

Patient Safety & Experience Sub-group

Terms of Reference

Aims & Responsibilities:

To hold the Board of Directors to account by:

- Reviewing, and where appropriate commenting and reporting to the Board, specific Services of the Trust, in relation to patient safety and experience at the Point of Care. Such reviewing to take account of all available evidence, such as relevant parts of Trust reports, including those listed in Appendix 1, CQC and Healthwatch reports, Visit reports and relevant Governor Issues. Where possible, and within the rules of confidentiality, receiving reports of first hand Point of Care experience, from service-users and staff members.
- Reviewing, and where appropriate commenting and reporting to the Board, on specific matters referred from the Council of Governors, from the Corporate Assessment Group, or any other appropriate group or individual. Such reviews to be co-ordinated where possible with those outlined in the foregoing paragraph.
- Reporting to the Board any observed breach of rights established in the NHS Constitution.

Structure and Quorum Arrangements:

- The group will elect a Chair and Vice-Chair from its membership annually. In the event of absence of both Chair and Vice-chair, those present will elect a member of the group to chair that meeting.
- The quorum of the group will be one-third of the group's membership. Apologies for absence will be recorded, and should be sent to the Trust office prior to the meeting, unless circumstances make that impossible.
- The group will meet bi-monthly, and meetings will have timed agendas.
- These Terms of Reference will be reviewed annually, or sooner at the wish of the group.
- The Chair will report personally to the Board of Directors on matters on which the group is assured, has concerns, or awaits assurance.
- The Chair will report on the work of the group to the Council of Governors.
- A rolling work-plan for the group will be maintained, and updated at each meeting.
- Where necessary, the group will set up working parties to deal with specific items, and report to the group.

J.M.H.

18.8.15

Appendix 1

Reports to be considered as appropriate by the Patient Safety and Experience Sub Group:

- Complaints Reports
- Patient Safety Reports
- Patient Experience Group reports
- I Want Great Care/Other patient survey reports
- Community Survey and Action Plan
- Healthwatch Reports
- Clinical Audit & Effectiveness Committee Report
- Quality Strategy
- Quality Accounts
- Care Quality Commission Reports
- SI Assurance Reports