

# Enter & View Committee

## Terms of Reference

### Purpose

- To develop a programme of Enter & View visits to care homes and NHS premises across Shropshire including hospitals, GP practices, pharmacists, dentists and opticians
- To receive and approve Enter & View reports for publication
- To report and ensure that the recommendations are followed up and also fed into the Intelligence Committee
- To evaluate the programme and identify outcomes
- Make recommendations to the Board for escalation to Healthwatch England and/or CQC
- To agree and review the training programme for Enter & View volunteers
- To report to the Board on all activities

### Membership

Board members x 2 (minimum)

Chief Officer

Enter & View Officer

2 (minimum) Enter & View volunteers (elected from Enter & View volunteer membership for a term of one year)

Intelligence Committee Member

### Observers as Appropriate

Information Officer

Healthwatch Telford & Wrekin representative

Care Quality Commission (CQC)

### Chair

Board member

### Secretary

Administrative Officer or nominated member of the Committee

### Quorum

3 of whom one is a Board Member

### Frequency of meetings

6 - 8 weekly

### Conduct of the committee

Papers to be circulated a minimum 1 week in advance

Minutes to be circulated within 2 weeks of meeting\*

Communication to be electronic

Dates of meetings to be agreed quarterly in advance

Verbal update to be given at the following Board meeting

\*Members have three working days to respond