

NHS Herts Valleys Clinical Commissioning Group

Quality and Performance Committee Terms of Reference

1.0 Role

This Committee is established in line with NHS Herts Valley Clinical Commissioning Group's Constitution. The role of the Quality and Performance Committee (the Committee) is to oversee the integrated governance¹ arrangements on the effective discharge of the CCG's function with particular focus on quality, performance and finance.

- 1.1 The Committee is an assurance Committee of the Board and has no powers, other than those specifically delegated within these Terms of Reference.
- 1.2 The Committee is accountable for monitoring and overseeing a robust organisational wide system of Board assurance that supports the work of the Audit Committee.

2.0 Membership

- 2.1 Members of the Committee shall be appointed by the Board. The Committee shall be made up of:

- Two Lay-members of the Board
- Two GP Board Members
- Secondary Care Consultant of the Board
- Chief Finance Officer
- Director of Commissioning
- Director of Nursing and Quality

- 2.2 The Chairman of the Board must not be a member of the Committee.
- 2.3 The Chair of the Committee will be a Lay Member of the Board. In the absence of the Committee Chair and/or appointed Deputy, the remaining members present shall elect another member to Chair the meeting.

3.0 Regular Attendees

- 3.1 Public Health Representative
Medical Director
Risk Manager
Associate Director of Communications and Engagement
Assistant Director of Planning and Performance
Representative from each of the CCG's Localities
Clinical Lead for Key Contracts
Patient Representative of the Board plus one other Patient Representative from the PPI Committee
- 3.2 Only members of the Committee have the right to attend and vote at Committee meetings. The Committee may require other officers of the CCG and other individuals to present papers.

¹ Integrated Governance is: 'Systems, processes and behaviours by which organisations lead, direct and control their functions in order to achieve their objectives, safety and quality of services and in which they relate to patients and carers, the wider community and partner organisations' (*Integrated Governance Handbook (2006) Good Governance Institute*)

4.0 Secretary

4.1 The Head of Corporate Governance or their nominee shall act as the Secretary of the Committee.

5.0 Quorum

5.1 The quorum necessary for the transaction of business shall be one Lay Board member, one GP Board member and one Director. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.

6.0 Frequency of Meetings and Attendance Requirements

6.1 The Committee will normally meet at least ten times per annum (minimum of eight times per annum) at appropriate times in the reporting cycle and otherwise as required.

6.2 Committee members should aim to attend all scheduled meetings but must attend a minimum of seven meetings. The Secretary of the Committee shall maintain a register of attendance which will be published in the Trust's Annual Report.

7.0 Notice of Meetings

7.1 Meetings may be called by the Secretary of the Committee at the request of any of its members or where necessary.

7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, any other person required to attend and all other Board members, no later than five working days before the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees at the same time.

8.0 Minutes of Meetings

8.1 The Secretary, or nominated deputy, shall minute the proceedings of all meetings of the Committee, including recording the names of those present and in attendance.

8.2 Members and those present should state any conflicts of interest in relation to open agenda items to the Chair of the Committee prior to the meeting. Where there is a conflict of interest the Chair will notify the member whether they should withdraw from the meeting, the discussion and/or voting. The Secretary should minute any conflicts of interest accordingly.

8.3 Minutes of Committee meetings should be circulated promptly to all members of the Committee unless a conflict of interest exists and, once agreed, submitted to the public Board meeting for information.

9.0 Annual General Meeting

9.1 The Chair of the Committee will normally attend the Annual General Meeting prepared to respond to any questions on the Committee's activities.

10.0 Duties

10.1 The Committee has delegated responsibility for assuring the following:

- Contract Performance
- Risk Management
- Quality, Clinical Effectiveness and Health Improvement
- Information Governance and Freedom of Information Act
- Patient Safety and Experience
- Equality and Diversity
- Serious Incidents, Complaints and PALS
- Infection Control
- Emergency Planning

- Health and Safety
- Human Resources and Organisational Development
- Safeguarding
- Finance
- Clinical Programmes

10.2 Any Items that the Committee consider are confidential or commercially in confidence will be discussed in a Part two meeting (confidential meeting).

11.0 Reporting Responsibilities

11.1 The Committee will report to the CCG Board who will approve its Terms of Reference and membership.

11.2 The Committee will supply approved minutes to the Board and report on its proceedings after each meeting.

11.3 The Committee will produce an Annual Assurance Report to the Board.

12.0 Other Matters

12.1 The Committee should:

- 12.1.1 Have access to sufficient resources in order to carry out its duties, including access to the CCG secretariat for assistance as required;
- 12.1.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members;
- 12.1.3 Give due consideration to laws and regulations;
- 12.1.4 Abide by the CCG's Constitution, its values, its Code of Conduct and Nolan Principles of Conduct Underpinning Public Life.

13.0 Monitoring and Review

13.1 The Board will monitor the effectiveness of the Committee through receipt of the Committee's minutes and such written or verbal reports that the Chair of the Committee might provide.

13.2 The Head of Corporate Governance will monitor the frequency of the Committee meetings and the attendance records to ensure minimum attendance figures are complied with. The attendance of members of the Committee will be reported to the Chairman of the CCG and included within the CCG's Annual Report.

13.3 Terms of Reference approved by Quality and Performance Committee: 24 July 2014

13.4 Terms of Reference approved by the Board: 4 September 2014

13.5 Terms of Reference to be reviewed annually.

Date of Reviewed and approved by Quality and Performance Committee: 27 May 2015

Date Reviewed and approved by the Board: