

<p style="text-align: center;"><b>Dorset County Hospital NHS Foundation Trust</b>  <b>Quality Committee-in-Common</b></p> <p style="text-align: center;"><b>TERMS OF REFERENCE</b></p>	
<b>Committees in Common</b>	<ul style="list-style-type: none"> <li>The Dorset County NHS Foundation Trust ('Dorset County Hospital') is putting in place a governance structure, which will enable it to work together with the Dorset Healthcare University NHS Foundation Trust ('Dorset healthcare').</li> <li>Each Trust has agreed to establish a committee which shall work in common with the other (<b>Committee in Common</b> or <b>CiC</b>), but which will each take its decisions independently on behalf of its own Trust.</li> <li>Each Trust has decided to adopt terms of reference in substantially the same form, except that the membership of each CiC will be different.</li> <li>The CiC shall meet together with the associated committee from Dorset HealthCare as the <b>Dorset Trust Quality CiCs</b></li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>The Committee-in-Common has been established by the Board of Dorset County Hospital NHS Foundation Trust as a committee with these terms of reference, to be known as the Dorset County Hospital Quality CiC.</li> <li>These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Dorset County Hospital Quality CiC. It is supported in its work by other committees established by the Board.</li> <li>The Dorset County Hospital Quality CiC is authorised to investigate any activity within these terms of reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to cooperate with any request made by the Committee-in-Common.</li> <li>The Dorset County Hospital Quality CiC is authorised to obtain external legal or other independent professional advice if it considers this necessary, taking into consideration any issues of confidentiality and the Trust's standing financial instructions.</li> <li>The Dorset County Hospital Quality CiC is a committee of the Trust and therefore can only make decisions binding Dorset County Hospital NHS Foundation Trust. None of the Trusts other than Dorset County Hospital NHS Foundation Trust can be bound by a decision taken by Dorset County Hospital Quality CiC.</li> <li>The Dorset County Hospital Quality CiC will form part of a governance structure to support collaborative leadership and relationships with system partners and follow good governance in decision making (as set out in the updated Code of Governance for NHS Provider Trusts). The Dorset County Hospital Quality CiC will have regard in their decision-making to the triple aim duty of better health and wellbeing for everyone, better quality of health services for all individuals and sustainable use of NHS resources.</li> </ul>
<b>Role and Purpose</b>	<ul style="list-style-type: none"> <li>Paragraph 15(2) and (3) of Schedule 7 of the National Health Service Act 2006 allows for any of the functions of a Foundation Trust to be delegated to a committee of directors of the Foundation Trust. This power is enshrined in Dorset County Hospital NHS Foundation Trust's Constitution.</li> <li>The Quality Committee CiC will, together with the other Committees in Common, advise, support and assure the Board of Dorset County Hospital NHS Foundation Trust and Dorset HealthCare University NHS Foundation Trust on matters related to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Oversight of quality, safety, clinical governance and patient and carer experience on behalf of the Board.</li> <li>○ Overseeing, monitoring and reviewing the governance arrangements underpinning the planning and delivery of care according to the Care Quality Commission's (CQC) key lines of enquiry for assessing healthcare services. <ul style="list-style-type: none"> <li>▪ Are they safe?</li> <li>▪ Are they effective?</li> <li>▪ Are they caring?</li> <li>▪ Are they responsive?</li> <li>▪ Are they well-led?</li> </ul> </li> </ul>
<b>Responsibilities</b>	<p>The Dorset County Hospital Quality CiC will together with the other Committees in Common advise, support and assure the Board of Dorset HealthCare University NHS Foundation Trust and Dorset County NHS Foundation Trust on matters related to:</p> <ul style="list-style-type: none"> <li>• Providing specialist advice, support and assurance to the Board on all matters relating to quality, patient and carer experience, clinical effectiveness, safety, clinical governance, clinical / operational risk and incident management.</li> <li>• Consider all matters which affect the quality of the service, effectiveness, experience and safety of patients. This includes work associated with the following programmes of work: <ul style="list-style-type: none"> <li>a. Clinical Audit and Effectiveness</li> <li>b. Research and Developing</li> <li>c. Mortality and learning from deaths</li> <li>d. Patient and carers experience</li> <li>e. Learning from Complaints/PALs</li> <li>f. Learning from Incidents, including oversight of the Patient Safety Incident Response Framework (PSIRF)</li> <li>g. Infection Prevention and Control</li> <li>h. Drugs, Therapeutics and non-medical prescribing</li> <li>i. Violence and Personal Safety</li> <li>j. Restrictive interventions</li> <li>k. Safeguarding</li> <li>l. Learning arising from claims and inquests</li> <li>m. Risk Register relevant to the work of the Committee</li> <li>n. Compliance with CQC regulations</li> <li>o. Nutrition and Hydration</li> <li>p. Policies relating to the scope of work of the Committee</li> <li>q. Clinical Procedures (system and process)</li> <li>r. Safer staffing</li> <li>s. Maternity Services (DCH only)</li> <li>t. End of Life Care</li> <li>u. Health Inequalities</li> <li>v. Patient Carer Race Equality Framework (PCREF – DHC only)</li> </ul> </li> <li>• Scrutinise assurances on a rolling programme throughout the year as to the Trust's governance arrangements being compliant with the law and with CQC registration requirements and those of other bodies that have regulatory oversight of the services and activities of the Trust.</li> <li>• Review and monitor compliance with new and existing statutory standards, legislative requirements and accreditation standards and will consider</li> </ul>

	<p>recommendations for the relative priority for implementation of guidance and the timeliness of implementation.</p> <ul style="list-style-type: none"> <li>• Consider the development of systems of governance to monitor standards and outcomes of care, including benchmarking schemes and indicators, including non-clinical indicators that impact on clinical care.</li> <li>• Consider quality and clinical governance implications to the Trust of the findings and reports of regulatory, professional and independent bodies such as (but not limited to) Care Quality Commission, NHS Improvement, Royal Colleges, etc.</li> <li>• Review, scrutinise and challenge clinical action plans to address failing targets and / or poor quality or safety matters.</li> <li>• Consider and review the outcome of quality impact assessments which arise from service redesign and Cost Improvement Plans (CIP) and which may adversely impact upon quality and safety.</li> <li>• Consider and agree annual priorities for quality and approve the Trust's Annual Quality Account prior to ratification by the Trust Board.</li> <li>• Approve Statutory Annual Reports for Safeguarding, Complaints and Infection Prevention &amp; Control and other Annual Reports as appropriate to the business of the Committee.</li> <li>• Consider and approve statutory annual mixed sex accommodation declarations and any supporting action plans to address improvements.</li> <li>• Consider and recommend to the Board annual establishment reviews.</li> <li>• Receiving and approving the annual clinical audit programme prior to recommending ratification to Trust Board.</li> <li>• Seek assurance on behalf of the Trust Board for the response to safety and quality risks which appear on the Board Assurance Framework and Corporate Risk Register</li> <li>• Receive assurance on the timely review and approval of the policies relevant to the work of the Committee.</li> </ul>
<b>Accountability Arrangements</b>	<ul style="list-style-type: none"> <li>• The Dorset County Hospital Quality CiC is accountable to the Board of Dorset County Hospital NHS Foundation Trust.</li> <li>• The Committee Chair will provide an assurance report following each meeting to the Board of Directors of Dorset County Hospital NHS Foundation Trust.</li> <li>• Dorset County Hospital Quality CiC shall provide such other reports and communications briefings as requested by Dorset County Hospital NHS Foundation Trust's Board for inclusion on the agenda of Dorset County Hospital NHS Foundation Trust's Board meeting.</li> </ul>
<b>Membership / Attendance</b>	<p><b><u>Non-Executive</u></b></p> <ul style="list-style-type: none"> <li>• Three Non-Executive Directors (at least one and no more than two may be Joint NEDS across DCH and DHC) and one of whom will either be the Chair or the Vice Chair of the Committee</li> </ul> <p><b><u>Executive</u></b></p> <ul style="list-style-type: none"> <li>• Joint Nursing Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Chief Medical Officer</li> <li>• Chief Operating Officer</li> </ul> <p><b><u>In attendance</u></b></p> <ul style="list-style-type: none"> <li>• DCH - Director of Nursing and Quality</li> <li>• Divisional/Directorate Triumvirate</li> <li>• Joint Deputy Director of Corporate Affairs</li> <li>• Nominated Governor(s)</li> <li>• Other staff of the Trust may be requested to attend for specific matters.</li> </ul> <p>Where a member is unable to attend routinely an appropriate deputy who will attend on a regular basis should be nominated and notified to the Chair.</p>
<b>Chair</b>	When the Dorset County Quality CiC meets with the associated committee from Dorset HealthCare NHS Foundation Trust as committees in common ( <b>Dorset Trust Quality CiCs</b> ), one Non-Executive Director will be nominated as the Chair and one Non-Executive Director will be the Vice Chair. In nominating to these roles care should be taken to ensure that both trusts are represented.
<b>Quorum</b>	<p>Members of the Dorset County Hospital Quality CiC have a responsibility for the operation of the Dorset County Hospital Quality CiC. They will participate in discussion, review evidence and provide objective expert input as part of the Dorset Trust Quality CiC to the best of their knowledge and ability, and endeavour to reach a collective view.</p> <p>Each Member of the Dorset County Hospital Quality CiC shall have one vote. The Dorset County Hospital Quality CiC shall reach decisions by consensus of the Members present.</p> <p>The quorum shall be three (3) Members. This must include at least two Non-Executive Directors from the Trust (which may include Joint NEDS acting for both Trusts) and an Executive Director representing each Trust (which may include a Joint Executive Director acting for both Trusts).</p> <p>If any Member is disqualified from voting due to a conflict of interest, they shall not count towards the quorum for the purposes of that agenda item.</p>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Administrative support will be arranged by the Corporate Affairs Directorate.</li> <li>• Agenda and papers will be circulated one week prior to the meeting.</li> </ul>
<b>Frequency of Meeting</b>	<ul style="list-style-type: none"> <li>• Subject to the below, Dorset County Hospital Quality CiC meetings shall take place bi-monthly.</li> <li>• Any Trust CiC Member may request an extraordinary meeting of the <b>Dorset Trust Quality CiCs</b> (working in common) on the basis of urgency etc. by informing the Chair. In the event it is identified that an extraordinary meeting is required the Chair shall give five (5) Working Days' notice to the Trusts.</li> </ul>
<b>Conflict of Interest</b>	<ul style="list-style-type: none"> <li>• Members of the Dorset County Hospital Quality CiC shall comply with the provisions on conflicts of interest contained in Dorset County Hospital NHS Foundation Trust Constitution/Standing Orders and NHS Conflicts of Interest guidance. For the avoidance of doubt, reference to conflicts of interest in Dorset County Hospital NHS Foundation Trust Constitution/Standing Orders also apply to conflicts which may arise in their position as a Member of the Dorset County Hospital Quality CiC.</li> <li>• All Members of the Dorset County Hospital Quality CiC shall declare any new interest at the beginning of any meeting and at any point during a meeting if relevant.</li> </ul>

<b>Date Approved</b>	<ul style="list-style-type: none"><li>• Approved by Quality Committee 25 March 2025</li><li>• Ratified by Dorset County Hospital NHS Foundation Trust Board of Directors 08 April 2025</li></ul>
<b>Date of Next Review</b>	31 March 2026