responsibilities:

- Contract Quality Review Groups exception reporting
- Sheffield Quality Intelligence Group - Care Homes exception reporting
- Primary Care Resilience Group
- Medicines Safety Group (Information)
- Sheffield Control Drug Local Improvement Network (Information)

## 9. Meeting Effectiveness Review

As part of the Governing Body's annual performance review process, the committee shall review its collective performance and that of its individual members and will provide an annual report on the work of the committee for the CCG's Annual Report.

## 10. Review to be conducted by Committee/Group Chair

|  |  |
|--|--|
| <b>Date Committee/Group established</b>  |  |
| <b>Terms of Reference to be reviewed</b> | The Committee will review its Terms of Reference at least annually making recommendations on any changes to the Governing Body for final approval. |
| <b>Date of last review</b>               | April 2019   |
| <b>Date of next review</b>               | March 2020   |

**Sheffield Quality Assurance Committee - TOR reporting chart.  
April 2018**

