

HEALTH AND CARE QUALITY AND SAFETY COMMITTEE BARNSELY PLACE Terms of Reference	
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Implementation Date	10 November 2022
Review Date	Three months following implementation date
Approved By	Barnsley Place Partnership Board (including ICB Place Committee)
Approval Date	24 November 2022

VERSIONS			
Date	Version	Comments	Author
Jul 22	1	Initial draft collated from Doncaster & Barnsley CCGs QPSC TOR	Jayne Sivakumar
Jul 22	2	Comments received from Barnsley Place members	Various
Aug 22	3	Reviewed and further comments received	Jayne Sivakumar
Aug 22	4	Collation of comments and revised draft shared with Barnsley Place members	Jayne Sivakumar
Aug 22	5	Additional comments and members under sections 5 & 6	Various
Aug 22	6	Above changes incorporated	Jayne Sivakumar
Aug 22	7	Revised membership following Place Executive leadership meeting, section 6, page 5. SY ICB logo added.	Jayne Sivakumar
Aug 22	8	Reviewed and further comments received	Jayne Sivakumar
Sept 22	9	Reviewed and further comments made	Jayne Sivakumar
Oct 22	10	Reviewed and further amendments made	Jayne Sivakumar
Nov 22	11	Patient Safety Specialist added to members	Hamel Dhanak
Nov 22	11	Reviewed section 18 no further amendments	Richard Walker
Nov 22	12	Membership adjusted following comments at 10 Nov meeting	Hamel Dhanak

1	Name of committee	The Integrated Health and Care Quality and Safety Committee (QSC) is established to support the Barnsley Place Committee and the South Yorkshire Integrated Care Board (SY ICB) in discharging their duties and responsibilities, as set out in the ICB's Constitution, Standing Orders, Scheme of Reservation and Delegation and the Terms of Reference for the ICB Barnsley Place Committee.
2	General	<p>These terms of reference set out the membership, remit, responsibilities, and reporting arrangements of QSC, and may only be changed with the approval of the Board. The QSC has no executive powers, other than those specifically delegated in these terms of reference.</p> <p>The ICB is part of the South Yorkshire Integrated Care System, which has four core purposes:</p> <ul style="list-style-type: none"> • improve outcomes in population health and healthcare • tackle inequalities in outcomes, experience, and access • enhance productivity and value for money • help the NHS support broader social and economic development.
3	Reports to	The Meeting will establish and align to appropriate reporting mechanisms into the Barnsley ICB Place Committee to ensure the ICB is fully sighted upon Quality and Safety issues and actions delivered under the auspices of the Barnsley Place team of the ICB.
4	Purpose	<ul style="list-style-type: none"> • Function as a collaborative and integrated Health and Care Quality and Safety Committee that includes all partners • Monitor patient, public and carer experience, intelligence and information, working with the Place Equality and Engagement Group • Set local priorities for quality and health and care outcomes at Place • Set clear quality standards and expected outcomes when planning, which are considered as part of performance management • Have clear system governance and accountability arrangements for quality • Provide assurance to the Place Partnership Board and ICB Board for areas within its remit. • Work together to ensure seamless pathways between commissioned services, including identifying and managing quality issues • Develop a just culture which is open, transparent, and continuously improving • Share intelligence on risks and emerging concerns relating to quality and safety across Place and wider as required • Have an identified improvement methodology • Develop the workforce knowledge on Quality systems and assurance • Identify and work with Champions in Quality to share knowledge
5	Remit and responsibilities	<p>QSC is responsible for monitoring and improving the quality and safety of all services commissioned by SY ICB and being delivered in Barnsley or directly commissioned for Barnsley residents.</p> <p>The meeting will undertake the following functions on behalf of the Barnsley Place Partnership Board in accordance with the delegation to the Board by the ICB.</p>

	<p>Securing continuous improvement to the quality of services Seeking to ensure continuous improvement to the quality of services by methods including, though not exclusively:</p> <ul style="list-style-type: none"> • Receiving regular reports regarding quality and safety legislative and contractual requirements including patient safety and clinical effectiveness data and taking mitigating action as necessary. • Developing and reviewing quality schedules for commissioned care. • Monitoring of continuous improvement in the quality of services. • Maintaining contractual meetings to review the clinical quality of care with providers for which the Committee has commissioning responsibility. • Receiving and acting upon reports from regulatory and other competent bodies and ensure action plans are delivered. • Identifying risks, receiving risk profiles of providers and monitoring actions taken, aiming to proactively identify early warnings of any failing services. • Cooperating with local statutory partnerships such as the Barnsley Safeguarding Children's Partnership (BSCP), Barnsley Safeguarding Adults Board (BSAB), Multi-Agency Public Protection Arrangements (MAPPA), and Multi-Agency Risk Assessment Conferences (MARAC), taking feedback and learning and identifying risk from these wider partnership meetings. <p>Other Duties</p> <ul style="list-style-type: none"> • Consider clinical policies and procedures within the functions of the Meeting as set out in its Terms of Reference with due regard to the emerging ICB Governance Structure. • Ensuring that significant clinical risks are identified and reported on the Risk Register and escalating to the ICB Assurance Framework where necessary aligning with reporting structures into the ICB. • Establishing Sub-Groups to assist in discharging delegated responsibilities of the Meeting as set out in its Terms of Reference. <p>Subgroups</p> <p>The following meetings shall report directly to the Health and Care Quality & Safety Committee and the notes of these shall be recorded. A highlight template will be submitted to the H&C Q&S Committee</p> <p>BHNFT Quality Improvement Subgroup</p> <p>SWYPFT Quality Improvement Subgroup</p> <p>Care Homes and Home Care Quality Improvement Subgroup</p> <p>Primary Care Quality Improvement Subgroup</p> <p>Area Prescribing Committee</p>
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6	Members	<p>The members of QSC shall comprise:</p> <p>The Chair and Deputy Chair role will be rotated on a quarterly basis.</p> <ul style="list-style-type: none"> • Medical Director, ICB Barnsley Place • Medical Director, BHNFT • Director of Nursing, BHNFT • Chief Nurse and Director of Quality and Professions, SWYPFT • Clinical Director, SWYPFT • Chief Nurse, ICB Barnsley Place • Chief Nurse, BHF • Head of Primary Care, ICB Barnsley Place • Executive Director of Children's Services, BMBC • Healthwatch Barnsley Representative • Service Director for Adult Social Care and Wellbeing, BMBC • Service Director Public Health & Regulation, BMBC • Service Director Commissioning & Integration, BMBC • Head of Medicines Optimisation, ICB Barnsley • Director of Nursing, Barnsley Hospice • Director of Governance and Quality, Barnsley Hospice • Head of Quality and Safety (DCN), ICB Barnsley Place • Head of Safeguarding (DCN), ICB Barnsley Place • Patient Safety Partner/Specialist <p>Members of the Group have a collective responsibility for directing and overseeing the subgroups work. They will bring their professional expertise and experience into the group and programme delivery.</p> <p>The Group will encourage a shared learning approach, which involves:</p> <ul style="list-style-type: none"> • Group discussions to share experiences and learning. • Topics for the agenda being generated by members of the group and guided by current and relevant topics. • All members would be encouraged to actively participate in meetings.

		<ul style="list-style-type: none"> Between meetings the membership will be expected to contribute to and participate in the ongoing improvement work. This will be conducted virtually or face to face to ensure momentum on agreed priority areas. The participants shall ensure that each of their representatives has equivalent delegated authority <p>Any changes to the membership of the meeting must be approved by the ICB Barnsley Place Committee.</p>
7	Attendees	<p>Other individuals may be invited to attend for all or part of any meeting as appropriate when matters concerning their responsibilities are to be discussed or they are presenting a paper.</p> <p>The Chair may invite such other attendees to attend any meeting of QSC as the Chair considers appropriate.</p> <p>Members are required to attend four out of six scheduled meetings. Attendance will be monitored throughout the year and any concerns raised by the Chair with the relevant Member.</p>
8	Deputies	<p>With the permission of the Chair, Members of QSC may nominate a deputy to attend a meeting that they are unable to attend. Members should inform the Chair of their intention to nominate a deputy and should ensure that any such deputy is suitably briefed and qualified to act in that capacity. The deputy may speak on their behalf but may not vote or count towards the quorum.</p>
9	Chair	<p>The meetings will be run by the Chair (as noted in paragraph 6 above). If the Chair is absent or is disqualified from participating by a conflict of interest, the Deputy Chair will preside, if the Deputy Chair (as noted in paragraph 6) is not available, another member of QSC shall be chosen by the members present, or by a majority of them, and shall preside.</p> <p>The Chair and vice chair shall be appointed by the ICB Barnsley Place Partnership Board.</p>
10	Quoracy	<p>No business shall be transacted unless at least seven individuals of the Quality and Safety Committee membership and including the following are present:</p> <p style="padding-left: 40px;">QSC Chair, or Vice Chair in the Chair's absence.</p> <p>For the sake of clarity:</p> <ol style="list-style-type: none"> There would need to be a minimum of 2 ICB officers present including at least one of the ICB Chief Nurse or Medical Director No person can act in more than one capacity when determining the quorum. An individual who has been disqualified from participating in a discussion on any matter and/or from voting on any motion by reason of a declaration of a conflict of interest, shall no longer count towards the quorum.

		<p>If a quorum has not been reached, then the meeting may proceed if those attending agree but any record of the meeting should be clearly indicated as notes rather than formal minutes, and no decisions may be taken by the non-quorate meeting of the Meeting.</p> <p>Members of QSC may participate in meetings by telephone, video or by other electronic means where they are available and with the prior agreement of the Chair. Participation by any of these means shall be deemed to constitute presence in person at the meeting.</p>
11	Conduct of meeting	<p>All Members are expected to adhere to the ICB Constitution and Standards of Business Conduct and Conflicts of Interest Policy.</p> <ul style="list-style-type: none"> • In circumstances where a potential conflict is identified the Chair of the Meeting will determine the appropriate steps to take in accordance with the ICB's Conflicts of Interest policy. This action may include, but is not restricted to, withdrawal from the meeting for the conflicted item or remaining in the meeting but not voting on the conflicted item. • All Members shall respect confidentiality requirements as set out in the ICB Constitution. • The Meeting will conduct its business in accordance with any national guidance and relevant codes of conduct / good governance practice including the Nolan Principles.
12	Frequency of meetings	<p>Formal meetings of QSC will be held bi-monthly, at least six times a year at times which are consistent with the quality reporting cycle, and which enable it to efficiently discharge its duties. Extraordinary meetings may be called at the discretion of the Chair.</p> <p>Due to the transition date of July 2022 the committee will meet four times in 2022/23.</p>
13	Urgent decisions	<p>In the case of urgent decisions and extraordinary circumstances, the Chair of QSC in consultation with other members, may also act on urgent matters arising between meetings of QSC.</p> <p>Any exercise of such powers shall be reported to the next formal meetings of QSC for formal ratification, where the Chair will explain the reason for the action taken.</p>
14	Admission of the press and public	<p>Meetings of QSC will be held in private.</p>
15	Declarations of interest	<p>If any Member has an interest, financial or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and act in accordance with the ICB's Conflicts of Interests Policy. Subject to any previously agreed arrangements for managing a conflict of interest, the chair of the meeting will determine how a conflict of interest should be managed. The chair of the meeting may require the individual to withdraw from the meeting or part of it. The individual must comply with these arrangements, which must be recorded in the minutes of the meeting.</p>

16	Support to the Partnership Board	<p>Administrative support will be provided to QSC by administrative officers of the ICB. This will include:</p> <ul style="list-style-type: none"> • Agreement of the agenda with the Chair, taking minutes of the meetings, keeping an accurate record of attendance, key points of the discussion, matters arising and issues to be carried forward. • Maintaining an on-going list of actions, specifying Members responsible, due dates, and keeping track of these actions. • Sending out agendas and supporting papers to Members five working days before the meeting. • Drafting minutes for approval by the Chair within five working days of the meeting and then distribute to all attendees following this approval within 10 working days. • An annual work plan to be updated and maintained on a yearly basis.
17	Authority	<p>QSC is authorised to investigate any activity within its terms of reference.</p> <p>QSC is authorised to commission any reports or surveys it deems necessary to help it fulfil its obligations.</p> <p>QSC is authorised to obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary. In doing, so, the QSC must follow procedures put in place by the ICB for obtaining legal or professional advice.</p> <p>QSC is authorised to create working groups as are necessary to fulfil its responsibilities within its terms of reference but may not delegate powers delegated to it within these terms of reference.</p>
18	Reporting	<p>QSC shall submit its minutes to the ICB Barnsley Place Partnership Board. The Meeting shall formally record any issues or concerns to be escalated to this Group and to the ICB Quality, Performance, Patient Involvement and Experience Committee.</p> <p>Recommendations and decisions arising from the work of the Meeting will be reported to the ICB Barnsley Place Partnership Board, ICB Place Committee and System Quality Group, as necessary.</p> <p>The Meeting will review and assess its effectiveness at six months following implementation in year one, and annually thereafter and report its findings to the ICB Barnsley Place Partnership Board and ICB Place Committee. It will do this by:</p> <ul style="list-style-type: none"> • Reviewing its terms of reference. • Reviewing the attendance rate of Committee members. • Reviewing its work plan. • Reviewing its performance.

19	Conduct of the Partnership Board	All Members will have due regard to and operate within the Constitution of the ICB, standing orders, standing financial instructions and other financial procedures. Members of QSC will abide by the 'Principles of Public Life' (The Nolan Principles) and the NHS Code of Conduct.
20	Amendments	These terms of reference set out the remit, responsibilities, membership, and reporting arrangements of Quality & Patient Safety Committee and may only be changed with the approval of the Place Partnership Board.
21	Review date	The Meeting will review its terms of reference at three months following implementation in year one, and annually thereafter, or sooner as Place and ICB arrangements evolve and the attendance rate of Meeting members annually. Any resulting changes to the terms of reference or membership shall be submitted to the Barnsley Place Partnership Board for approval. Last Reviewed: November 2022 Next Review Due: 3 months following implementation