

TERMS OF REFERENCE – for ratification

NAME OF GROUP:	Quality Improvement Board
CONSTITUTION :	<p>The Board of Directors hereby resolves to establish a committee to be known as the Quality Improvement Board (QIB)</p> <p>The Board of Directors are accountable for the oversight and scrutiny of the Quality Improvement Plan.</p> <p>The role of the QIB is to oversee the development and delivery of the Quality Improvement Plan, providing assurance to Board sub-committees, Trust Board and the Oversight Group.</p>
AUTHORITY	The authority of the QIB is derived directly from the authority of its Chair, the Chief Executive.
MEMBERSHIP	<p>Chair: Chief Executive Officer Vice-chair: Medical Director</p> <p>Members:</p> <ul style="list-style-type: none"> • Executive Workstream Leads • QIP Programme Director <p>Open invitation to attend</p> <ul style="list-style-type: none"> • Improvement Director • Programme Support
AUTHORISATION	The QIB is authorised to seek any information it requires from any employee/director of the Trust in order to perform its duties
RESPONSIBILITIES	<p>The QIB will be responsible for ensuring that the Quality Improvement Plan (QIP) is developed and delivered within principles and boundaries set by the Board of Directors.</p> <p>It will provide assurance:-</p> <p>The QIB will</p> <ol style="list-style-type: none"> a) Take overall responsibility for the effective development and delivery of the QIP; b) Provide visible leadership, direction and commitment to the QIP and individuals working within it, promoting effective communication of the QIP's goals and progress; c) Ensure that a robust delivery and accountability framework, with the appropriate resources, leadership, staffing and organisational support are

	<p>in place to facilitate successful QIP implementation;</p> <ul style="list-style-type: none"> d) Receive Monthly Updates from Work Stream Executive Leads on performance against their Work Stream Plan, particularly focussing on delivery, achievement of milestones, risks to delivery and proposals to mitigate any anticipate risks to delivery; e) Agree mitigating actions where improvements are not achieved f) Ensure active engagement in the QIP from clinical and corporate divisions and departments; g) Be responsible for the budget of the QIP; h) Report in the appropriate level of detail at least monthly to the Board’s sub-committees and the Oversight Group. <p>The QIP Programme Director is responsible for ensuring the QIP receives all necessary administrative support.</p>
FREQUENCY OF MEETINGS	Meetings shall be held monthly, or more frequently, if required and determined by the Chair.
REQUIRED ATTENDANCE:	Members should aim to attend all meetings and if unable to attend must agree deputy attendance with the Chair in order to present Workstream updates to the Board.
QUORUM :	<p>To be quorate,:</p> <ul style="list-style-type: none"> • Chair or Vice-Chair; • 2 Directors;
REPORTING PROCEDURES :	<p>Minutes of the Meeting will be distributed within two days of the Meeting.</p> <p>Minutes will also be circulated to :</p> <ul style="list-style-type: none"> • Board sub-committees; • Trust Management Board & Trust Board <p>The Chair will ensure the Board of Directors maintains oversight on the issues on the delivery of the QIP.</p>
REVIEW DATE :	<p>These terms of reference will be reviewed every 6 months.</p> <p>First review date – 30th June 2016</p>
DATE APPROVED :	

Approved by the Committee
Date:.....

Approved by the Board of Directors Date:.....