

Quality and Safety Improvement Board

Terms of Reference

1. Purpose

- 1.1 The Quality and Safety Improvement Board (QSIB) is constituted under the Trust's 2021 programme management arrangements.
- 1.2 As part of the overall 2021 programme the objectives of the QSIB are to:-
 - Deliver sustainable change in order to improve quality and safety and reduce variation and patient harm.
 - Make sure that there is a competent workforce who have been appraised and undertaken Core Learning (aligning with and drawing from the 2021 people strategy programme).
 - To respond to the CQC concerns and recommendations ensuring that all must do actions and concerns are fully addressed.
 - Identify the resource implications for consideration by the Executive Team in the context of other Trust resource priorities; and to ensure that resources allocated to QSIB are used to deliver the agreed outcomes and securing the best value for money.

2. Scope of the Programme

- 2.1 The scope of the programme is overseen by QSIB and determined by the agreed programme brief, as approved by the 2021 Programme Board. This scope can be amended as a consequence of:
 - New projects added to the programme brief by agreement of QSIB and approved by the 2021 Programme Board;
 - Projects formally removed or closed to be transferred to 'business as usual' by agreement of QSIB and approved by the 2021 Programme Board.
- 2.2 The initially agreed programme brief is attached (agreed on 9th March 2017) .

3. Membership

3.1 Core Membership

Chief Executive (Chair)
Director of Nursing
Medical Director
Director of HR and OD
Deputy Chief Executive
Director of Estates and Facilities*
Director of Finance*
Chief Operating Officer *

*As and when required, directed by the agenda.

3.2 In attendance

Programme Manager – Improvement Hub
NHSI Improvement Director
Associate Director Communications and Engagement (as and when required)
Trust Secretary, Trust Board (as and when required)

3.3 Deputising

In the absence of any of the core members, deputies will attend.

4. Quoracy

The meeting is quorate when three Directors are present (to include either the Director of Nursing or Medical Director or their nominated deputies)

5. Support to QSIB

The Improvement Hub will provide programme management support to QSIB, including the provision of programme and project monitoring information.

6. Frequency

QSIB shall meet a minimum of monthly, although more frequently as dictated by the scope and urgency of progress required at times.

7. Reporting arrangements

7.1 QSIB shall report to the 2021 Programme Board, in the style and format dictated by the 2021 Programme Board; and

7.2 QSIB shall provide a monthly programme update to the Trust's Quality Governance Committee

8. Authority to Act

QSIBs authority to act shall

- Be determined by the individual and collective authority of the Core members and as defined by SO's and SFI's
- Be restricted to actions relating to projects within the scope of the programme
- Constrained by resources allocated to the programme.