

South Ayrshire Health and Social Care Partnership

Health and Care Governance Committee

Terms of Reference

1. Introduction

1.1. The Health and Care Governance Committee will provide assurance to the Integrated Joint Board on the delivery of safe, effective, person centred care in line with the Integrated Joint Board's statutory duty for the quality of health and care services.

2. Remit

2.1. To provide assurance to the Integrated Joint Board that health and care governance is being discharged, within the Partnership, in relation to the statutory duty for quality of care.

2.2. To provide the strategic direction for development of health and care governance and staff governance within the Partnership, and to ensure its implementation.

3. Membership

The Group shall comprise of:

- IJB member with voting rights (chair)
- Associate Nurse Director
- Clinical Nurse Manager -In patient services
- Community Services Locality Manager
- Associate Director for AHPs
- Strategic Lead TEC and Innovation
- Senior Nurse Manager – Children's Services
- Partnership Human Resources Manager
- Senior Manager – Mental Health Services
- Head of Service – Health and Community Care
- Head of Service – Children's and Criminal Justice
- Partnership representative
- Public representative (to be discussed)
- Senior Manager LD Services
- Community Pharmacy Advisor
- Health Promotion Manager
- Senior Manager - AHP Services
- Clinical Director - HSCP

3.1 The Group shall be chaired by a member of the IJB with voting rights. The Partnership Chief Officer may attend as appropriate.

3.2 Five (5) committee members shall constitute a quorum.

- 3.3 Where a member is unable to attend a particular meeting, a representative shall attend in their place and have appropriate voting rights.
- 3.4 The committee may co-opt additional advisors in attendance as required with approval of the chair.

4. Frequency of Meetings

- 4.1. The committee shall meet on a quarterly basis, and will meet at least 4 times per annum.
- 4.2. The Chair may, at any time, convene additional meetings of the committee.

5. Conduct of Business

- 5.1. A calendar of Group meetings, for each year, shall be agreed by the members and distributed to members.
- 5.2. The agenda and supporting papers shall be sent to members at least five working days before the date of the meeting.
- 5.3. Administrative support shall be provided by the Partnership.

6. Authority

- 6.1. The committee is authorised on behalf of the Integrated Joint Board to investigate any matter that falls within its Terms of Reference and obtain professional advice as required.
- 6.2. The Committee may form one or more sub-groups to support the Health and Care Governance function within the Partnership.

7. Duties

- 7.1. Agree the Partnership's Health and Care Governance priorities and give direction to the Health and Care Governance activities.
- 7.2. Agree the Partnership's Staff Governance priorities, give direction to the Partnership's Staff governance activities and monitor progress.
- 7.3. Oversee the work of relevant Health and Care Governance Groups and Staff Governance Groups - receiving reports/minutes from them for consideration and assurance as necessary.
- 7.4. Monitor the partnerships Risk Register from a health and care governance/staff governance perspective and escalate to the Integrated Joint Board any unresolved risks that requires executive action or that pose significant threat to patient care, service provision or the reputation of the Partnership.

7.5. Oversee the processes within the Partnership to ensure that appropriate action is taken in response to adverse events, scrutiny reports/action plans, safety action notices, incidents, complaints and litigation, and those examples of good practice and lessons learned are disseminated within the Directorate and beyond if appropriate.

8. Reporting Arrangements

8.1. Provide a forum where Partnership wide health and care governance issues can be addressed and co-ordinated.

8.2. Provide assurance to the Integrated Joint Board and the NHS Healthcare Governance Committee on the operation of health and care governance within the Partnership in compliance with the NHS QIS Clinical Governance and Risk Management Standards.

8.3. Minutes shall be kept of the proceedings of the committee, and circulated in draft form within ten working days to the Chair of the committee, and within five working days thereafter to committee members, prior to consideration at a subsequent meeting of the committee.

8.4. The Chair shall provide assurance on the work of the Group and the draft minutes will be submitted to the Integrated Joint Board and the NHS Health Care Governance Committee for information.

8.5. The Group shall conduct a review of its role, function and membership on a two year basis.

8.6. The following groups shall report to the South Ayrshire Health and Social Care Partnership Health and Care Governance Group:

- AHP Healthcare Governance Group
- District Nursing Healthcare Governance Group
- Children's Nursing Healthcare Governance Group
- TEC & Innovation Services

8.7 The following Clinical Governance groups shall provide a copy of minutes (or updates) to the South Ayrshire Health and Social Care Partnership Health and Care Governance committee:

- Updates from Community Mental Health Services Governance Group
- Public Health Governance Virtual Group
- Updates from Adult Protection and Child Protection Governance Groups
- AHP Governance Minutes