

INTEGRATED NHS HERTS VALLEYS CCG AND HERTFORDSHIRE COUNTY COUNCIL  
PROGRAMME GROUP FOR < NAME >

TERMS OF REFERENCE

**These are generic Terms of Reference to be tailored to individual Programme Groups**

**Context**

Health and social care services have experienced major changes over the last decade. In the context of an ageing population and increased acuity of patient needs, the pace and scale of change is expected to increase.

There is a national and local commitment to integrate health and social care services to improve patient outcomes, reduce dependence on acute hospitals and primary care, and ensure that service work together to provide person-centred care. By integrating health and social care governance we can review current services provision and seek opportunities to coordinate services.

National Voices have undertaken significant engagement to establish what is important to people who use services, across a wide range of conditions, disabilities and needs. Our vision for integrated working is that patients and service users will receive person-centered coordinated care, which means:

***“I can plan my care with people who work together to understand me and my carer(s), allow me control, and bring together services to achieve the outcomes important to me.”***

The integrated programme will be used to monitor performance and review the impact of existing services. It also provides partners the opportunity to have honest dialogue on the strategic direction of services and the chance to consider how the different member organisations can work together to create and deliver a shared vision for services and joint agendas.

Programme Groups will ensure that service user, patient and carer views are embedded in all planning of future services, keeping the population of Herts Valleys at the centre of all commissioning plans.

**1. Role of the <name>**

1.1. The role of the <name> is to monitor and oversee the commissioning and delivery of <services> services for the population of West Hertfordshire .

1.2.

**2. Duties**

2.1. The Programme Group shall:

- a) Provide joint strategic direction across health and social care commissioning and ensure coordination with partner agencies including lead on the transformation on community services;
- b) Engage relevant stakeholders in the commissioning process;
- c) Receive the financial and activity/performance information, including all key local and national performance metrics, and targets which relate to <the service> and report on an exception basis on any highlights or concerns to HV

CCG Commissioning Executive and HCC HCS Board, or HCC Children's Services Board as appropriate.

- d) Develop and monitor a work plan and risk report;
- e) Identify gaps in service provision and priorities for change;
- f) To make recommendations regarding commissioning and local services provision to HV CCG Commissioning Executive and HCC HCS Board or HCC Children's Services Board;
- g) To take into account feedback and reports from the Joint Planning, Performance and Engagement Groups
- h) Facilitate and encourage integrated and joint working between the partners

### **3. Membership of the Programme Group**

3.1. The membership of the Programme Group will be finalised as required for the specific Programme Group.

3.2. The meetings will be jointly chaired by Health and Social Care.

### **4. Regular Attendees**

4.1. The Programme Group will have regular attendance from:

- Contract managers
- Business intelligence leads
- Finance leads
- Third sector organisations
- Carer representatives or relevant carer representative organisations.

### **5. Secretary**

5.1. HV CCG will provide secretarial support for the meeting.

### **6. Quorum**

6.1. In order for the meeting to be quorate there must be a GP representative and senior representatives (Director or Assistant Director) from both HV CCG and relevant departments of HCC (Health and Community Services or Children's Services).

6.2. The Group may invite other officers of the CCG and HCC and individuals, to attend and to present papers.

6.3. Where a recommendation cannot be agreed, the paper shall be referred to the HVCCG Commissioning Executive and HCC HCS Board/ Children's Services Board without agreed recommendations.

### **7. Frequency of Meetings and Attendance Requirements**

7.1. The Programme Group will meet every six to eight weeks, with additional meetings arranged as required.

7.2. The Programme Group agenda and papers will be circulated 7 days prior to the meeting.

### **8. Minutes of Meetings**

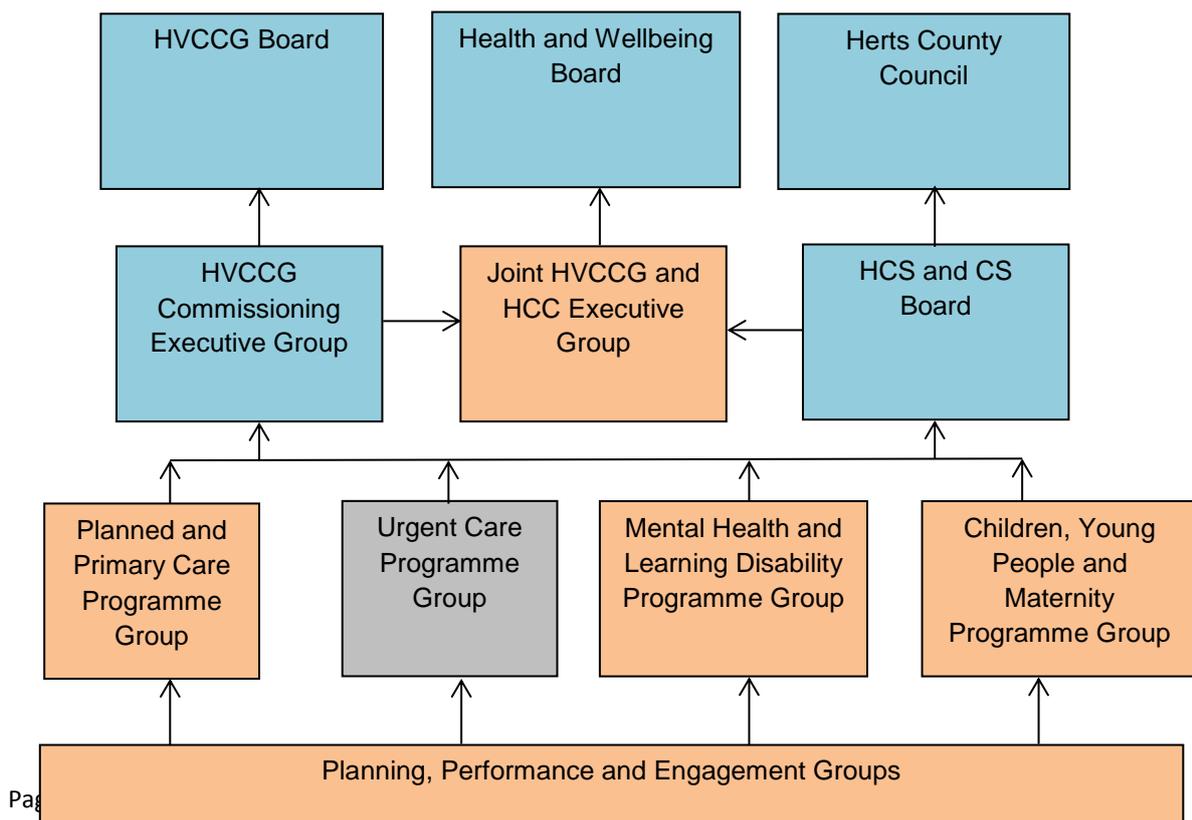
8.1. Minutes of all recommendations will be recorded and maintained.

- 8.2. Minutes will be circulated to the Programme Group membership in a timely manner (no more than 10 working days following the meeting). When relevant, the Chair of the Joint CCG and HCC Executive Group and wider Partners may also receive a copy.
- 8.3. Members and those present should state any conflicts of interest in relation to open agenda items to the Chairs of the Group 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.
- 8.4. If the Chairs have a conflict of interest in relation to any item on the agenda they will withdraw from the meeting, the discussion and/or voting and the remaining members present shall elect another member to Chair the meeting for the item(s)
- 8.5. Conflicts of interest shall be minuted at each meeting.

**9. Reporting Responsibilities**

- 9.1. The Programme Group is required to monitor the performance of services within the remit of the Group’s role and duties and to use this information to inform recommendations to HCC HCSMB/**Children’s Services** Board and HVCCG Commissioning Executive Group.
- 9.2. When new or additional funding is required the Group will receive, scrutinise and make recommendations on business plans, including recommendations on proposed funding sources.

9.3. A diagram of governance is shown below:



**Key:**

Blue shaded: decision-making

Orange shaded: partnership group (recommendations only)

Grey shaded: partnership group which reports into the System Resilience Group

9.4. The Urgent Care Programme Group reports to the System Resilience Group (SRG) but this is not shown on the diagram below for clarity for these Terms of Reference

9.5. The Group members shall inform the Programme Group of their own organisation's strategic decisions in order to share developments which may have system-wide implications. Any feedback from the Group members should be taken back to member organisations so that Hertfordshire strategies are informed by partner feedback wherever possible.

9.6. Any changes to the Group's delegated authority of financial, performance or services decisions will be agreed through member's respective organisation scheme of delegation.

**10. Review**

10.1. The Group will review the Terms of Reference in October 2015 and at least annually thereafter.

**11. Other Matters**

11.1. The Group will observe the requirements of the Freedom of Information Act 2000 which allows a general right of access to recorded information held by the public sector including minutes of meetings subject to specific exemptions.

11.2. The Group will abide by HCC and HVCCG's Constitutions, values, Codes of Conduct and Nolan Principles of Conduct Underpinning Public Life.