

CHKS Health & Care Quality Assurance & Accreditation

ACCREDITATION COUNCIL

TERMS OF REFERENCE & ROLE DESCRIPTORS

Terms of Reference

1. The Accreditation Council is an independent body set up to provide advice and support to CHKS Assurance and Accreditation concerning its accreditation activities and the development of accreditation programmes. It has overall responsibility for decisions made by the Accreditation Awards Panel on CHKS accreditation and certification to ISO9001:2015.
2. The CHKS Accreditation Council will provide a quality assurance umbrella for the accreditation activities of the CHKS Assurance and Accreditation service. Its purpose will be:
 - To offer professional advice and support in relation to the awards of accreditation and/or ISO certification
 - To delegate within set protocols matters of accreditation to a supporting Accreditation Awards Panel
 - To oversee the performance of activities delegated to the Accreditation Awards Panel
 - To contribute to the work of the Accreditation Awards Panel when specialist advice is required
 - To act as the appeals mechanism for decisions made by the Accreditation Awards Panel
 - To ratify the accreditation process and accreditation standards produced by CHKS.
 - To report to Senior Leadership Team (SLT) on the activity of the Council and Panel
 - To participate in sub-groups that may be formed to manage specific projects as needed.
3. The membership of the Accreditation Council will include representation from the variety of different interests relevant and appropriate for involvement in the consideration of survey reports and accreditation decisions.
4. Members will be invited to serve for three years in the first instance. They will be given the opportunity to step down at the end of this period or continue. Maximum service is normally ten years.
5. New members will be interviewed by the Council Chair following submission of their CV and completion of the accreditation council member's competency document. This will be discussed by the Council before their attendance at their first meeting.
6. The Chair and Vice Chair will be appointed by seeking nominations and holding an election if more than one nomination is received for either office.
7. The CHKS Accreditation Council will meet three times a year, usually on the same day as the Accreditation Awards Panel. The meetings will usually be conducted by MS Teams, however, one meeting each year will be face to face.
8. Members of the Council will be expected to attend a minimum of two meetings each year and to comment on the papers if they are unable to attend. The Chair will discuss any

- prolonged absences (of one year or three consecutive meetings) with individual members.
9. A quorum of the Council meetings will comprise 50% of Council members. Electronic sign off can be adopted when required.
 10. The Council will receive a summary report of awards made by the Accreditation Awards Panel at each meeting.
 11. The Council will receive annual reports on the following:
 - a) Accreditation Award Panel trend analysis
 - b) Award Consistency Evaluation Report
 - c) Management Review.
 12. The Council will produce an annual report of Accreditation Council activity (approvals, attendance etc) to be shared with the CHKS SLT.
 13. The Accreditation Council will be responsible for the processing of any formal appeals received from clients concerning award decisions made by the Awards Panel. An extraordinary meeting will be called if required. Five members will comprise a quorum. Appeals will be considered by members of the Council who have had no prior involvement with the consideration of the survey report or accreditation decision pertaining to that client.
 14. A senior member of CHKS Assurance and Accreditation will represent the management of CHKS.
 15. The Accreditation Council will be serviced by the Accreditation Services Manager.

Impartiality and Governance Committee

16. A sub-group of the Council, including a member of the CHKS Accreditation Awards Panel and a senior member of the Assurance and Accreditation service will review any issues relating to impartiality (Impartiality and Governance Committee). There are separate Terms of Reference for this group.
17. A minimum of 60% of members will comprise a quorum.
18. The CHKS Accreditation Council will receive reports from the Impartiality and Governance Committee.

Role Descriptors for Council Member

The duties of a Council member fall into five broad categories:

- Strategy advice
- Standards
- Awards process
- Impartiality
- Appeals
- Conduct

Strategy advice

- To provide advice on the future direction of healthcare
- To suggest potential developments for CHKS accreditation programmes
- To advise on commercial opportunities within the scope of accreditation

Standards

- To contribute to the consultation process during the development of accreditation standards and prior to their ratification
- To ratify the accreditation and assurance standards produced by CHKS.

Awards process

- To agree the process for the Accreditation Awards Panel to make awards of accreditation and/or ISO certification
- To ratify the awards of accreditation and/or ISO certification made by the Accreditation Awards Panel
- To contribute to the work of the Accreditation Awards Panel when specialist advice is required.
- To work with the Chair of the Awards Panel and CHKS Assurance and Accreditation service directors to ensure a robust and quality assured approach is maintained for accreditation programmes.

Impartiality

- To work with the CHKS Health & Care Quality Assurance & Accreditation team to ensure the management of impartiality in all CHKS accreditation activities.

Appeals

- To contribute to the processing of any appeals from clients regarding Accreditation Awards Panel decisions, where the member has had no prior involvement with the consideration of the survey report or accreditation decision.

Conduct:

- To understand and be committed to the aims and objectives of the organisation
- To understand the terms of reference of the Council.

- To work with other members to ensure the Council is an effective body acting in the interests of CHKS.
- To attend meetings on a regular basis and read all the papers and contribute to the discussions and decisions. Members are expected to attend a minimum of two meetings a year.
- To give maximum notice if unable to attend a meeting to ensure it is quorate. To provide comments on the papers if unable to attend to ensure a diversity of views are shared.
- To stay informed on issues which affect CHKS and promote the organisation externally.
- Complete and submit a competence assessment on joining the Awards Panel and then every two years. Completing any necessary training to maintain competence.
- To maintain continuing professional development (CPD)
- To inform the Chair and the Accreditation Services Manager of any new conflicts of interest as soon as they are known and to provide a declaration of interests and degree of involvement in healthcare on an annual basis.

Role Descriptors for Chair of the Council

In addition to the duties described for a Council member (see above) the duties of the Chair (and in their absence the duties of the Vice Chair) are:

- To chair the meetings of the Council and ensure that its duties and responsibilities are carried out within its terms of reference.
- To ensure that the business of meetings is dealt with, that decisions are clearly arrived at, recorded and their implementation monitored.
- To work with the Accreditation Services Manager to ensure that the Council has an agreed programme of meetings, that the agenda papers are produced to a professional standard and distributed in sufficient time, that meetings are held in a convenient and comfortable place and that minutes are produced to a professional standard and circulated promptly after meetings.
- To formally discuss the competency framework with all new and existing members and if appropriate hold a personal review about continuing to serve on the Council with any member who is no longer formally involved in healthcare.
- To review the continuing membership of the Council with any member who is absent for two consecutive meetings.
- To work with the Chair of the Awards Panel and the Assurance and Accreditation Director to ensure a robust and quality assured approach is maintained for accreditation programmes.
- To attend the Awards Panel meetings as an observer.
- To Chair the Impartiality and Governance Committee

In addition to routine Chair matters specified above, the Chair may act on the Council's behalf where action is required urgently between meetings. Such actions should be kept to the minimum, reported to Council members as soon as possible and formally reported to the next available meeting.