

# SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

## TERMS OF REFERENCE

### RISK COMMITTEE

<b>NAME OF GROUP:</b>	<b>Risk Committee</b>
<b>CONSTITUTION:</b>	The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Risk Committee
<b>COMPOSITION:</b> <b>- MEMBERSHIP:</b>	<p>The Committee shall be appointed by the Board of Directors. The Chairman of the Committee shall be appointed by the Board of Directors.</p> <p>Chief Executive – (Chair) Non-Executive Director Chief Operations Officer (Vice Chair) Chief Financial Officer Deputy Chief Nurse Director of Governance</p>
<b>ATTENDANCE AT MEETINGS:</b>	The Committee shall determine operational attendees
<b>RESPONSIBILITIES:</b>	<p>The duties and responsibilities of the Committee shall be:</p> <p>Provide assurance to the board of directors with regard to compliance with the Trusts risk management system and processes and to identify those risks (and risk mitigation action plans) which need to be brought to the attention of the Board of Directors.</p> <p>Recommend to the Board of Directors those risks which are strategically significant and should be included in the Board Assurance Framework.</p> <p>Lead committee for reviewing the Trusts Risk Management Policy and recommending its approval to the Board of Directors.</p> <p>Ensure through the Trust's governance, divisional and management structures that risk management systems and processes are adhered to across the Trust.</p>

	Promote risk awareness and give advice to the Board
<b>SERVICED BY:</b>	<p>The Corporate Secretariat;</p> <ul style="list-style-type: none"> <li>• Agreement of agenda with Chairman.</li> <li>• Advising the Committee on pertinent areas and ensure it is fully informed of activities in its sub committees.</li> <li>• Ensuring minutes and collation/distribution of papers are undertaken.</li> <li>• Ensure papers are distributed 1 week prior to meeting</li> </ul>
<b>FREQUENCY OF MEETINGS:</b>	Meetings shall be held monthly prior to the Board of Directors meeting.
<b>REQUIRED ATTENDANCE:</b>	Members should attend the majority of meetings.
<b>QUORUM:</b>	2 Executive Directors one of which must be the chair or vice chair.
<b>REPORTING PROCEDURES:</b>	<p>The Committee Chair shall draw to the attention of the Board of Directors any issues that require disclosure to the full Board of Directors, or require executive action.</p> <p>The Committee will report to the Board of Directors at least bi-annually via the submission of the Board Assurance Framework The Chairman of the Committee shall attend the Trust Annual General Meeting and shall answer questions through the Chairman of the Board of Directors, on the Committee's activities and their responsibilities.</p>
<b>MINUTES CIRCULATED TO:</b>	The minutes of meetings of the Committee to all members and to all members of the Board of Directors.
<b>REVIEW DATE:</b>	<p>January 2017</p> <p>Annual Review thereafter (unless earlier requirement).</p>
<b>DATE APPROVED:</b>	
<b>PROCESS FOR MONITORING THE</b>	The Committee shall conduct an annual review of its work and these terms of reference and make recommendations to the

**EFFECTIVENESS OF  
THE ABOVE:**

Board of Directors as necessary.

Its effectiveness will be reviewed using a Committee Effectiveness Audit Tool.

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