

<b>To:</b>	<b>Trust Board</b>		
<b>From:</b>	Director of Corporate & Legal Affairs		
<b>Date:</b>	<b>26 APRIL 2012</b>		
<b>CQC regulation:</b>	ALL		
<b>Title:</b>	<b>NHSLA STANDARDS – COMMITTEE ARRANGEMENTS</b>		
<b>Author/Responsible Director:</b> Director of Corporate & Legal Affairs			
<b>Purpose of the Report:</b> To update the Trust Board on topical issues.			
<b>The Report is provided to the Board for:</b>			
	Decision	<input checked="" type="checkbox"/>	
	Assurance	<input checked="" type="checkbox"/>	
	Discussion	<input type="checkbox"/>	
	Endorsement	<input type="checkbox"/>	
<b>Summary / Key Points:</b>			
<ul style="list-style-type: none"> <li>The new NHSLA risk management standards 2012/13 require all organisations to approve terms of reference for the 'high level committee(s) with overarching responsibility for risk' (criterion 1.3)</li> </ul>			
<b>Recommendations:</b>			
The Trust Board is invited to receive and adopt the recommendations set out in this report.			
<b>Strategic Risk Register</b>		<b>Performance KPIs year to date</b>	
N/A		N/A	
<b>Previously considered by another UHL corporate Committee ?</b> N/A			
<b>Resource Implications (eg Financial, HR)</b>			
N/A			
<b>Assurance Implications</b>			
N/A			
<b>Patient and Public Involvement (PPI) Implications</b>			
N/A			
<b>Equality Impact</b>			
N/A			
<b>Information exempt from Disclosure</b>			
N/A			
<b>Requirement for further review ?</b>			

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**REPORT TO: TRUST BOARD**

**DATE: 26 APRIL 2012**

**REPORT BY: DIRECTOR OF CORPORATE & LEGAL AFFAIRS**

**SUBJECT: NHSLA STANDARDS – COMMITTEE  
ARRANGEMENTS**

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1. The new NHSLA risk management standards 2012/13 require all organisations to approve terms of reference for the 'high level committee(s) with overarching responsibility for risk' (criterion 1.3).
2. The terms of reference must include:-
  - (a) duties;
  - (b) who the members are, including nominated deputies where appropriate;
  - (c) how often members must attend;
  - (d) requirements for a quorum
  - (e) how often meetings take place;
  - (f) reporting arrangements into the high level risk committee(s);
  - (g) reporting arrangements into the Board from the high level risk committee(s)
  - (h) how the organisation monitors compliance with all of the above.
3. The Trust's terms of reference broadly comply with these requirements but there are two issues which require further consideration, as set out below.
4. The Trust Board has not yet stated how often members must attend meetings.
5. The Trust Board is asked to consider implementing a requirement that, commencing 2012/13, members must attend at least 75% of meetings each financial year.
6. In order to fulfil the requirements set out at (h) above, it is proposed that:-

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- (I) commencing with a review of 2011/12, each committee of the Trust Board shall produce an annual report on its activities which it will submit to the Trust Board; the Director of Corporate and Legal Affairs shall coordinate this process in liaison with the respective Committee Chairmen;
  - (II) the Trust Board will, at least annually, formally review performance against the duties contained in the terms of reference of each committee in order to assure itself of the effectiveness of the committee;
  - (III) the terms of reference of each committee will be reviewed by the committee and approved by the Trust Board, at least annually.
7. The Trust Board is recommended to adopt the proposals set out at paragraphs 5 and 6 above.

Stephen Ward  
Director of Corporate & Legal Affairs

20<sup>th</sup> April 2012