

TERMS OF REFERENCE

Committee:	Quality, Innovation, Productivity and Prevention Committee
Frequency Of Meetings:	One per month (Second Thursday)
Committee Chair:	GP Board Member
Membership:	Deputy Committee Chair – GP Board Member 3 GP Board Members Accountable Officer Chief Operating Officer Senior Commissioning Manager / Head of Commissioning Executive Nurse Chief Finance Officer Head of Performance Chair of the Finance & Performance Committee
Attendance:	Other representatives may be invited by the Committee Chair. Attendees may include representatives from partner organisations such as : <ul style="list-style-type: none"> • Thurrock Council • North East London NHS Foundation Trust • South Essex Partnership University NHS Foundation Trust • Basildon & Thurrock University Hospitals NHS Foundation Trust • NHS Basildon and Brentwood CCG.
Secretary:	Business Manager
Quorum:	Committee Chair/Deputy Chair, 4 GP Board Members in total (which can include the Committee Chair/Deputy Chair), plus any two of the Senior Commissioning Manager, Chief Finance Officer and Chief Operating Officer (or deputies nominated by these officers)

Approval:	CCG Board
Review Date:	Annually

DELEGATED AUTHORITY

The Board has established a Committee of the Board to be known as the Quality, Innovation, Productivity and Prevention (QIPP) Core Committee (the Committee), in accordance with the CCG Standing Orders and Standing Financial Instructions. The committee is a committee of the Board and has no executive powers, other than those specifically delegated in these terms of reference. The Committee is accountable to the CCG Board.

The Committee is established in accordance with the NHS Thurrock CCG's constitution. 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 constitution.

The Committee terms of reference are available upon request and shall be contained on the website of the CCG.

It is acknowledged that the Board is ultimately accountable for the actions of the QIPP Committee and therefore the Committee will:

- I. Report on its work by presenting the minutes of its meetings to the Board.
- II. Report to the Board on an annual basis, the work undertaken in the previous year and the intended programme of work for the forthcoming year.
- III. Review the Terms of Reference annually and submit for Board approval.

PURPOSE OF COMMITTEE

The role of the QIPP Core Committee is to monitor and ensure delivery of the QIPP Programme and supporting projects as outlined within the NHS Thurrock Clinical Commissioning Group QIPP plan.

In addition the Board will provide a mechanism to ensure delivery and monitor the activity, finance and performance impact of **schemes** as they are implemented and also a forum within which issues and disputes can be resolved.

The committee will identify and develop new opportunities of innovation with patients within Thurrock and to work closely with other CCG's and promote good practice.

The Committee is authorised by the Board 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 Committee. The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

DEVOLVED FUNCTIONS

Section 9 of the CCG Constitution describes the CCG functions and duties delegated to the Board. The Board delegates to the committee those functions relating to areas outlined in the remit and responsibilities of the committee stated below.

REMIT & RESPONSIBILITIES

The group will ensure that the QIPP Core Committee is delivered in accordance with the NHS Thurrock CCG QIPP plan and that the target activity, financial and performance objectives of the programme are achieved.

Each of these work streams is underpinned with a detailed work plan and in some cases more detailed work strands due to the size and complexity of the work stream, across neighbouring CCG and the health economy.

In addition to the work streams identified, specified QIPP projects will also report into this group in their implementation phase due to the overlapping nature of the services.

The group will achieve this through:

- Reviewing the operational plans of the providers and developing an agreed collaborative approach to the resolution of off-track schemes
- Monitoring the financial, quality impact, activity and performance impact of the schemes on the whole system which includes commissioners, providers and other key partners (e.g. local authorities)
- Monitoring and managing appropriate risks as part of the CCG's risk management strategy
- Monitoring delivery of CCG QIPP schemes against the defined milestones included within each individual project plan as part of the work stream.
- Resolving areas of dispute on schemes or scheme implementation and where there are areas of contention.
- Aligning strategies and resources
- Using Benchmarking and best practice to inform decisions
- Alignment with JSNA projects
- Direction to practices & providers

MANAGING THE COMMITTEE

Membership

- The Committee shall be appointed by the CCG Board as set out in the constitution and may include individuals who are not on the governing body.
- The Committee shall consist of membership from, CCG representatives, CSU representatives.
- The membership of the Committee will be as set out page 1.

Committee Chair

In the event of the chair of the committee being unable to attend all or part of the meeting, he or she will nominate the deputy chair as a replacement to deputise for that meeting.

Qualification and Disqualification for membership and appointment of the chair

The CCG Constitution sets out the processes for qualification and disqualification of members.

Frequency and notice of meetings

Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the chair or secretary at least 15 working days (i.e excluding weekends and bank holidays) before the meeting takes place. Supporting papers for said items need to be submitted at least 10 working days before the meeting takes place to the Secretary.

The date, time and venue of all meetings will be notified to members at least 5 working days prior to the meeting.

Minutes and Committee Papers

The minutes of meetings shall be formally recorded within 3 days of the meeting by the designated secretary and checked by the Chair of the meeting 1 week following receipt and submitted to the Board. The Chair of the Committee shall draw to the attention of the board any issues that require disclosure to the full Board, or require executive action.

Decision Making

The QIPP Core Committee is empowered to make decisions with neighbouring CCGs as delegated by the Board on reform of health and social care including medicines or devices across acute, community, primary, mental health and social care in Thurrock. Members should be empowered by their organisations to act proactively to deliver the vision and the change management plan and to assist in breaking down barriers to change.

RELATED COMMITTEES

Other working groups / committees that provide assurance to the committee are:

Planned and Unplanned Care, Mental Health, Paediatrics, Medicines and Safety, QIPP Programme Group

REPORTING & REVIEW

Monitoring and Reporting

Reports on the progress of the implementation of each project will be brought to each monthly meeting by the respective Lead.

Reporting to the CCG Board

Clinical Commissioning Group

Performance report to include a summary dashboard of indicators summarising

- Milestone tracker covering the delivery of QIPP schemes.
- Activity, finance and performance dashboard monitoring at a commissioner, provider and partner level.

The Committee will report to the Board annually on its work and ensure that during the year any issues, potential or real risks identified are reported to the Board at its next formal meeting.

Annual Review of Effectiveness

The committee will conduct an annual self-assessment of its effectiveness and report the findings of the assessment to the Board.

CONFLICTS OF INTEREST

The CCG's rules on conflicts of interest as set out in the CCG Constitution, Standing Orders and Standing Financial Instructions apply to the work of this Committee.

Members or those in attendance must, at the outset of the meeting, declare any interest that they may have in a matter and withdraw from the discussion on that item.

Date of Last Review : August 2014

Date of Next Review : August 2015