**Smokefree Hospital   
Steering Group:**

Terms of Reference

Version 1 – September 2024

Trust Name:

**Introduction**

*This document has been developed by the Make Smoking History Treating Tobacco Dependency team, the city-regional tobacco control programme for Greater Manchester, supported by the Manchester University NHS Foundation Trust’s Smokefree Steering Group. It has been developed to serve as a guide to other Hospital teams delivering a smokefree hospital programme.*

**1. Constitution**

**1.1** The Smokefree Steering Group has formally constituted by the (insert) Board of Directors in accordance with its Standing Orders and will report to the (insert) Committee.

**2.  Membership**

**2.1** **The Steering Group will comprise:**

* Executive/Senior Manager (Chair)
* Chief Nurse/Medical Director (Co-Chair)
* Lead Clinician for Treating Tobacco Dependency (Consultant, Vice-chair)
* Lead Nurse for Treating Tobacco Dependency
* Director of Communications (or nominated representative)
* Director of Estates (or nominated representative)
* Director of Human Resources (or nominated representative)
* Employee Health and Wellbeing Lead
* Maternity / midwifery representation
* Mental Health Services representative
* Smokefree Hospital Programme Manager (if applicable)
* Staff Side representative (if applicable)
* Administrative Support
* Local Authority Tobacco Commissioner
* NHS GM Tobacco Dependency Programme representative

**2.2** Members will be co-opted to the Steering Group, if necessary.

**2.3** No business shall be conducted unless four members (inc. the Chair or   
 Vice-Chair) are present.  

**3.  Frequency of Meetings**

**3.1** The Steering Group shall meet bi-monthly.

**4.  Overview**

**4.1** The role of the ‘Smokefree Steering Group is to provide strategic direction and leadership, as well as focused attention and work on the planning, implementation, evaluation, communication, and sustainability of the Trust’s Smokefree Policy and supporting workstreams.

**5.  Scope and Duties**

* 1. **Primary scope and objectives:**
* To oversee the development of a comprehensive strategy for the Trust to ensure that all inpatients, outpatients, and staff have rapid access to both pharmacotherapy and specialist support / interventions to stop smoking.
* To ensure the development of initiatives and programmes of work to protect all patients, visitors, and staff from the harmful effects of second and third-hand tobacco smoke and support smokers to be smokefree on the hospital grounds.
* To ensure there is equity of access to evidence-based interventions and services for any person that smoker regardless of the location withinthe Trust.
  1. **Further Scope and Objectives:**
* Support National Tobacco Control Programmes E.g. Treating Tobacco Dependency in the NHS Long Term Plan, NHS Staff Tobacco Dependency Treatment Offer.
* Review, develop implement and evaluate a Smokefree Policy across the Trusts that protects all patients, visitors, and staff from the harmful effects of tobacco smoke and supports any person that smokes to be smokefree on the hospital grounds.
* Make a clear distinction between smoking and vaping, the latter being an evidenced treatment for people with a dependence to tobacco and support all people that use this intervention as part of an individualised treatment plan to be smokefree.
* Develop a comprehensive and effective smokefree Communication Strategy.
* Research and assess benefits, opportunities, and challenges with becoming a Smokefree Hospital.
* Engage NHS GM for system-wide support, utilising GM Smokefree Hospital toolkits, and sharing best practice methods for consistency across NHS Trusts in the city-region.
* Engage other NHS Trusts that have gone smokefree or contemplating doing so and identifying issues and strategies through collaborative working and sharing best practice.
* Engaging key stakeholders in discussions on challenges, opportunities, and implementation strategies.

**6. Authority**

**6.1** The Smokefree Steering Group is empowered to examine and investigate any activity within the Trust pursuant to the above scope and duties.

**7. Reporting**

**7.1** The *Action Notes* of the Smokefree Steering Group will be submitted to the required committee as per the governance structure and agreed reporting process.

**8. Review**

**8.1** These Terms of Reference will be reviewed at least annually.

**9. Key Performance Indicators**

**9.1** **The Terms of Reference will be measured against the following key performance indicators:**

* Does the level of information provided by the Steering Group provide the Trust Directors with the appropriate level of assurance regarding the implementation of plans to address identified smokefree risks.
* 75% attendance of all listed members.
* 100% submission of Smokefree Steering Group *Action Notes* via the agreed reporting and governance process

**Approved:**

**Date of Next Review:**