



Bermuda Hospitals Board

ENTERPRISE RISK MANAGEMENT (ERM) STEERING COMMITTEE Terms of Reference

Purpose

Management processes and controls have been implemented to provide reasonable assurance that significant risks are sufficiently mitigated to support the achievement of BHB's strategic goals and objectives. This committee has the responsibility to monitor these risks and provide organizational oversight for all corporate risk at BHB.

Duties and Responsibilities

The main duties and responsibilities of the ERM Steering Committee include, but are not limited to:

Risk Management

- Review the Organization's policies and practices with respect to risk assessment and risk management, including discussing with the Executive Team, the major risk exposures and the steps that have been taken to monitor and control such exposures;
- Approve risk policies and oversee the execution of the BHB's enterprise risk management plan
- Review the process for communicating regulatory obligations to key personnel within the Organization and ensure or seek assurances that they are being adhered to.
- Ensure that robust systems are in place to manage clinical and non-clinical risk across BHB
- Provide an interactive forum for the departmental risk leads to review, share experiences and learn from clinical risks, safety events and near misses, complaints, and litigation
- Ensure that adequate organizational systems are in place for implementing quality assurances.
- Review the Enterprise Risk Management Framework on an annual basis

Risk Reporting

- The ERM Steering Committee shall receive and review risk registers from the various clinical and operational departments within BHB and is responsible for holding management accountable for implementing programs which will control and mitigate risks;
- The ERM Steering Committee shall make recommendations/endorsements to the Executive team and /or Governance and Risk Committee. This Committee is not the approval body.
- The ERM Steering Committee shall report to the Executive Team minimally every quarter on the status and /or resolution of high risk (15 and over)

- The ERM Steering Committee shall report to the Governance and Risk Committee on its proceedings after each meeting on all matters within duties and responsibilities;
- The ERM Steering Committee shall provide the Governance and Risk Committee on a quarterly basis, a Corporate Risk Register of high impact risks together with proposed mitigation strategies and where appropriate a clear outline of anticipated costs;
- The ERM Steering Committee shall also conduct periodic reviews on the overall effectiveness of BHB's Enterprise Risk Management Framework and the appropriateness of any necessary changes and making recommendations to the Executive Team as required;
- With regard to legal and regulatory risks, the ERM Committee shall receive reports from the Office of Legal Affairs with regard to emerging legislative changes and regulatory risks on a 6 monthly basis.

Membership

The ERM Steering Committee shall be appointed by the Chair and shall include members of the Executive Team and Senior Leadership team. The Committees Members shall be comprised of the following:

Chief Operating Officer, Chair
Chief Health Information Officer, Vice Chair
Vice President, Quality and Patient Safety
Vice President, People
Vice President, Finance
Vice President Corporate Governance
Vice President, Facilities and Support Services
Vice President of Clinical Operations (KEMH)
Vice President of Clinical Operations (MWI)
Vice President of Clinical Operations (Acute & Ambulatory Care)
Head of Internal Audit
Clinical Risk Manager
1 Member of BHB staff
1 member of the community (Non – BHB staff)

Quorum

Quorum for all Committee meetings will be satisfied where there are a minimum of 6 members present, one of whom must be on the Executive team

Every question or matter to be determined by the ERM Committee at any meeting shall be decided by way of a majority vote. Every member of the Committee is a voting member. In the event of an equal division of votes on any questions or matters, the Chair of the meeting may give a second casting vote.

The Committee may invite any Subject Matter Expert whether internal or external to attend all or part of any meeting in whatever capacity the Chairman of the ERM Committee deems appropriate.

Frequency

The ERM Steering Committee shall meet on a monthly basis, not less than nine times per year, with the option to convene meetings more frequently as necessary. The Chairman may convene additional meetings at any time to deal with matters within the remit of the Committee.

Administrative support

This will be provided by the Quality and Patient Safety Department

April 2023