



Trust Board 30 January 2024

Revised Terms of Reference: Audit and Risk Committee and Quality and Safety Committee

Purpose of the report

To outline the rationale for the mid-year review of the Terms of Reference (ToR) for the Audit and Risk Committee (ARC) and the Quality and Safety Committee (QSC) and provide revised ToR for each Committee for ratification by the Trust Board.

Analysis of the issue

Each year, the ToR for each level 1 Committee is reviewed as part of the annual review of committee effectiveness. This ensures that they remain up to date and relevant for the year ahead. This was undertaken by the ARC (September 2023) and the QSC (June 2023) for the 2023/24 year.

Following an internal audit review of the arrangements in place at the Trust for Freedom to Speak Up and the findings presented in the subsequent report (reference 2324/LPT/03) issued in October 2023, a recommendation was made to update the ToR for the ARC and the QSC to provide further clarity of the role of the Freedom to Speak Up agenda in each forum.

Revisions were made to the ToR for each committee aligned to the wording recommended within the audit report. These are outlined below and are included in the revised ToR in the appended documents (A. ARC ToR 2324 v2 and B. QSC ToR 2324 v2) which were signed off by the respective Committees in December 2023.

We have also updated our ToR template to include a version control and sign off box at the beginning of all ToR, these have been updated to include this.

Additions to the ARC ToR (section 4 page 2 and section 11 page 5) with changes tracked in red in the ToR and below.

Section 4 Membership

Other staff of the Trust will be invited to attend for all or part of the meeting; **this will include (but is not limited to) the Trust's Freedom to Speak Up Guardians and the Head of Clinical Governance**

Section 11.4 **Whistleblowing Speaking Up**

The Committee will review the effectiveness of the arrangements in place for allowing staff to raise, in confidence concerns about possible improprieties in financial, clinical, **cultural, staffing** and safety matters and ensure that any such concerns are investigated proportionately and independently. **This will include;**

- **Receive the Freedom to Speak Up Annual Report and quarterly updates throughout the year over the compliance with policy and procedures, including training rates for the freedom to speak up agenda.**
- **Provide the board with assurance that the Freedom to Speak Up policy and procedures within the Trust are robust and effective.**

Additions to the QSC ToR (section 2.3 page 2) with changes tracked in red in the ToR and below.

Section 2.3 Governance

- The Committee will monitor the use of Freedom to Speak Up procedures to oversee the effectiveness of the arrangements in place for allowing staff to raise, in confidence concerns about possible improprieties in clinical and safety matters and ensure that any such concerns are investigated proportionately and independently. This will include;
 - Monitoring the implementation and use of the procedures, including proportionate and independent investigation and follow up action
 - To receive quarterly reports on concerns raised and the outcomes of matters raised in relation to clinical and safety matters.

Proposal

- To approve the revisions to the ToR for ARC and QSC.
- To review again in April 2024 as part of the annual committee reviews to ensure they remain fit for purpose for 2024/25.

Decision required

To approve the revised ToR.

Governance Table

For Board and Board Committees:	Trust Board 30 January 2024	
Paper sponsored by:	Kate Dyer, Acting Director of Corporate Governance	
Paper authored by:	Kate Dyer, Acting Director of Corporate Governance	
Date submitted:	19 January 2024	
State which Board Committee or other forum within the Trust's governance structure, if any, have previously considered the report/this issue and the date of the relevant meeting(s):	None	
If considered elsewhere, state the level of assurance gained by the Board Committee or other forum i.e. assured/ partially assured / not assured:		
State whether this is a 'one off' report or, if not, when an update report will be provided for the purposes of corporate Agenda planning	Regular	
STEP up to GREAT strategic alignment*:	High Standards	
	Transformation	
	Environments	
	Patient Involvement	
	Well Governed	Yes
	Reaching Out	
	Equality, Leadership, Culture	
	Access to Services	
	Trust wide Quality Improvement	
Organisational Risk Register considerations:	All	
Is the decision required consistent with LPT's risk appetite:	Yes	
False and misleading information (FOMI) considerations:	None	
Positive confirmation that the content does not risk the safety of patients or the public	Confirmed	
Equality considerations:	None	