

## TERMS OF REFERENCE – for ratification

<b>NAME OF GROUP:</b>	<b>Quality Improvement Board</b>
<b>CONSTITUTION :</b>	<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 success 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 the Quality Committee, to the Oversight Group and the Improvement Director on delivery.</p>
<b>AUTHORITY</b>	The authority of the QIB is derived directly from the authority of its Chair, the Chief Executive.
<b>MEMBERSHIP</b>	<p><b>Chair:</b> Chief executive  <b>Vice-chair:</b> Medical Director</p> <p>Members:</p> <ul style="list-style-type: none"> <li>• All Executive Directors</li> <li>• QIP Programme Director</li> </ul> <p>Open invitation to attend</p> <ul style="list-style-type: none"> <li>• Trust Chair</li> <li>• Chair, Quality Committee</li> <li>• Improvement Director</li> </ul>
<b>AUTHORISATION</b>	The QIB is authorised to seek any information it requires from any employee/director of the Trust in order to perform its duties
<b>RESPONSIBILITIES</b>	<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, the Oversight Group and the Improvement Director.</p> <p>It will provide assurance to these bodies/person to this effect.</p> <p>The QIB will</p> <ol style="list-style-type: none"> <li>a) Take overall responsibility for the effective development and delivery of the QIP;</li> <li>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;</li> </ol>

	<p>c) Ensure that a robust delivery and accountability framework, with the appropriate resources, leadership, staffing and organisational support are in place to facilitate successful QIP implementation;</p> <p>d) Receive Monthly Progress Reports 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;</p> <p>e) Agree mitigating actions where improvements are not achieved</p> <p>f) Ensure active engagement in the QIP from clinical and corporate divisions and departments;</p> <p>g) Be responsible for the budget of the QIP;</p> <p>h) Report in the appropriate level of detail at least monthly to Quality Committee, the Oversight Group and the Improvement Director on the QIP.</p> <p>The QIP Programme Director is responsible for ensuring the QIP receives all necessary administrative support.</p>
<b>FREQUENCY OF MEETINGS</b>	Meetings shall be held monthly, or more frequently, if required and determined by the Chair.
<b>REQUIRED ATTENDANCE:</b>	Members should aim to attend all meetings
<b>QUORUM :</b>	<p>To be quorate,:</p> <ul style="list-style-type: none"> <li>• Chair or Vice-Chair;</li> <li>• 2 Executive Directors;</li> </ul>
<b>REPORTING PROCEDURES :</b>	<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"> <li>• Quality &amp; Safety, Finance &amp; Performance and Workforce sub-committees;</li> <li>• Quality Oversight Group;</li> <li>• Trust Management Board &amp; Trust Board</li> </ul> <p>The Chair will draw to the attention of the Board of Directors any issues that will significantly impact on the delivery of the QIP.</p>
<b>REVIEW DATE :</b>	<p>These terms of reference will be reviewed every 6 months.</p> <p>First review date – 30<sup>th</sup> April 2016</p>

<b>DATE APPROVED :</b>	
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Approved by the Committee      Date:.....

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