

# Terms of Reference for the BASHH National Audit Group

## 1. Purpose

- 1.1 The purpose of the British Association for Sexual Health (BASHH) National Audit Group (NAG) is to provide the clinical audit resource for BASHH. This includes including supporting quality improvement activities in all aspects of sexual health including the care of people living with HIV infection.

## 2. Objectives/Remit/Duties

- 2.1 Provide national audits of clinical practice in sexual health, genitourinary medicine clinics and services managing people with HIV infection against the BASHH Clinical Effectiveness Group (CEG) National Guidelines, and agreed audits against other standards and guidelines.
- 2.2 Support Branch Audit Chairs in connecting national audits with regional BASHH members to provide local quality improvement and clinician revalidation.
- 2.3 Working with other BASHH groups, provide leadership and support for national audit and quality improvement programmes approved of by BASHH
- 2.4 Advise the BASHH CEG on auditable outcomes for BASHH guidelines, when requested to do so.
- 2.5 Provide a session on clinical audit at an annual BASHH Meeting, when requested by BASHH
- 2.6 Provide a forum to discuss UK national and branch audit programmes.
- 2.7 Respond to requests for national audits by BASHH
- 2.8 Inform clinics of future national audits in a timely manner to help them with forward-planning, including registering audits with their organizations.
- 2.9 The National Audit Group has produced a document: *BASHH Regional Audit Chairs - Connecting BASHH National Audits to Local Quality Improvement and Clinician Revalidation* (please see: <http://www.bashh.org/documents/2584.pdf>), to support the role of the Branch Audit Chairs.
- 2.10 In providing quality improvement work, the BASHH NAG will engage with other relevant stakeholders, including patient, non-statutory and voluntary organisations.
- 2.11 Support regional Chairs with succession planning to ensure sustainable and ongoing regional representation.

## 3. Success measures

- 3.1 The following will be measures of success of the BASHH NAG.

Completion of national audits provided by the BASHH NAG or involving BASHH NAG leadership, as shown by:

- Provision on the BASHH NAG web page of national aggregate data made up of regional performance and summary information
  - Provision to the BASHH Branch Audit Chairs of regional aggregate data made up of clinic performance and summary information
  - Published reports on national audits in peer-reviewed journals
  - Presentation of findings and at BASHH meetings and other meetings and national conferences
- 3.2 Other measures including positive comments from healthcare workers, patients, other organisations and the number of visits to the BASHH NAG web page and resource material produced or co-produced by the BASHH NAG.

# Terms of Reference for the BASHH National Audit Group

## 4. Membership

- 4.1 The Chair will be approved by the BASHH Board, taking into account the views of the members of the NAG. The Chair should serve for three years in the first instance but may stand for one further term of two years. The immediate past Chair will serve as Vice Chair during the period of office of the Chair.
- 4.2 Begin the formal process to identify a successor for the NAG Chair six months before the current two-year term ends.
- 4.3 The BASHH NAG shall consist of all Branch Audit Chairs of Great Britain and Northern Ireland, representation from the UK Health Security Agency, and representation from BHIVA (British HIV Association) Audit and Standards Subcommittee. The Branch Audit Chairs should serve for three years in the first instance but may stand for one further term. The Group may co-opt additional members *e.g.* a Director of Development, representatives of other organisations, colleagues representing professional groups and community groups.
- 4.4 The Chair and Vice Chair shall be members of the Clinical Effectiveness Group (CEG), the Clinical Governance Committee (CGC), and of the BHIVA Clinical Audit Committee.

## 5. Accountability/Reporting

- 5.1 The BASHH NAG is a subgroup of the BASHH CGC. It reports to the BASHH CGC.
- 5.2 The BASHH NAG Chair shall provide statements on business plans, as well as supporting information on the finances needed to support these plans to the BASHH Board, when required by the BASHH. Subject to approval by the BASHH Board this may include contracting a paid co-ordinator to conduct activities on behalf of the BASHH NAG.
- 5.3 The BASHH NAG Chair shall provide an annual summary of activity for the Annual Report of BASHH. Funding of BASHH NAG activities is from BASHH or from BASHH-approved funding sources.
- 5.4 Approval of the BASHH NAG:
  - Annual Report by the BASHH Board
  - Business plans and finances by the BASHH Board
  - Activity reports by the BASHH CGC

## 6. Quorum

- 6.1 A meeting is quorate when half of members are present, including the Chair or Vice-Chair.
- 6.2 If a quorum is not met, the meeting may proceed for discussion purposes only, but formal decisions cannot be made; any decisions requiring approval may be deferred or subsequently ratified by email or at the next quorate meeting.

## 7. Meetings

- 7.1 The group will meet three times per calendar year, with meetings held virtually.

## 8. Decision making/voting

- 8.1 Each member is entitled to one vote. If no consensus can be reached through discussion, a decision may be made by a vote open to the full membership. In the event of a tie, the Chair, or the person presiding over the meeting, shall exercise a second or casting vote.

## Terms of Reference for the BASHH National Audit Group

### 9. Administration

9.1 The BASHH NAG will be supported by an Audit Coordinator, whose primary responsibility is to support the National Audit Programme. In addition, the Audit Coordinator will support the NAG by liaising with the Chair and members, preparing agendas and supporting papers in consultation with the Chair; recording decisions and actions; following up on agreed items; maintaining Committee documentation; acting as the main point of contact for members; circulating approved minutes; and supporting student representatives from the Student and Trainee Association for Sexual Health and HIV, and ensuring the Committee operates in accordance with its Terms of Reference.

### 10. Conduct/Confidentiality/Conflicts of interest

**10.1** The working of the BASHH NAG shall always be in keeping with BASHH procedure, policy and purpose.

**10.2** All work provided by BASHH NAG, including by co-opted members is voluntary. Any conflicts of interests between work done for the BASHH NAG and any other activities should be declared to the BASHH Board Honorary Secretary.

### 11. Review

**11.1** The Terms of Reference will be reviewed every two years, with the next review due: February 2028

#### Version tracking:

Date	Committee
05.2.26	Reviewed v0.3, slight amendments made to a new version v0.4 and agreed at the BASHH National Audit Group
25.2.26	NAstill minor amendment point 2.5
27.2.26	Ratified at BASHH board meeting