

Jigsaw
Quality and Safety Subcommittee
Terms of Reference

The Quality and Safety Subcommittee is a sub-committee of the Jigsaw Board. The Quality and Safety Subcommittee's principal objective is to provide strategic advice and exercise oversight on areas within its remit namely service provision and clinical governance.

Key responsibilities of the Subcommittee

- Provide a level of assurance to the Board on appropriate Quality and Safety governance structures, processes, standards, oversight and controls in relation to Jigsaw Services.
- Oversee the development by the Executive Management Team of a quality programme for Jigsaw Services in line with agreed Quality Assurance Framework and Improvement Strategy.
- Recommend to the Board a quality and safety programme, policies and processes that clearly articulates responsibility, authority and accountability for quality, safety and risk management across Jigsaw Services.
- ⊖ Input to the risk management process concerning Jigsaw's Services and clinical governance. Identify risk areas, their likelihood of occurrence, and annually report on key risks to the Audit subcommittee as appropriate. Suggest approaches to mitigate against services and clinical risks.
- Secure assurance from the Executive Management Team on the implementation of the quality and safety programme and the application of appropriate governance structures and processes (e.g. risk escalation, child protection) including monitored outcomes through quality indicators and outcome measures.
- Secure assurance from the Executive Management Team that the Services are conforming with all regulatory and legal requirements, within the remit of the Quality & Safety sub-committee, including data protection, to assure quality, safety and risk management.
- Act as advocates for quality and safety issues which cannot be resolved by the executive, escalating them to relevant external forums.

- To consider in greater depth matters referred to the Committee by the Board and referral of issues to the Board for consideration when necessary.
- To review the terms of reference of the Quality & Safety Subcommittee annually.
- To review the effectiveness of the Quality & Safety Subcommittee on an annual basis.

Membership

The Subcommittee shall consist of Chairperson, who is a board member, two other board members and two external members.

Jigsaw's Clinical Director and one other member of the Executive shall normally be required to attend all meetings of the Subcommittee. Other staff such as the CEO may attend meetings as required. Two members of the YAP may be in attendance at the sub-committee meeting.

Casual Vacancies

The Jigsaw Board from among their members shall fill casual vacancies occurring in membership of this Subcommittee. The board will also consider proposals in relation to the replacement of external members.

Frequency of Meetings and Quorum

The Subcommittee shall meet not less than four times per year or more frequently if the business requiring its attention should so dictate. A quorum at each meeting shall be two members, one of whom must be a Board member.

The Subcommittee will review development and progress on an annual basis.

The Subcommittee will present verbal and/or written reports to the Board. The work of the Subcommittee should be fully and accurately reflected on the Board's agenda and minutes.

Terms of Reference to be reviewed no later than June 2022.

Reviewed by the Quality & Safety Subcommittee on 1st July 2021.

Approved by the Board on: 20th July 2021