

Intelligence Committee

Terms of Reference

Purpose

Through Healthwatch Shropshire's activities collect and collate evidence to identify issues relating to health and social care across Shropshire (including community nursing and domiciliary care), to make recommendations for priorities and action and to ensure follow up and feedback takes place, to make recommendations to the business committee for relevant research to support Healthwatch Shropshire.

Membership

Board Members x 2 (minimum)
Chief Officer
Information Officer
Enter & View Committee member
Volunteer

Observers (attendance as appropriate)

Community Engagement Officer
Enter & View Officer
Health Overview & Scrutiny Committee representative
Health & Wellbeing Board representative

Chair

Member of the Board

Secretary

Administrative Officer or nominated member of the Committee

Quorum

3 of whom one is a Board Member

Frequency of meetings

Quarterly

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 report to the following Board meeting
Communication within 1 week of issues potentially affecting another Board Committee