

QUALITY, PERFORMANCE AND FINANCE COMMITTEE TERMS OF REFERENCE

1. PURPOSE

1.1 NHS North Lincolnshire Clinical Commissioning Group (CCG) Governing Body has established a Quality, Performance and Finance Committee in accordance with its Constitution, Standing Orders and Scheme of Delegation. These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the CCG's Constitution and Standing Orders. The purpose of the Committee is to receive assurance regarding:

- The continuing development, monitoring and reporting of performance outcome metrics in relation to the Clinical Commissioning Group (CCG) quality improvement, financial performance and management plans. It will ensure the delivery of improved outcomes for patients in relation to the CCGs agreed strategic priorities;
- To advise the Governing Body and provide an opinion regarding the quality (safety, effectiveness and patient experience), Value for Money (VFM) and performance of all commissioned/contracted services in relation to the role and function of the CCG.
- To receive assurance that contracted services comply with the required external regulation standards, required performance targets, activity, financial targets and local quality and patient safety standards and relevant agreed protocols and where gaps are identified appropriate action plans are in place and are monitored for progress.

The Quality, Performance and Finance Committee takes responsibility for leadership on behalf of the Governing Body for ensuring that there are mechanisms and reporting systems in place for quality and performance management for contracted providers and that remedial action plans are developed and implemented when positive assurances are not received.

1.2 Links and interdependencies

The Quality, Performance and Finance Committee will link to the following forums:

- Provider Contract Management Boards (CMBs)
- Serious Incident (SI) Group
- Information Governance Group
- Health & Safety Group
- Primary Care Commissioning Committee
- Planning and Commissioning Committee

- Integrated Audit and Governance Committee
- Quality Surveillance Group

The Quality, Performance and Finance Committee is chaired by a Lay Member of the CCG Governing Body. In which case the term “Chair” is to be read as a reference to the Chair of the Committee as the context permits, and the term “member” is to be read as a reference to a member of the Committee also as the context permits.

2. ACCOUNTABILITY

2.1 The Quality, Performance and Finance Committee will be required to provide assurance to the Integrated Audit and Governance Committee in respect of the management of clinical risk. The mechanism for this will be submission of the minutes to Integrated Audit and Governance Committee.

2.2 The Quality, Performance and Finance Committee is directly accountable to the CCG Governing Body for overseeing and providing an opinion of confidence, to the CCG Governing Body on the matters detailed under Section 11 (Remit).

3. AUTHORITY

3.1 The Quality, Performance and Finance Committee is authorised by the CCG Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Quality and Performance Committee.

Subject to such directions that may be given by the Governing Body, it may establish sub-committees as appropriate and determine the membership and terms of reference of such. The Standing Orders and Prime Financial Policies of the CCG, as far as they are applicable, shall apply to the Quality, Performance and Finance Committee and its sub-committees.

The Quality, Performance and Finance Committee is authorised by the CCG Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of third parties with relevant experience and expertise if it considers this necessary.

4. REPORTING ARRANGEMENTS

4.1 All meetings shall be formally minuted and a record kept of all reports/ documents considered.

The reporting arrangements to the CCG Governing Body shall be through the submission of a written Chair’s Update Report on the progress made and opinion of

confidence provided to the next CCG Board meeting. The report shall, where necessary, include details of any recommendations requiring ratification by the CCG Governing Body.

Copies of the Minutes are a standing item on the CCG Governing Body. The Committee will provide an Annual Work plan to the Integrated Audit and Governance Committee for approval and an Annual Report.

4.2 Disclosure/Freedom of Information Act (FOI)

The senior officer with responsibility for corporate governance will be responsible for ensuring that FOI requirements in relation to the Committee minutes and reports are met. The Chair of the committee will seek the advice of the senior officer with responsibility for corporate governance in relation to any matters where an exemption as defined within the Freedom of Information Act 2000 is believed to apply.

5. MEMBERSHIP

5.1 The Membership of the Quality, Performance and Finance Committee is listed at Appendix 1.

Members are required to attend 4 out of 6 scheduled meetings. Attendance will be monitored throughout the year and any concerns raised by the Chair with the relevant member.

Any changes to the composition of the Quality, Performance and Finance Committee must be approved by the CCG Governing Body.

6. APPOINTMENT OF CHAIRS

6.1 The Chair shall be appointed by the CCG Governing Body, and the Vice-Chair by the Committee.

7. QUORACY

7.1 The quorum for meetings shall include:

- CCG Governing Body Lay Member (Chair) or Lay Member (Vice Chair)
- The Director of Nursing & Quality or their senior clinical deputy
- The Director of Finance or Deputy Director of Finance
- Medical Director/or nominated deputy
- If a quorum has not been reached, then the meeting may proceed if those attending agree but any record of the meeting should be clearly indicated as notes rather than formal Minutes, and no decisions may be taken by the non-quorate meeting of the Committee.

8. ATTENDANCE

Other Directors/Managers should be invited to attend, particularly when the Committee is discussing areas of risk or operations that are the responsibility of those Directors/Managers.

9. MEETINGS

9.1 Meetings shall be administered in accordance with the CCG Constitution, Standing Orders and Prime Financial Policies.

Meetings of the Quality, Performance and Finance Committee shall usually be held bi-monthly and Deep Dive Extraordinary Meetings, which will focus on areas of concern/risk will be arranged when required. The deep dive will require the same quoracy as a formal meeting. Also a summary and actions will be produced as an outcome of the meeting.

The Director of Quality & Nursing will ensure the Group is supported administratively, and will oversee the following:

- Agreement of agenda with the Chair and attendees and the collation/circulation of papers;
- Taking the Minutes and keeping a record of matters arising and issues to be carried forward, and
- An Annual Schedule of Meetings shall be agreed at, or before, the last meeting each year in order to circulate the schedule for the following year.

10. CONFIDENTIALITY

10.1 All Members are expected to adhere to the CCG Constitution and Standards of Business Conduct and Conflicts of Interest Arrangements.

11. REMIT

11.1 Strategic Development

- To assure delivery against outcomes and implement the CCG Quality Strategy which provides a framework and monitoring process for improving the quality of all commissioned services for patients in relation to the role and function of the CCG.
- To review the CCG Quality Strategy:
 - i) Consideration of areas of significant risk to the achievement of CCG objectives

ii)

- To provide strategic oversight and performance management of the safeguarding adults and children's strategy.

11.2 System Development and Implementation

- To ensure that sound CCG systems for quality improvement and clinical governance are in place in line with statutory requirements, national policy and guidance, and that quality, clinical governance and Value for Money (VFM) issues are appropriately addressed in all service developments/reconfiguration of services;
- To prepare a work plan to be agreed by the CCG Governing Body and routinely report progress through the agreed corporate performance reporting process.
- To identify and build on good practice, sharing experience, expertise and successes in relation to quality and Value for Money (VFM) with other commissioners and providers.
- To review the strategic and corporate risk registers at each meeting.

11.3 Performance Monitoring

- To monitor and report on the quality, performance and Value for Money (VFM) of contracted services ensuring remedial actions are taken as appropriate to address significant service issues. This will include the oversight of contractual levers and advising on the point of escalation.
- To provide oversight and delivery of key performance and outcome objectives and targets as set out in the Strategic and Medium Term Financial Plan (MTFP) to include monitoring of performance against approved plans including recovery action plans where necessary.
- To review in-year performance on Quality, Innovation, Productivity and Prevention (QIPP) programmes and take decisions about remedial action.
- To receive regular updates and assurance from key stakeholders on Medicines Management and Infection Control

- To performance manage the Serious Incidents sub group, ensuring lessons are learnt and learning disseminated.
- To report and monitor incidents, complaints and Patient Advice and Liaison Service and ensure lessons are learnt and learning disseminated.

12. REVIEW OF THE TERMS OF REFERENCE

12.1 The Terms of Reference will be reviewed at least annually or as and when required, plus an annual review of the Committee's effectiveness.

Proposed amendments must be submitted to the CCG Governing Body for approval.

February 2019

MEMBERSHIP

Membership of the Committee is determined and approved by the CCG Board and will comprise:

Members

- Lay Member (Chair)
- Lay Member (Vice Chair)
- Chief Operating Officer
- Director of Quality & Nursing
- CCG Associate Medical Director (or nominated deputy)
- Director of Primary Care
- Head of Governance
- Head of Strategic Commissioning
- Head of Nursing
- Deputy Chief Finance Officer or Director of Finance
- Deputy Director of Quality & Nursing

In attendance as and when required

- Commissioning representatives
- Other officers of the CCG.

Nominated deputies may be appointed subject to approval by the Chair