

South Ayrshire Health and Social Care Partnership

Health and Care Governance Group

Terms of Reference

1. Introduction

- 1.1. The Health and Care Governance Group will provide assurance to the Clinical and Care Governance Committee 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 NHS Health and Care Governance Committee and appropriate South Ayrshire Panel that health and care governance is being discharged, within the Partnership, in relation to the statutory duty for quality of care.
- 2.2. The Health and Care Governance Group will review and support decision making with regards to reports from Health, Social Work, Children's Services, Community Hospitals and Integrated Care Team.
- 2.3. To provide the strategic direction for development of health and care governance and staff governance within the Partnership, and to ensure its implementation.
- 2.4. Reports from each of the areas of care provision will submit a bi-monthly report with exemption reporting.

3. Membership

- 3.1 In accordance with guidance the Group shall comprise of:

- Senior Management Team of the HSCP;
- Clinical Director;
- Associate Nurse Director;
- Lead Allied Health Professional
- Chief Social Work Officer;
- Director of Public Health or representative;
- Service user and carer representatives; and
- Third Sector and Independent Sector representatives.

- 3.2 The Group shall be chaired by the Director of Health and Social Care.

- 3.3 Seven (7) Group members shall constitute a quorum.

- 3.4 Where a member is unable to attend a particular meeting, a representative shall attend in their place.

3.5 The Group may co-opt additional advisors as required with approval of the Chair.

4. Frequency of Meetings

4.1. The Group shall meet quarterly, and will meet at least 4 times per annum.

4.2. The Chair may, at any time, convene additional meetings of the Group.

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 Group may form one or more sub-groups to support the Health and Care Governance function within the Partnership.

7. Duties

7.1 The key duties of the group are as follows:

- Provide assurance to the IJB (and Chief Officer if not the Chair) on the quality of services delivered by the HSCP.
- Support the governance of public protection within the HSCP including child protection, adult support and protection, MAPPA, GBV.
- Oversee the processes within the HSCP to ensure that appropriate action is taken in response to adverse events, scrutiny reports/action plans, safety action notices, patient/service user feedback, complaints and litigation; and that examples of good practice and lessons learned are disseminated within and across the HSCP, PAN-Ayrshire and beyond as appropriate.
- Monitor the HSCP Risk Register from a health and care governance perspective and escalate to the IJB any unresolved risks that require executive action or that pose significant risk to patient care, service provision or the reputation of the IJB.
- Ensure that mechanisms are in place for services to routinely listen, learn and develop from patient, service user and carer experience.
- Ensure that quality and self-evaluation mechanisms are in place to inform a culture of continuous improvement.
- Provide an annual report on Health and Care Governance to the IJB, NHS Ayrshire and Arran Healthcare Governance Committee and the appropriate local authority panel.

7.2 Agenda

The agenda will include the following standard items:

- Quality standards (including scrutiny reports)
- Health and Care Governance Risks
- Adverse events – including SAERs, completion of action plans and learning summaries
- Service user experience (including feedback and complaints)
- Learning and Improvement
- Infection control and prevention

8. Reporting Arrangements

- 8.1. Minutes shall be kept of the proceedings of the Group and circulated in draft form within five working days to the Chair of the Group, and within five working days thereafter to members, prior to consideration at a subsequent meeting of the Group.
- 8.2. The Chair shall provide assurance on the work of the Group and the minutes will be available for scrutiny by the NHS Health and Care Governance Committee and South Ayrshire Council Panel for information.
- 8.3. The Group shall conduct a review of its role, function and membership on an annual basis.