

**PHSO and HSE Steering Group
TERMS OF REFERENCE**

- 1. AUTHORITY**
 - 1.1 The PHSO and HSE Steering Group is constituted as a task and finish group reporting directly to the Trust Board of Directors. Its constitution and terms of reference shall be as set out below, subject to amendment at future Board of Directors meetings
 - 1.2 The PHSO and HSE Steering Group is authorised by the Board of Directors to act within its terms of reference. All members of staff are directed to co-operate with any request made by this Committee
 - 1.3 The PHSO and HSE Steering Group is authorised by the Board of Directors to instruct the in-house legal advisors and other professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary for or expedient to the exercise of its functions
 - 1.4 The PHSO and HSE Steering Group is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions
 - 1.5 These terms of reference shall be read in conjunction with the Trust's Scheme of Delegation, Standing Orders, Constitution and Standing Financial Instructions, as appropriate
- 2. ROLE**
 - 2.1 The PHSO and HSE Steering Group role is to provide assurance to the Board on the co-ordination of activities to support the PHSO recommendations and preparations for any further reviews.
 - 2.2 The PHSO and HSE Steering Group will also support the co-ordination of activities across a range of work streams and groups to ensure there are no gaps in the preparations for action plans and future reviews.
- 3. FUNCTIONS**
 - 3.1 On behalf of the Board to oversee the implementation of the action plan sent in response to the PHSO insight report and full response, and the HSE mitigation.
 - 3.2 To agree the measures for the actions and how these will be monitored.
 - 3.3 To oversee the preparations for any future review by the CCG or NHSE/I as recommended by the PHSO Insight Report.
 - 3.4 To review the works undertaken to date for each PHSO action, including receipt of minutes, audits and assurance reports.

- 3.5 To review the risks and actions considered by each of the Groups detailed in section 4 and ensure these are appropriate and in line with 3.2 and 3.4.
- 3.6 To examine the work plans and activities of standing sub committees of the Board to ensure actions relating to the PHSO and HSE investigation are incorporated and delivered. To also ensure that there are no gaps in plans, priorities or learning that would weaken the trust's approach to learning and safety.
- 3.7 To provide regular assurance to the Board on progress on PHSO and HSE actions
- 3.8 To ensure the Board is sighted on any identified risks or issues that are identified through the work of the steering group together with suggested actions.
- 3.9 To ensure existing sub committees and groups are including learning from both reports within their work programmes.
- 3.10 To receive BAF risk action plans appropriate to the scope and role of the Steering Group.

4. Other Groups

To link with the following sub committees and groups:

- Ligature
- CQC
- Clinical Governance
- Capital Projects
- Suicide Prevention
- Patient and Carer Experience
- Learning Lessons Oversight
- Towards Outstanding Leadership
- Physical Health
- Operational Quality and Safety

Papers Required from them:

- Minutes
- Action logs
- Papers on request

5. MEMBERSHIP

- Non-Executive Director / Senior Independent Director (Chair)
- Non-Executive Director / Audit Committee Chair
- Executive Chief Operating Officer
- Executive Director Strategy and Transformation
- Executive Nurse
- Executive Director of Finance and Resources

6. IN ATTENDANCE (as required)

- Director of Mental Health
- Associate Director of Inpatient Mental Health
- Director of Compliance and Assurance
- Associate Director of Planning
- Chairs of Sub Committees / Groups as required

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| 7. SUPPORT TO COMMITTEE | <ul style="list-style-type: none"> • PA to the Executive Director of Strategy and Transformation |
| 8. QUORUM | <ul style="list-style-type: none"> • 1 Non-Executive Director • 1 Executive Director |
| 9. FREQUENCY OF MEETINGS | The Steering Group shall meet monthly until 31 December 2020 to fulfil its responsibilities, and in exceptional circumstances, as determined by the Chair or three members of the Committee |
| 10. ATTENDANCE AT MEETINGS | Members should attend at least 75% of meetings a year |
| 11. REPORTING ARRANGEMENTS AND MINUTES: | <p>11.1 Minutes of the meetings, resolutions and any action agreed will be recorded and circulated to Steering Group for approval</p> <p>11.2 Assurance Report to be provided to the Trust Board of Directors monthly. If requested to do so it will provide further information to the Trust Board of Directors, including the terms of any advice it has received and considered</p> |
| 12. MONITORING OF EFFECTIVENESS | <p>12.1 These terms of reference shall be reviewed by the Steering Group in December 2020.</p> <p>12.2 The Trust Board of Directors shall undertake an annual review of its performance against these terms of reference to ensure its effectiveness in discharging the functions delegated to it by the Board of Directors and in achieving the Trust's objectives. This Steering Group shall report to the Trust Board of Directors on the results of this review</p> |
| 13. DATE ORIGINALLY APPROVED | 31 July 2019 |
| 14. NEXT REVIEW DATE | December 2020 |