



QUALITY / RISK / SERVICES COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

The Services Committee (The Committee) will be appointed by the Board of Directors of Carriglea Cáirde Services.

2. AUTHORITY

The Committee is authorised by the Board to monitor any activity within its terms of reference. The Committee is authorised to seek relevant information it requires from members of the Senior Management Team of Carriglea Cáirde Services.

The Committee is authorised by the Board to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge.

The objective of the Committee is to assist the Board in carrying out its duties in regard to all management & operating activities, policies, procedures and legal compliance.

3. MEMBERSHIP

The Committee shall be appointed by the Board from amongst its members and shall consist of not less than three members. The Chairperson of the Committee shall be appointed by the Board.

The Company Secretary is Secretary to the Committee and a member of the Committee. A recording secretary may be appointed by resolution of the committee.

4. ATTENDANCE AT MEETINGS

- a) The Committee will be chaired by a Non-Executive Director of the Board.
- b) Membership of the committee should be comprised of Non-Executive Directors and independent members.
- c) The quorum necessary for the transaction of the business of the Committee shall be at least three Committee members.
- d) At least once a year the Committee shall meet with the Chairs of Carriglea Cáirde Services - Health & Safety, Quality, Changing Needs, Infection Control and Core Values and will also meet with the Designated Officer.

- e) At the request of the Committee any members of the senior management team shall attend meetings or part thereof.

5. FREQUENCY OF MEETINGS

Meetings shall be held at least four times a year. Meetings may be called by the Board, or the Chairperson of the Board acting for the Board, or by the Chairperson of the Committee.

6. DUTIES

To review, report and recommend to the Board policies proposed by the Senior Management Team under the headings:

Risk Management

- a) To ensure the development, implementation and review of Carriglea Cáirde Services' Risk Management Policy.
- b) To promote Risk Management by ensuring that appropriate procedures are in place to identify, assess and manage risk.
- c) To monitor implementation of those procedures and to report to the Board as necessary.
- d) To ensure these policies and procedures are in compliance with the organisation's Code of Governance, HIQA, and HSE Service Arrangements.
- e) To encourage a risk management culture throughout Carriglea Cáirde Services and ensure that risk is embedded as part of the organisation's decision making.
- f) To ensure, in conjunction with the Audit & Finance Committee and Board, that risk is considered as part of the annual planning and budgetary process.
- g) To receive risk registers from the Senior Management Risk Committee and refer any risk that may require escalation to the Board for consideration.
- h) To receive Quality Improvement Plans from the Senior Management Risk Committee and consider these in the context of the organisation's Strategic Plan and Governance requirements.
- i) Quality Improvement Plans will be based among others on the recommendations and actions from HIQA Inspections, Day Services Easi Tool Standards, PCP, HSE Environmental Controls and Internal Audits undertaken by internal and external auditors (currently MK Brazil and Crowleys DFK) and audits of quality and compliance with HIQA standards.
- j) To ensure that adequate training is in place to support staff and Board in fulfilling the requirements of the Risk Management Policy.

Services User Issues

- a) To review policy on Service Users' Assets.
- b) To review developments in advocacy, key working & person centered planning.

Human Resources

To review policies on Human Resources under the headings recruitment, induction, disciplinary, annual leave etc.

Core Values

To Review Core Values policy and roll out the ethos of Carriglea Cáirde Services.

Quality System

To review the Services' quality system and report to the Board.

Changing Needs

To review policy on Changing Needs of Service Users and report the Board.

Health & Safety

To review policy on Health & Safety and report the Board.

Admissions, Discharge & Transfer

To review policy on Admissions, Discharges and Transfers and to report to the Board.

Stakeholder Relationships

To monitor stakeholder relationships – HSE, HIQA, Department Of Health, Department Of Environment & Local Government, Parents & Families.

Statutory Compliance

- a) To monitor arrangements for and the achievement of compliance with the Services' statutory and other requirements.
- b) To monitor and review significant legislation specifically the new Charities Bill/Act.

7. REPORTING PROCEDURES

- a. The minutes of Committee meetings will be formally recorded and submitted to the Board after each meeting.
- b. The Committee shall make a statement in the annual report about its activities and the process used to make appointments.

8. GOVERNANCE

- a) Receive other reports (internal or external) on any topic(s) that the Risk Committee considers relevant to its work;
- b) Periodically review and propose changes to the Carriglea Governance Framework
- c) Prepare a set of key performance indicators and measures at the beginning of each year

9. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The terms of the General Data Protection Regulations (GDPR) apply to Carriglea Cáirde Services. This sub-committee will adhere to the provisions of these Regulations and all other data protection laws and codes of conduct with regard to

any personal data that may be collected, used, processed or stored in the course of carrying out its functions.