

Quality and Safety Improvement Programme Board

Terms of Reference

Purpose

- To provide Trust Programmes Board with assurance that the Quality and Safety Improvement programme is being managed effectively and delivering to targets
- To assure that the programmes risks are managed with mitigating actions and benefits identified and realised in line with strategic objectives
- To provide senior guidance on delivery issues so that any obstacles to success are managed and eliminated
- To ensure alignment and delivery against strategic objectives and additionally provide communication of objectives to all stakeholders

Membership

Executive SRO and Chair
Director of Clinical Governance & Co-Chair
Programme Manager (from the PMO)
HR, OD and Workforce Lead
Director of Finance
DLN Urgent Care
DLN Outpatients
Chief Pharmacist
Deputy Medical Director for Patient Safety
Director of Performance
Director of Facilities and Estates
Deputy Chief Nurse

In attendance

CEO
COO
Representative from the Workforce and Development Programme
NHSI Improvement Director

Quorum

7 members, to include
One of Co-Chairs
PMO team member

Deputies

Deputies required, but prior notification necessary

Key Outputs

- Delivery of QSIP programme on time and budget
- Managed risks and issues, escalated to Trust Programme Board as appropriate

Time, Frequency & Duration

- Monthly
- Tuesday @ 08:30 Boardroom, SMH
- Duration: 1.5 hours

Support Arrangements

Venue: Boardroom, St Mary's Hall
Secretary: PMO Administration team
Papers: Thursday prior to meeting
Minutes: Actions by Wednesday after meeting

Links to other meetings & groups

- Trust-wide Programme Board
- Senior Management Team (SMT)
- Clinical Services Transformation Programme
- Workforce and Leadership Programme

Governance, rules and behaviours

- All members are expected to attend – absenteeism is an exception
- Meetings will start and end on time
- Papers to be presented are to have a maximum length of 4 sides of A4; a long document may be circulated for more detailed information, where appropriate
- All blackberries and mobiles must be switched off unless expressly agreed by the Chair
- Authority to cancel meeting: Chair
- Papers may be tabled (because of the meeting frequency) if agreed in advance by the Chair

Standing agenda

1. Minutes / actions from previous meeting
2. Matters arising
3. Update on QSIP programme (general)
4. Key challenges and issues
5. Items for escalation to Trust Programme Board
6. Priorities and main effort for next period
7. Items for communication to wider trust
8. A.O.B.
9. Date and time of next meeting

Monitoring

The Programme Board will review its performance annually against its Terms of Reference