



Quality Committee

Terms of reference

Authority

The Quality Committee (the Committee) is authorised by the Governing Body to act within its terms of reference. All members and employees of the CCG are directed to co-operate with any request made by the Committee.

Purpose of the committee

The purpose of the Committee is to monitor and drive forward the quality of commissioned care.

Membership

The registered nurse on the Governing Body will chair the Committee and the Secondary Care Clinician will act as deputy chair.

The Committee shall consist of:

- the chair of the CCG;
- the registered nurse on the Governing Body (as Chair);
- the secondary care specialist doctor on the Governing Body (as deputy Chair);
- the two Governing Body Clinical Programme Leads;
- the Managing Director (South);
- Chief of Clinical Quality and Performance;
- the Lay Member for Patient and Public Involvement;
- a Patient Representative from the Patient Participation Group Forum of each Locality;
- a locality practice manager lead; and
- a public health consultant in a non-voting capacity.

The Committee shall be supported by managers of the CCG as appropriate, but such persons shall not be members of the Committee.



Attendance and quorum

A quorum shall be five members, at least two of whom shall be clinical and one of whom shall be an independent member of the Governing Body.

Frequency of meetings

The committee shall meet at least six times a year with an agenda agreed in advance, including standing items based on an annual work plan.

Specific duties and responsibilities

The scope of the Quality Committee includes: holding providers to account against an agreed quality framework/NHS Operating Framework;

- monitoring and driving forward the quality of all commissioned care, recommending courses of action where concerns have been identified, receiving and reviewing reports on quality in respect of commissioned services to include performance against CQUINs, patient experience (including complaints and compliments) and clinical performance indicators and agreeing actions in respect of the same;
- providing assurance that the Group is assisting and supporting NHS England in its duty to improve the quality of primary care by receiving and discussing reports on the quality of primary care;
- ensuring the patient voice is captured and changes in commissioning strategies are recommended to improve patient experience;
- ensuring that there are robust systems and processes in place to safeguard adults and children;
- monitoring arrangements in place with the Group relating to equality and diversity issues and ensuring compliance with statutory obligations as well as producing an equality plan to meet the public sector equality duty for the approval of the Governing Body on an annual basis;
- ensuring delivery of the requirements for Information Governance;
- overseeing and providing assurance on the clinical governance arrangements in commissioned services;
- receiving, reviewing and scrutinising reports on serious incidents (SIs) and Never Events occurring in commissioned services and monitoring associated action plans;

- ensuring action plans have been scrutinised and the committee is satisfied with their closure; and
- agreeing and ensuring action plans are completed in a timely manner.

Ways of working

A formal agenda and venue will be agreed in advance, that will include standing items drawn from its annual work plan.

All committee members and attendees shall submit a Declaration of Interests to the CCG and a Committee Register will be presented at each meeting. The Chair will invite Committee members to declare any additional Interests at the beginning of each meeting.

The minutes of Committee meetings shall be formally recorded and submitted, together with recommendations where appropriate, to the Governing Body. The submission to the Governing Body shall include details of any matters in respect of which actions or improvements are needed.

The Committee is authorised by the Governing Body to instruct professional advisors and request the attendance of individuals and authorities from outside the Group with relevant experience and expertise if it considers this necessary for or expedient to the exercise its functions.

The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

When a decision needs to be made by the committee in between formal meetings; or the meeting is not quorate, the Chair will take chairs action, which will then be recorded in the minutes of the next meeting.

Administrative support

Administrative support will be provided by the Corporate Affairs Team.

Accountability and reporting arrangements

The Committee shall report annually to the Governing Body in respect of the fulfilment of its functions in connection with these terms of reference. The CCG's annual report shall include a section describing the work of the Committee.

Review of terms of reference

These terms of reference shall be reviewed by the Governing Body at least annually.

Terms of reference drafted:	February 2018
Date approved:	28 March 2018
Approved by:	Governing Body
Next review date:	March 2019