

THE WHITTINGTON HOSPITAL

Assurance Committee

Terms of reference

Overall purpose

The Assurance Committee is responsible for the overall implementation and monitoring of the risk management strategy at the Whittington Hospital, which covers all controls assurance aspects within the hospital, for example:

- Clinical governance
- Environment
- Organisational issues

The Assurance Committee is the guardian of the Assurance Framework and the Healthcare Commission Annual Core Standards Healthcheck on behalf of the Trust Board and will be responsible for ensuring that linkages across issues are made and that organisational learning is achieved. It is also responsible for keeping the Trust Board up to date with significant issues arising from risk management.

Terms of reference

1. On behalf of the Trust Board, to satisfy itself that the Trust's policies and procedures with respect to governance are in accordance with NHS guidelines and requirements and within the Trust's overall Assurance framework
2. Identify strategic risk management issues for the hospital
3. Report significant control and assurance issues to the Trust Board at least every six months.
4. Ensure the hospital has a hospital-wide integrated approach to risk management
5. Be responsible for the management and review of the Healthcare Commission's Annual healthcheck, including its regular review and update at a strategic and operational level
6. Be responsible for setting the frequency and the level of information required to assess progress or compliance with each Annual healthcheck standard.

7. Update, monitor and receive reports of action plans for the Annual Healthcheck.
5. Agree the reporting format and frequency to the Trust Board, for levels of assurance and actions taken to achieve compliance with the Annual Healthcheck standards.
8. Review indicators of risk management performance, and identify issues for action/monitoring
9. Review high level performance indicators and clinical indicators to identify strategic issues for the Trust
10. Receive reports of significant adverse events across the hospital, including internal reviews
11. Monitor the implementation of the Trust's Clinical Governance Development Plan and agree the Annual Clinical Governance Report prior to Trust Board approval
12. Consider the Trust's response/action to recommendations from the Healthcare Commission, NICE etc.
13. Support continuing culture of learning in which education, research and sharing of good practise is valued and respected.
14. Regularly review the progress of SUI investigations and action plans arising.

Assurance Committee membership

- Two non executive directors
- Three lay members including Patients forum representative
- Director of Nursing & Clinical Development
- Medical Director
- Director of Facilities
- Director of Human Resources & Corporate Affairs

A representative from the Internal Auditors is an ex-officio members of this Committee. The Chairman may also attend the Committee.

A Non executive director will chair the Assurance Committee. The Director of Human Resources & Corporate Affairs will act as secretary to the Assurance Committee and ensure regular reporting to the Trust Board on behalf of the Assurance Committee.

Other officers may be co-opted on to the Assurance Committee as appropriate.

The Assurance Committee formally reports to the Trust Board and will normally meet six times per year. It will report back to the Trust Board following each meeting. At least one member of the Audit Committee will also be a member of the Assurance Committee to ensure consistency whilst avoiding overlap of agendas.

A meeting will be quorate with the attendance of five members of the Committee, including four members of the Trust Board, which should include at least one non executive director.

Revised February 2007

Revised January 2006

(Revised November 2004)

(Revised December 2003)

(Revised May 2003)

(July 2002)