



TERMS OF REFERENCE

COMMITTEE	Specialist Hospitals and Women's Health Assurance Committee (SHWH).
PURPOSE	To provide assurance to the Trust Assurance Group that effective governance systems and processes are established, monitored and maintained within the Directorate.
MEMBERSHIP	<p>Chair: Director for SHWH</p> <p>Membership:</p> <ul style="list-style-type: none"> • SHWH senior management team: <ul style="list-style-type: none"> ○ Co Directors ○ Associate Medical Director ○ Governance and Quality Senior Manager ○ Finance manager ○ Performance manager • Service Managers • Relevant professional representation • Other relevant staff, invited at request of the group. <p>Secretary: Governance and Quality Senior Manager</p>
DUTIES	<ul style="list-style-type: none"> • To review complaints, incidents, claims, audits and user feedback, in order to identify trends within the Directorate. • To ensure that learning from these events is acknowledged and shared. • To ensure that the Directorate Management Plan encapsulates any issues raised above. • To ensure that all staff within the Directorate receive information on governance relevant to their role/area. • To ensure that operational arrangements are in place for improving and monitoring the quality of care within the Directorate • To ensure that the Directorate Risk Register reflects all significant risks, in order that these risks can be effectively managed. • To ensure Directorate representation at relevant Trust committees by nominating members and establishing reporting mechanisms.
AUTHORITY	The Directorate Assurance committee is authorised to review and act

	on any governance issues as listed in the duties.
MEETINGS	<p>Quorum The chair or deputy, plus representation from each of the Service Areas within the Directorate.</p> <p>Frequency of Meetings: quarterly</p> <p>Papers Agenda, previous minutes, completed report template, papers as listed on the agenda. These will be sent to members electronically, prior to the meeting.</p>
REPORTING	Accountable to the Trust Assurance Group.
DECLARATION OF INTEREST	The Chair will seek and record any declaration or conflict of interest from members prior to every meeting.
REVIEW	Annually