

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE
NHS HULL CCG AND NHS ENGLAND**

TERMS OF REFERENCE

1. PURPOSE

The Primary Care ~~Joint~~ Commissioning Committee has resolved to establish a Primary Care Quality and Performance Sub 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 Sub Committee. The purpose of this Sub Committee is to ensure:

- That there are mechanisms and reporting systems in place to advise the Primary Care ~~Joint~~ Commissioning Committee of the quality and performance management of primary medical services for the population of Hull and that remedial action plans are developed and implemented when positive assurances are not received
- To advise and provide an opinion of confidence, (low, moderate or high) to the Primary Care ~~Joint~~ Commissioning Committee regarding the quality (safety, effectiveness and patient experience), Value for Money (VFM) and performance of all Primary Medical Services
- That all Primary Medical 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.

1.2 Links and interdependencies

The Primary Care Quality and Performance Sub Committee will link to the following forums:

- Primary Care ~~Joint~~ Commissioning Committee.
- ~~Primary Care Assurance Group~~
- Serious Incident (SI) Panel;

2. ACCOUNTABILITY

The Primary Care Quality and Performance Sub Committee will be required to provide assurance to Primary Care ~~Joint~~ Commissioning Committee on the quality and performance of joint commissioned Primary Medical Services in Hull.

3. REPORTING ARRANGEMENTS

All meetings will be formally minuted and a record kept of all reports/documents considered. The approved minutes will be circulated to the Primary Care ~~Joint~~ Commissioning Committee and will be available to any of NHS Hull CCG or NHS England Committees.

3.1 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.

4. MEMBERSHIP

4.1 The Membership of the Primary Care Quality and Performance Sub Committee is listed at Appendix 1.

Attendance will be monitored throughout the year and any concerns raised by the Chair with the relevant Member.

The Chair of the Sub Committee shall be the Director of Quality & Clinical Governance/Executive Nurse or the Vice Chair of the Joint Meeting shall be the Senior Nurse Manager, NHS England.

In exceptional circumstances access to independent primary care advice from NHS East Riding of Yorkshire CCG will be sought.

5. QUORACY

The quorum for the meeting will be not less than three members and shall include a representative from:

- NHS England
- NHS Hull CCG

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 Sub Committee.

6. FREQUENCY

The meetings will be held bi-monthly on the alternate months to the Primary Care ~~Joint~~ Commissioning Committee.

7. ROLE OF THE SUB COMMITTEE

The role of the Sub Committee shall be to:

- To establish a functioning Sub Committee that reviews the Quality and Performance of Hull Primary Medical Services

- Define clear lines of communication between the membership organisations and up to the Primary Care ~~Joint~~ Commissioning Committee
- Agree triggers for escalation of any concerns or issues to the Primary Care ~~Joint~~ Commissioning Committee
- Develop a quality dashboard for Hull Primary Care Medical Services
- 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 share lessons learnt and good practice from Serious Incidents and Incidents.
- Consider other matters as relevant to the remit of the meeting.

8. REVIEW OF THE TERMS OF REFERENCE

The Terms of Reference will be reviewed at least annually or as and when required. Proposed amendments must be submitted to NHS Hull CCG Primary Care ~~Joint~~ Commissioning Committee for approval.

MEMBERSHIP

Membership of the Sub Committee and will comprise:

Members

- Engagement Manager, Hull CCG
- Business Intelligence Manager, Hull CCG
- Primary Care Business Manager, NHS England
- ~~Director of Quality & Clinical Governance/Executive Nurse, Hull CCG (Chair)~~
- ~~Deputy Director of Quality and Clinical Governance/ Lead Nurse (Vice Chair)~~
- ~~Senior Nurse Manager, NHS England (Vice Chair)~~
- ~~Lay Member, Hull CCG~~
- ~~Screening & Immunisation Clinical Coordinator Deputy Director of Nursing, NHS England~~
- Quality representative , Hull CCG
- Commissioning Lead – Primary Care, Hull CCG
- Specialty Registrar in Public Health, Hull City Council

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In attendance as and when required

- Commissioning representatives
- Other officers of the CCG.
- In exceptional circumstances access to independent primary care advice from NHS neighbouring CCG's or NHS England

Each member shall have a nominated deputy.