



QUALITY AND PEOPLE COMMITTEE

Terms of Reference

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Approved by:	Board of Directors
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Tier:	1
Relevant documentation to read in conjunction:	

Quality & People Committee Terms of Reference

1. Constitution

- 1.1. The **Quality & People Committee** (“QPC”) has been convened under the authority of the Board of Directors (a Tier 1 Governance meeting of Torbay and South Devon NHS Foundation Trust (the “Trust”)); to whom QPC shall remain accountable as a Board Sub-Committee.
- 1.2. The Board of Directors retain the authority to disband QPC at any time in the best interests of the Trust.
- 1.3. This is a Tier 1 governance meeting in accordance with the Trust’s governance framework.
- 1.4. QPC will adhere to, and be cognisant of the Trust values at all times.
- 1.5. These Terms of Reference shall be published on the Trust’s intranet and public website.

2. Powers

- 2.1. In accordance with the delegated authority outlined above, QPC is authorised to seek any information it requires from any member of staff, who shall be under a positive obligation to co-operate with any request made by the Committee.
- 2.2. QPC may request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary in the best interests of the Trust.
- 2.3. QPC derives its power from the Board of Directors and has no powers, other than those specifically delegated in these terms of reference.

3. Purpose

- 3.1. The purpose of QPC is to provide assurance to the Board on:
 - 3.1.1. the quality of care, ensuring systems are in place to achieve high standards and comply with regulations like the CQC framework; giving due consideration to the experience of those who use our services;
 - 3.1.2. all people related matters, including workforce strategy, staff engagement, health and wellbeing, and equality, diversity, and inclusion (EDI).; and recommend the draft annual (financial and operational) plan as pertains to quality, safety and people, as well as any relevant strategies for implementation, for approval to the Trust Board of Directors.
- 3.2. QPC will promote local level responsibility and accountability.

4. Duties and Responsibilities

- 4.1. The duties of the QPC are to:
 - a) Receive thematic reports and provide an assurance report to the Board, in the prescribed form and using the assurance methodology prescribed by the Trust (including but not limited to the Board Assurance Framework), as issued from time to time, as relates to the Committees purpose, that:

- b) Performance is being measured in a way that is appropriate and assess actual performance against those metrics; aligned to the Trust's escalation reporting contained within the balanced score card and Integrated Quality and Performance Report;
- c) Effective quality, safety and people strategies, governance, and controls are in place;
- d) There is alignment with the NHS People Plan and Integrated Care System (ICS) Workforce Strategy;
- e) There is alignment between the quality, safety and people workstreams to ensure that they jointly promote a quality focussed, safe patient/service user and workforce environment for all, noting their reciprocal nature;
- f) The workforce supply, development, wellbeing, and organisational culture strategies and implementation plans are appropriate in line with NHS and Trust values;
- g) Monitor and oversee employee relation performance, themes arising from significant employee issues, appeals, and union negotiations.
- e) Ensure compliance with legal, regulatory, and national standards;and
- f) Receive necessary or desirable (statutory, regulatory or other) reports aligned to quality, safety and people services on behalf of the Board of Directors.

4.2 With respect to quality and safety:

- a) Recieve reports on clinicial governance structures and escalation reporting;
- b) Review the adequacy of the clinical audit function;
- c) Review significant incidents, complaints, deaths, and external inspection reports.
- d) Monitor clinical outcomes, patient safety, experience, and risk management.
- e) Ensure compliance with legal, regulatory, and national quality standards; and
- f) Promote a culture of patient-centered improvement.

4.3 With respect to people services:

- a) Monitor staff engagement, retention, culture, and the effectiveness of HR policies;
- b) Review learning, development, leadership development, and skills initiatives;
- c) Ensure robust plans for staff health, wellbeing, and employee assistance programs;
- d) Oversee the development and delivery of Equality, Diversity & Inclusion (EDI) strategies;

- e) Review results from the annual staff survey and other workforce data, themes arising from concerns raised (such as Freedom to Speak Up); and
 - f) Informed by the above oversee the strategies, methodologies and procedures to both engage with our staff and act on their feedback.
- 4.4 Board Assurance Framework & Risk Management: The Committee will:
- a) Assure the Board that effective risk management is in place with regard to the application of the Trust's risk management framework as well as relevant patient and service user frameworks (such as the The Patient Safety Incident Response Framework (PSIRF));
 - b) Review assigned BAF objectives, risks and mitigations to manage risks within a target tolerable risk level

5. Membership and attendance

- 5.1. QPC's membership shall reflect those individuals outlined in Appendix 1.
- 5.2. The Chair will be appointed by the Board.
- 5.3. Other Non-Executive Directors, staff of the Trust or professional advisers appointed by the Trust may be invited by the Chair to attend all or part of any meeting.
- 5.4. A Governor representative may be invited to attend as an observer.

6. Attendance

- 6.1. A register of attendance will be maintained and the Chair of QPC will follow up any issues related to the unexplained non-attendance of members. Should continuing non-attendance of a member jeopardise the functioning of QPC, the Chair will discuss the matter with the member and, if necessary, select a substitute or replacement.

7. Administration

- 7.1. QPC shall be supported by a nominated Secretary whose duties in this respect will include:
 - a) In consultation with the Chair, develop and maintain an annual reporting schedule to QPC;
 - b) Collation of papers and drafting of the agenda for agreement by the Chair of QPC;
 - c) Taking the notes of the meeting and keeping a record of matters arising and issues to be carried forward;
 - d) Advising on scheduled agenda items;
 - e) Agreeing and circulating the action schedule following each meeting;
 - f) Maintaining a record of attendance.

8. Meetings

- 8.1. Meetings will be held on the following basis:
 - a) Meetings will be monthly.
 - b) In the absence of the Chair, a Non-Executive Director shall be nominated to act as Chair;

- c) Items for the agenda must be sent to the meeting administrator a minimum of 7 days prior to the meeting: urgent items may be raised under another business;
- d) The agenda will be sent out 5 days prior to the meeting date, together with the action schedule and other associated papers;
- e) An action schedule will be circulated to members following each meeting and must be duly completed and returned to the meeting administrator for circulation with the following meeting's agenda and associated papers.
- f) Notwithstanding the above, a meeting may be duly convened at short notice by the Secretary at the request of the Chair to meet Trust requirements; in such event provisions 8.1c – d may be disapplied.

9. Reporting

- 9.1. QPC will provide a report in the form of a prescribed template to the Board of Directors to demonstrate that the work undertaken fulfills the purpose for which QPC was constituted.
- 9.2. QPC will receive reports as per the meeting work plan.

10. Quorum

- 10.1. The quorum necessary for the transaction of business shall be 3; with a minimum of two Non-Executive and one Executive members present.
- 10.2. A duly convened meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by QPC
- 10.3. Deputies will not count towards the quorum.

11. Review

- 11.1. The Terms of Reference shall be reviewed on an annual basis and ratified by the Board of Directors.

12. Monitoring Effectiveness

- 12.1. In order that QPC can be assured that it is operating effectively in discharging its responsibilities at set out in these terms of reference and, if necessary, to recommend any changes to the Terms of Reference, the Chair will ensure that once a year a review of the following is undertaken and reported to the next meeting of QPC.
 - 12.1.1. The purpose and duties, as prescribed above, were fulfilled.
 - 12.1.2. Appropriate level of attendance by members to ensure effective meetings was achieved.

Appendix 1
MEMBERS AND ATTENDEES

Membership
NON EXECUTIVE DIRECTOR (CHAIR)
NON EXECUTIVE DIRECTOR
NON EXECUTIVE DIRECTOR
NON EXECUTIVE DIRECTOR
CHIEF NURSING OFFICER
CHIEF MEDICAL OFFICER
CHIEF PEOPLE OFFICER
Attendance
DIRECTOR OF CORPORATE GOVERNANCE & TRUST SECRETARY
DEPUTY DIRECTOR OF PEOPLE AND EDUCATION
ASSOCIATE DIRECTOR OF PEOPLE