APPENDIX 4

NHS GREATER GLASGOW AND CLYDE

CLINICAL GOVERNANCE COMMITTEE

1. Objectives

The purpose of the Clinical Governance Committee is to assist the NHS Board to deliver its statutory responsibility for the quality of healthcare that it provides. In particular, the Committee will seek to provide assurance to the Board that an appropriate system for monitoring and development is in place, which ensures that clinical governance and clinical risk management arrangements are working effectively to safeguard and improve the quality of clinical care. This includes affirming that NHS Greater Glasgow and Clyde

- has established clear lines of responsibility and accountability for the overall quality of care that it provides or commissions
- has in place a soundly based clinical governance framework including strategy and local development plans
- has in place reporting arrangements which ensure that the Board and Clinical Governance Committee are fully informed on the development of clinical governance
- is taking all reasonable steps to prevent, detect and rectify irregularities or deficiencies in the quality of care provided or in the clinical governance framework
- is doing its reasonable best to meet its objectives of improving health and tackling inequalities whilst protecting patients, staff, the public and other stakeholders against risks of all kinds.

2. Membership And Conduct Of Business

The membership and remit of the Committee shall be approved by the full Board. The Committee shall comprise:

Chair
Deputy Chair
8 Non Executive Board Members
2 Lay Members

The Chair and Deputy Chair of the Committee will be designated by the Chairman of the Board. At least three voting members of the Committee must be present in order to form a quorum. There will be a minimum of six meetings per annum with provision for additional meetings as required.

In order to bring together the professional support required for the Committee to perform its functions the Board Medical Director, Director of Nursing, Director of Public Health, Infection Control Manager, Head of Clinical Governance and a Consultant in Public Health Medical from Clyde. shall be ex-officio Members of the Committee (without voting rights). The Committee shall be able to require the attendance of any Director or member of staff. The Chief Executive shall have the right to attend meetings.

The minutes of meetings will go to the Board and will be made publicly available. In addition to any specific reports the Committee Chairman will also provide to the Board a formal annual report and a controls assurance statement covering the performance and development of the Clinical Governance Framework. The Head of Board Administration (or authorised nominee) shall perform the function of Secretary to the Committee.

3. Remit

The Clinical Governance Committee should provide an independent judgement on how the Board as a whole is managing the issues of strategy, performance and stewardship of public resources as they relate to the safety and quality of clinical care.

The Clinical Governance Committee will operate as necessary in order that it is confident that clinical governance and clinical risk management arrangements are working effectively to safeguard and improve the quality of clinical care. This will include

- endorsing the clinical governance strategy and development plan prior to approval from the NHS Board
- critically reviewing information from services or functions of clinical governance
- critically reviewing reports and action plans arising from the work of internal audit, external audit, review agencies and inspectorates as they relate to the assurance on the effectiveness of clinical risk management and quality improvement
- ensuring that recommendations made by the Scottish Public Services Ombudsman are implemented, in the interests of effective and safe care delivered to the population, including those recommendations applicable to independent practitioners
- requiring the presentation of reports, including the commissioning of independent reviews, in order to supplement or validate information
- being actively involved in strategy formulation from the earliest stages
- making judgements about, and helping to regulate, the scale and pace of change that takes account of the organisation's capacity and the need to minimise bureaucracy
- ensuring there is evidence of openness and transparency in decisions and use of resources in providing good quality of care
- striving for public good, setting aside personal interests, and ensuring NHS Greater Glasgow and Clyde is improving health and tackling inequalities
- promoting good relationships within the organisation, with the public and service users and with other organisations.
- providing oversight, on behalf of the Board, to key organisational structures in compliance with Scottish Government Health Directorates' directions, including the Infection Control Committee, the Organ Donation Committee and the Reference Committee.

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