

95% of committees included the Medical Director and Chief Nurse as members

All committees were chaired by a Non-Executive Director (NED)

The number of NED committee members ranged between 2 and 4

For some committees' membership also included other Executive Directors and in the case of ICBs primary care and local authority stakeholders

NHS Quality Committees Benchmarking

Number of attendees (in addition to members) were between 3 and 10

All were committees of the Board

Most committees met at least 10 times a year

Meeting frequency ranged between 4 and 12 meetings a year. There was no correlation between the types of NHS organisation or their size and meeting frequency

Quoracy requirements varied across organisations

3 to 5 members (including at least one NED) were required

40% of Committees were call Quality Committee

Other committees included Assurance, Safety, Performance, Standards and Governance as well as Quality in their title

Most Terms of Reference were reviewed annually

Roles and responsibilities varied

Terms of Reference and Workplans varied in both content and level of detail provided

Terms of Reference

Responsibilities of committees included the following thematic areas:

- Compliance
- Regulation
- Clinical governance
- Risk Management
- Patient Experience
- Annual Reports

Detail and content of Terms of Reference varied. Some Terms of Reference did not reference the following:

- Committee receipt of annual reports including the quality account
- Committee oversight of the relevant Board Assurance Framework risks
 - Safeguarding
- Maternity services (where relevant)

A minority of committees included the following in their remit: workforce issues, finance and cost improvement.

Workplans

Whilst not included in all Workplans standard items included:

- Declaration of interest
- Minutes of previous meeting
- Action Log

Most Workplans included the Board Assurance Framework and CQC requirements

Some organisations included divisional updates including maternity update reports

Deep dives on specific quality topics, updates on internal audit reports and ward accreditation updates were included in some Workplans.

Safeguarding – some committees received quarterly updates with other committees' only in receipt of the annual safeguarding report

Annual Reports – the number of annual reports received by committees varied with one committee receiving 20 annual reports per year

Questions for Boards to Consider

- 1) How does your organisation compare with others?
- 2) Are you assured that your quality committee has sufficient oversight of all elements of its Terms of Reference?
- 3) Is committee membership and/or meeting frequency sufficient to enable your quality committee to meet its' roles and responsibilities?
- 4) Does your committee undertake a regular review of its effectiveness?