

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

### TERMS OF REFERENCE

#### 1. PURPOSE

The Primary Care 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 ~~Commissioning Committee~~, of the quality and performance management of primary ~~medical care~~ services that the CCG are responsible 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 Commissioning Committee regarding the quality (safety, effectiveness and patient experience), Value for Money (VFM) and performance of all Primary ~~Medical Care~~ Services that the CCG are responsible for.
- That all Primary ~~Care~~Medical Services that the CCG are responsible for comply with the required external regulation standards required performance targets, activity, financial targets and local quality and patient safety standards, ~~and~~ Rrelevant agreed protocols are in place and where gaps are identified appropriate action plans are in place and are monitored for progress.
- Identification of practices selected for contract review to assure quality, safety and performance, and the quality of the subsequent review and implementation of findings.~~outcomes~~

Decisions in relation to the management of poorly performing GP practices and including, without limitation, contractual management decisions and liaison with the CQC where the CQC has reported non-compliance with standards (but excluding any decisions in relation to the performers list).

#### 1.2 Links and interdependencies

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

- Primary Care Commissioning Committee.
- Serious Incident (SI) Panel;
- Infection, Prevention and Control
- Programme Delivery Board

## 2. ACCOUNTABILITY

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

## 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 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 ~~and/or~~ the Vice Chair of the ~~Meeting~~ shall be the ~~Deputy~~~~Deputy~~ Director of Quality ~~and~~ Clinical Governance / ~~Executive~~~~Lead~~ Nurse

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, two members being from the CCG and a representative from NHS England.

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 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-Care~~ Services that the CCG are responsible for.
- Define clear lines of communication between the membership organisations and up to the Primary Care ~~Commissioning Committee.~~
- Agree triggers for escalation of any concerns or issues to the Primary Care Commissioning Committee.
- Develop a quality dashboard for monitoring Hull Primary Care ~~Medical~~ Services that the CCG are responsible for.
- 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 Commissioning Committee for approval.

## MEMBERSHIP

Membership of the Sub Committee and will comprise:

### Members

- [Engagement Manager \(Patients and the Public\)Engagement Manager](#), Hull CCG
- [Head of Performance and Programme DeliveryBusiness Intelligence Manager](#), Hull CCG
- [Assistant Primary Care Contracts ManagerPrimary 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)
- ~~[Screening & Immunisation Clinical Coordinator, NHS England](#)~~
- ~~[Quality representative Commissioning Lead - Quality](#)~~, Hull CCG
- ~~[Commissioning Lead Primary CareHead of Commissioning – Integrated Delivery](#)~~, Hull CCG
- [Associate Medical Director, Hull CCGSpecialty Registrar in Public Health, Hull City Council](#)
- [Screening & Immunisation Clinical Coordinator, Public Health NHS England](#)
- [Locality Pharmacist \(Hull\), North of England Commissioning Support](#)

### In attendance as and when required

- [Commissioning and Quality](#) representatives
- ~~[Screening & Immunisation Clinical Coordinator, NHS England](#)~~
- 
- 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.