

**Jigsaw**  
**Quality and Safety Subcommittee**  
**Terms of Reference (March 2025)**

The Quality and Safety Subcommittee is a subcommittee of the Jigsaw Board. The Quality and Safety Subcommittee's principal objective is to provide strategic advice and exercise oversight on areas within its remit namely service provision and clinical governance.

**Key responsibilities of the Subcommittee**

- Provide a level of assurance to the Board on appropriate Quality and Safety governance structures, processes, standards, oversight and controls in relation to Jigsaw Services.
- ⊖ Input to the risk management process concerning Jigsaw's Services and clinical governance. Identify risk areas, their likelihood of occurrence, and annually report on key risks to the Audit and Risk Subcommittee as appropriate. Suggest approaches to mitigate against services and clinical risks.
- Secure assurance from the Executive Management Team that the Services are conforming with all regulatory and legal requirements, within the remit of the Quality & Safety subcommittee, including data protection, to assure quality, safety and risk management.
- ⊖ Oversee the progress of the [National Quality Framework](#) (NQF) in respect of the quality and safety of clinical service delivery and operations in Jigsaw.
- Secure assurance and recommend and ratify to the Board from the Executive Management Team on the implementation of the quality and safety actions arising from the appraisal of the NQF and the application of appropriate governance structures and processes (e.g. risk escalation, child protection) including monitored outcomes through quality indicators and outcome measures.
- Act as advocates for quality and safety issues which cannot be resolved by the Executive, escalating them to relevant external forums.
- To consider in greater depth matters referred to the subcommittee by the Board and referral of issues to the Board for consideration when necessary.
- To review the terms of reference of the Quality & Safety Subcommittee annually.
- To review the effectiveness of the Quality & safety Subcommittee on an annual basis.

## **Membership**

The Subcommittee shall consist of Chairperson, who is a board member, two other board members, two external members and two Youth advocates.

The Board of Directors should approve the appointment of external members to Board Subcommittees. Such appointments are made to ensure that Jigsaw has available to it particular expertise and specialise skills and experience relevant to the work of the subcommittees. External members are appointed to Subcommittees for a maximum of three consecutive terms of consisting of three years each.

Jigsaw's Clinical Director and one other member of the Executive shall normally be required to attend all meetings of the Subcommittee. Other staff such as the CEO may attend meetings as required.

## **Casual Vacancies**

The Jigsaw Board from among their members shall fill casual vacancies occurring in membership of this Subcommittee. The Board will also consider proposals in relation to the replacement of external members.

## **Frequency of Meetings**

The Subcommittee shall meet not fewer than four times per year or more frequently if the business requiring its attention should so dictate. A quorum at each meeting shall be two members, one of whom must be a Board member.

The Subcommittee will review development and progress on an annual basis.

The Subcommittee will present verbal and/or written reports to the Board. The work of the Subcommittee should be fully and accurately reflected on the Board's agenda and minutes.

Terms of Reference to be reviewed no later than March 2026.

Reviewed by the Quality & Safety Subcommittee on 10 February 2026.

Approved by the Board on: 25<sup>th</sup> March 2025