



Health and Wellbeing Committee Terms of Reference (September 2020)

The VSS Board has established a Health and Wellbeing Committee as a Committee of the Board to support them in their responsibilities in relation to clinical governance, risk management, staff health and wellbeing, and in ensuring best practise and evidence based service delivery.

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1. Membership

- 1.1 The members of the Health and Wellbeing Committee are listed at Annex A:
- 1.2 The Committee shall be appointed by the Board. The Chair will be nominated by the members of the Health and Wellbeing Committee, and appointed for a term of three years. The Chair should serve no more than two terms.

2. Reporting

- 2.1 Minutes of the most recent Health and Wellbeing Committee meeting will be included in the Quarterly Board Papers. The minutes will be circulated to all members of the Board. The minutes will also be copied to TEO as sponsoring department. Minutes will also be published on the VSS website.
- 2.2 The Health and Wellbeing Committee will provide the CEO and Board with an Annual Report, timed to support finalisation of the Annual Report and Accounts and the Annual Outcomes Based Monitoring and Evaluation of Services, summarising its conclusions from the work it has done during the year.

3. Role

The Health and Wellbeing Committee will:

- 3.1 Consider strategies in relation to the implementation and evaluation of a Clinical Governance Framework;
- 3.2 Consider strategies in relation to the implementation and evaluation of Health and Wellbeing Services delivered by and on behalf of VSS;
- 3.3 Consider strategies concerning VSS staff health and wellbeing, employee engagement and development;
- 3.4 Advise on the development and ensure the review of key policies relating to the areas outlined in 3.1 annually or as required;
- 3.5 Provide assurances relating to the management of clinical risk and clinical governance requirements for the organisation, including:
 - Review of the Client Risk Management Policy on an annual basis to ensure it is responsive to VSS clients.
 - Review of the Client Risk Register on a quarterly basis.
 - Review of the key policies in relation to the above annually or as and when required.

- 3.6 Assess and consider the findings of any relevant internal and external reviews which have significant implications for the VSS;
- 3.7 Consider emerging evidence in the area of Clinical Governance and Trauma Services and the implications for the VSS;
- 3.8 Consider the impact and effectiveness of the Needs Based Approach to Service Delivery to inform the Victims and Survivors Strategy post 2019 to include in the annual review;
- 3.9 Consider Outcomes Based Monitoring and Evaluation of Services for inclusion in the VSS Annual Report and Accounts;
- 3.10 Advise the CEO and Board on all of the above accordingly.

4. Meetings

- 4.1 The Health and Wellbeing Committee will **ordinarily** meet four times a year. The Chair of the Health and Wellbeing Committee may convene additional meetings, as they deem necessary.
- 4.2 A minimum of 2 members of the Health and Wellbeing Committee will be present for the meeting to be deemed quorate.
- 4.3 Health and Wellbeing Committee meetings will normally be attended by:

VSS CEO and Accounting Officer
VSS Head of Health and Wellbeing Services
VSS Health and Wellbeing Programme Manager
VSS VSP Programme Manager
VSS Head of Service Development

A Health and Wellbeing Case Manager may attend as appropriate and as needed.

The Health and Wellbeing Programme Manager is responsible for taking minutes, distribution of papers and the follow up of action points.

- 4.4 The Health and Wellbeing Committee may ask any other officials of the VSS to attend to assist it with its discussions on any particular matter.
- 4.5 The Health and Wellbeing Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters; and
- 4.6 The CEO or Board may ask the Health and Wellbeing Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

5. Co-options and Advice

5.1 The Health and Wellbeing Committee may:

- Co-opt additional members for a period not exceeding a continuous year, with the possibility of extension, to provide specialist skills, knowledge and experience.
- Procure specialist ad-hoc advice at the expense of the VSS, subject to budgets agreed by the CEO/Board.

6. Information requirements for meetings

For each meeting the Health and Wellbeing Committee will be provided, sufficiently in advance, with:

6.1 An agreed agenda;

6.2 Update reports from the VSS with respect to each agenda item;

6.3 The Quarterly Outcomes Based Monitoring and Evaluation of Service report;

6.4 As and when appropriate the Committee may request any other update reports as required;

6.5 The Secretariat (VSS Health and Wellbeing Programme Manager) will provide appropriate support to the Chair as necessary, which should include discussion in advance of the meeting to confirm the agenda and discuss the papers.

7. Review / Self Assessment

7.1 The Health and Wellbeing Committee will also review its own effectiveness annually and report the results of that review to the Board.

7.2 The Health and Wellbeing Committee ToR will be subject to an annual review.

Annex 1 – Current HWB Committee Members

Chair – Beverly Clarke (nominated October 2017)

Re-nomination of Chair due October 2020.

Proposal adopted at Sept 2020 meeting to rotate the chair on an annual basis around existing Committee Members.

Board Members

Stephen McIlveen – (appointed April 2017) – Resigned February 2020

Patricia Haren – (appointed April 2017) – Reappointment due April 2020

This annex will be updated regularly with any changes to individual members. The TOR will not require re-adoption for such changes.

Annex 2 – Agenda Items

In addition to the normal standing agenda items, meetings will consider specific items as follows:

- **May meeting**
 - HWB Committee Annual Report
 - Review of Prior Year Outcomes M&E Report

- **Aug/Sep meeting**
 - Review of VSS Staff Health & Wellbeing Programme
 - Annual Review of ToR

- **November meeting**
 - Review of Client Risk Management Policy

- **February meeting**
 - Committee Self-Assessment