

COMMITTEE/WORKING GROUP TERMS OF REFERENCE TEMPLATE COP 406

[LINK TO POLICY](#)

[LINK TO PROCEDURES
& FORMS](#)



1. Introduction

Overview of why this group or committee is needed e.g. this is an important and complex topic for the organisation.

2. Scope

What matters the group or committee will cover and what it will exclude, e.g. this group will discuss matters relating to or impacting on Infection Control.

3. Purpose

The purpose of the group or committee is to provide a robust mechanism for assuring continuous improvements in XXX. There will also be a focus on e.g. ethics, compliance with regulatory and accreditation requirements. The Working Group will ensure that during the course of their activities risks to employees, patients and organisation are managed.

4. Members

Chair	
Vice Chair	
Member	
Member	
Member	
Member	
Secretary	
Other Expert attendees	To be invited by the group as required

5. Key Functions

Key functions of the group/committee include: e.g.

- A minimum of quarterly review of relevant National Ambulance Policies and procedures and Learning Management system content
- Review of relevant QHSE incident summaries,
- Review of information from external global, federal or local agencies
- Promote sharing of information through approved communication channels
- Raise relevant matters to Senior management through use of approved processes

6. Quorum

There must be a quorum of at least XX members; this must include one member with a relevant XX qualification/skills/title.

7. Meeting Frequency

The group shall hold meetings on a quarterly basis, or more frequently as required. Between meetings updates and requests can be sent electronically to all members by the Chair/Vice chair.

8. Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder, minutes must be made available to senior management as requested.

A summary report to the Executive management team should be prepared and communicated at least annually or as required.

9. Lifecycle and Evaluation

Working groups should have a limited life cycle to align with the achievement of goals and objectives. Committees may have an ongoing lifecycle however with a review of its purpose and functions required at least annually.

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this document such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

Chief Administrative Officer

CHANGE BRIEF

Version No.	Date	Changes
1	17 September 15	New document
2	26 January 2021	Due for review, no changes

Review & Approval:

Date

Chief Administrative Officer