

**THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST**

**Trust Board – January 2011**

**Committee Structure**

<b>RESPONSIBLE</b>	John Davies - Chairman
<b>AUTHOR</b>	Julia Clarke – Director of Compliance & Risk Management
<b>CORPORATE OBJECTIVE NO(S)</b>	All
<b>EXECUTIVE SUMMARY</b>	<p>A review of all the sub-Committees of the Board has been undertaken, following latest guidance on best practice, recent Board changes and the proposed organisational re-structure and a draft of the new structure and Terms of reference presented to the Board in December 2010.</p> <p>The following structure has been agreed with the individual Chairman of each of the Committees and Terms of Reference for each Committee are attached (with any changes tracked)</p> <p>It has been agreed that any NED not a member of a designated Committee will receive the agenda/papers and may attend at the invitation of the Chair.</p>
<b>KEY FACTS</b>	<p>Non-Executive membership of Committees:</p> <ul style="list-style-type: none"> <li>• Chairman’s Committee – All NEDs</li> <li>• Audit Committee – Dennis Jones (Chair), Sue Assar, Simon Walford</li> <li>• Remuneration Committee – Chairman and all NEDs</li> <li>• Quality &amp; Safety Committee – Peter Vernon (Chair), Simon Walford, Martin Beardwell</li> <li>• Finance &amp; Performance Committee – Barry Simms (Chair), Dennis Jones, Martin Beardwell</li> <li>• Charitable Funds – Peter Vernon (Chair), Dennis Jones, Martin Beardwell</li> </ul>
<b>RECOMMENDATION(S)</b>	The Trust Board is asked to <b>APPROVE</b> the Committee structure and agreed Terms of Reference

### **Contribution to Inspection, Registration, Performance and Delivery**

<b>Risks and Assurance</b>	Key component of Trust's Assurance and Governance Framework
<b>Contribution to Key Performance Indicators</b>	Overarching structure to monitor quality and performance issues
<b>Compliance with Clinical and other Governance Requirements</b>	Underpinned by corporate and clinical governance best practice guidance

### **Impact Assessment**

<b>Quality</b>	Dedicated Quality & Safety Committee to ensure appropriate scrutiny and development in place to improve quality, with input from Audit committee regarding processes
<b>Financial</b>	Finance & Performance Committee revised to ensure greater focus on these aspects
<b>Workforce</b>	Clear reporting framework for organisation with clear accountabilities
<b>Legislation and Policy</b>	Consistent with guidance from Department of Health, Audit Commission etc
<b>Equality and Diversity</b>	Not applicable
<b>Communication and Marketing</b>	Not applicable

### **Engagement and Decision-Making Process**

All NED Committee Chairman involved in process – individual Committees will finalise Terms of Reference
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