

**Children's Hospital Governance Group**

**Terms of Reference**

<b>COMMITTEE</b>	<b>Children's Hospital Governance Group</b>
<b>PURPOSE</b>	To provide assurance to Specialist Hospitals and Women's Health Assurance Committee that effective governance systems are established, monitored and maintained within the Service Area.
<b>MEMBERSHIP</b>	<p><b>Chair:</b> Clinical Lead for Paediatric Quality and Effectiveness</p> <p><b>Secretarial support:</b> Service Manager's PA</p> <p><b>Membership:</b></p> <ul style="list-style-type: none"> <li>• Co-Director</li> <li>• Clinical Director</li> <li>• Service Manager</li> <li>• Clinical Lead for Surgery</li> <li>• Clinical Lead for Community</li> <li>• Clinical Lead for Medicine</li> <li>• Governance and Quality Senior Manager</li> <li>• Administration representative</li> <li>• Medical workforce Manager</li> <li>• Pharmacy representation</li> <li>• Health and Safety representation</li> <li>• Service Area Risk/Quality staff</li> </ul> <p>Staff who have been nominated to sit on the group as a representative for their area should ensure that the views of their area are brought to the meeting and that feedback is given to their area following the meeting.</p> <p>Other members of Trust staff may be required to attend meetings as considered necessary.</p>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>• To review incidents, complaints, claims, audits and user feedback, in order to identify actions, trends and learning.</li> <li>• To ensure learning from these events are acknowledged and shared within the Service Area and the Directorate.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that arrangements are in place for improving and monitoring the quality of care within the Service Area.</li> <li>• To ensure that the Service Area Risk Register reflects all significant risks to enable effective management and escalation.</li> </ul>
<b>AUTHORITY</b>	The Children's Hospital Governance Group is authorised by the Specialist Hospitals and Women's Health Director to review and act on any governance issues as listed in the duties and to report on these through the Directorate line management and assurance framework.
<b>MEETINGS</b>	<p><b>Quorum</b> 50% of membership</p> <p><b>Frequency of Meetings</b> ¼ and prior to Directorate Assurance Committee.</p> <p><b>Papers</b> Agenda, previous minutes, all items on the agenda. These will be sent to members electronically, prior to the meeting.</p>
<b>REPORTING</b>	Accountable to Specialist Hospitals and Women's Health Assurance Committee.
<b>CONFLICT OF INTEREST</b>	The Chair will seek and record any declaration or conflict of interest from members prior to meetings.
<b>REVIEW</b>	Annually