



**Perth & Kinross Integration Joint Board**  
**Clinical, Care & Professional Governance Committee**  
**Terms of Reference**

**Introduction**

1. The Clinical Care & Professional Governance Committee (the Committee) is identified as a Committee of the Integration Joint Board (IJB). The approved Terms of Reference and information on the composition and frequency of the Committee shall be considered as an integral part of the Standing Orders. The Committee shall be a standing Committee of the IJB.

**Purpose**

2. The Committee shall provide independent assurance on the adequacy of the Clinical, Care & Professional Governance Framework and associated workplan. The Committee shall scrutinise Clinical, Care & Professional Governance internal arrangements.

**Authority**

3. The Committee is not a decision-making committee. The Committee is authorised to request reports and to make recommendations to the IJB for further investigation on any matters that fall within its Terms of Reference.

**Membership**

4. The IJB shall appoint the Committee. Membership must consist of an equal number of voting members from Perth & Kinross Council (the Council) and NHS Tayside (the NHS). The Committee shall comprise two voting members from the Council, two voting members from the NHS and two non-voting members from the IJB.
5. Any member of the IJB can attend the Clinical, Care & Professional Governance Committee.
6. Members of the IJB, or their proxies or substitute members, may substitute for members of the Committee who represent the same organisation or group.

## **Chair**

7. The Chair of the Committee shall be a voting member nominated by the IJB.
8. In the absence of the Chair, the Committee shall elect a voting member as Chair for the purposes of that meeting.

## **Quorum**

9. Three members of the Committee shall constitute a quorum. At least two members present at a meeting of the Committee shall be voting members.

## **Meetings**

10. Meetings of the Committee shall be conducted in accordance with the relevant Standing Orders of the IJB.
11. The Committee shall meet at least three times each financial year.
12. The Chief Officer, Chief Financial Officer, Chief Internal Auditor, Head of Health, Head of Adult Social Work and Social Care, Chief Social Worker (co-Chair of the Clinical, Care & Professional Governance Forum), Associate Director/Mental Health Services, P&K HSCP Associate Medical Director (co-Chair of the Clinical, Care & Professional Governance Forum) and other professional advisors or their nominated representatives shall normally attend meetings. Other persons shall attend meetings at the invitation of the Committee.

## **Reporting**

13. The Committee shall provide the IJB with an annual report summarising its conclusions from the work it has done during the year and providing an opinion on the adequacy and effectiveness of the internal Clinical, Care & Professional Governance arrangements. The Committee shall review its own effectiveness yearly through self assessment against its duties and report the results to the IJB.
14. The Chair of the Committee, or, in his/her absence, a nominated member, shall provide updates on the work of the Committee at each meeting of the IJB.

## **Duties**

15. The Committee shall be responsible for the following duties:

### **➤ Clinical, Care & Professional Governance**

- To monitor the effectiveness of Clinical, Care & Professional Governance arrangements
- To approve the workplan and improvement plan for the Clinical, Care & Professional Governance Forum
- To receive assurance reports from the Clinical, Care & Professional Governance Forum:

- a) Confirming that the Forum is delivering its workplan and improvement plan and explaining the impact of any non-delivery
  - b) Summarising the issues considered by the Clinical, Care & Professional Governance Forum
  - c) Escalating any issues or risks which require to be brought to the attention of the Clinical, Care & Professional Governance Committee
- To receive an annual report from the Clinical, Care & Professional Governance Forum providing an opinion on the adequacy of Clinical, Care & Professional Governance arrangements