



## **Health and Wellbeing Committee**

### **TERMS OF REFERENCE**

**February 2025**

The VSS Board has established a Health and Wellbeing Committee as a Committee of the Board to support them in their responsibilities in relation to clinical governance, clinical risk management, staff health and wellbeing, and in ensuring best practise and evidence based service delivery.

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## **1. Membership**

- 1.1 The members of the Health and Wellbeing Committee are listed at Annex A.
- 1.2 The Committee shall be appointed by the Board. The Chair will be nominated by the members of the Health and Wellbeing Committee and ordinarily appointed for a term of three years. The Chair should serve no more than two terms.

## **2. Reporting**

- 2.1 Minutes of the most recent Health and Wellbeing Committee meeting will be included in the Quarterly Board Papers. The minutes will be circulated to all members of the Board. The minutes will also be copied to TEO as sponsoring department. Minutes will also be published on the VSS website.
- 2.2 The Health and Wellbeing Committee will provide the CEO and Board with an Annual Report, timed to support finalisation of the Annual Report and Accounts and the Annual Outcomes Based Monitoring and Evaluation of Services, summarising its conclusions from the work it has done based on the Annual Work Plan.

## **3. Role**

The Health and Wellbeing Committee will:

- 3.1 Provide strategic oversight and advice in relation to the VSS Clinical Governance Framework
- 3.2 Provide strategic oversight and scrutiny of Health and Wellbeing Services delivered by and on behalf of VSS to include:
  - Consideration of the impact and effectiveness of the needs-based approach to service delivery
  - Consider the outcomes-based monitoring and evaluation of services for external reporting
- 3.3 Provide strategic oversight and scrutiny of the activities to support VSS staff health and wellbeing, employee engagement and development
- 3.4 Advise on the development of and ensure the review of key policies relating to the Clinical Governance or other related areas
- 3.5 Provide assurances relating to the management of clinical risk and clinical governance requirements for the organisation, including:
  - Review of the Client Risk Management Policy on a bi-annual basis to ensure it is responsive to VSS clients
  - Review of the Client Risk Register on a quarterly basis
  - Review of the key policies in relation to the above annually or as and when required

- 3.6 Assess and consider the findings of any relevant internal and external reviews which have significant implications for the VSS
- 3.7 Consider emerging evidence in the area of Clinical Governance and Trauma Services and the implications for the VSS
- 3.8 Advise the CEO and Board on all the above accordingly.

#### **4. Meetings**

- 4.1 The Health and Wellbeing Committee will ordinarily meet four times a year. The Chair of the Health and Wellbeing Committee may convene additional meetings, as they deem necessary.
- 4.2 A minimum of 2 members of the Health and Wellbeing Committee will be present for the meeting to be deemed quorate.
- 4.3 Health and Wellbeing Committee meetings will normally be attended by the following VSS staff:
  - Head of Health and Wellbeing
  - Health and Wellbeing Case Manager(s)
  - Community Partnership Manager
  - Head of Learning & Growth
  - HR Manager
  - Business Support Officer (Minutes)

In addition, the VSS CEO and Accounting Officer and VSS Head of Service Development may attend as appropriate/needed.

- 4.4 The Business Support Officer is responsible for ensuring minute taking, distribution of papers and the follow up of action points are completed.
- 4.5 The Health and Wellbeing Committee may ask any other relevant officials of the VSS to attend to assist it with its discussions on any particular matter.
- 4.6 The Health and Wellbeing Committee may ask any or all of those who normally attend but who are not Committee members to withdraw to facilitate open and frank discussion of particular matters; and
- 4.7 The CEO or Board may ask the Health and Wellbeing Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

#### **5. Co-options and Advice**

- 5.1 The Health and Wellbeing Committee may:

- Co-opt additional members for a period of up to three years to provide specialist skills, knowledge and experience.
- Procure specialist ad-hoc advice at the expense of the VSS, subject to budgets agreed by the CEO/Board.

## **6. Information requirements for meetings**

For each meeting the Health and Wellbeing Committee will be provided, sufficiently in advance, with:

- 6.1 An agreed agenda;
- 6.2 Update reports from the VSS with respect to each agenda item;
- 6.3 The Quarterly Outcomes Based Monitoring and Evaluation of Service report;
- 6.4 As and when appropriate the Committee may request any other update reports as required;
- 6.5 The Head of Health and Wellbeing will provide appropriate support to the Chair as necessary, which should include discussion in advance of the meeting to confirm the agenda and discuss the papers.

## **7. Review / Self Assessment**

- 7.1 The Health and Wellbeing Committee will also review its own effectiveness annually and report the results of that review to the Board.
- 7.2 The Health and Wellbeing Committee ToR will be subject to an annual review.

## **Annex 1 – Current HWB Committee Members**

**Chair** – Sandra Horley (nominated Feb 2024)

Re-nomination of Chair due.

*Proposal adopted at Sept 2020 meeting to rotate the chair on an annual basis around existing Committee Members.*

### **Committee Members**

Sandra Horley – (appointed December 2022)

Catriona McArthur (appointed September 2023)

This annex will be updated regularly with any changes to individual members. The TOR will not require re-adoption for such changes.

## **Annex 2 – Agenda Items**

In addition to the normal standing agenda items, meetings will consider specific items as follows:

- **May meeting**
  - HWB Committee Annual Report
  - Review of Prior Year Outcomes M&E Report
  
- **Aug/Sep meeting**
  - Review of VSS Staff Health & Wellbeing Programme
  - Annual Review of ToR
  
- **November meeting**
  - Review of Client Risk Management Policy
  
- **February meeting**
  - Committee Self-Assessment