

Joint Commissioning Group

Terms of Reference v6

1. Overview

These Terms of Reference observe the principles within the core standards of conduct as defined in the **Code of Conduct for NHS Managers**.

They reflect the role of the Joint Commissioning Group in the compliance with the NHS Act 2006 Section 75 Agreements for the commissioning of services and ensure the use of resources and performance contributes towards putting national policy into practice and delivering targets. This includes compliance with Standards for Better Health, the NHS Constitution, Diversity and Equality and the Care Act 2014

2. Purpose of the Group

The Joint Commissioning Group's primary role is to ensure the CCG and SBC is compliant with the annual joint commissioning plan. This will be the Better Care Fund plan for 2017 – 2019.

The objectives of the Joint Commissioning Group are:

- To monitor the section 75 Commissioning and Better Care Fund Plan
- To set and review priorities based on an effective needs analysis and performance management of the Section 75 Commissioning
- To performance manage the targets set for Section 75 commissioning and ensure effective management actions are taken by all partners to achieve improvement in outcomes.
- To contribute annually to the review of relevant plans for the NHS and the Council
- To develop the Better Care Fund Plan and present to Executive Management Team in CCG and Corporate management team in SBC before presenting to HWB for discussion and agreement
- To lead the development of commissioning strategies based on analysis of needs and findings from joint strategic needs assessments
- To achieve collaborative working and planning between all partners and with other partnerships.
- To provide reports to the Health & Wellbeing Board and the CCG Governing Body and its successors bodies on progress made against the joint commissioning plan including operational risk assessments, on the content and delivery of plans, and on instances of effective practice.
- To identify all key strategies related to the section 75 across health, education, social care and public health includes those related to Special Educational Needs reforms
- To provide minutes of Joint Commissioning Group meeting to relevant Boards

- To encourage responsible staff to work closely together, preventing duplication of effort and enabling more efficient use of resources
- To monitor the health protection system across Swindon and receive annual health protection report
- To develop and implement commissioning support arrangements and provide staff with the appropriate tools to enable them to discharge their responsibilities to consistently high standards.
- To ensure good information and corporate governance practice underpins the performance and contributes towards service improvements in a systematic and effective way.

The Joint Commissioning Group has delegated responsibility for ensuring compliance with CQC core standards (list each one that is relevant, C2 – safeguarding, C6 – Partnerships, C22a&c – children’s partnership arrangements) and contributing evidence towards other core standards identified in the domains.

The Joint Commissioning Group also has delegated responsibility for ensuring compliance with the core values of the NHS Constitution (list each Element that is relevant at Appendix A) and contributing evidence towards other Guiding Principles identified in the NHS Constitution Framework.

3. Accountability/Authority

The Joint Commissioning Group is authorised by the Health & Wellbeing Board to investigate any activity within its terms of reference. It is authorised to request any information it requires from any employee and all employees are directed to co-operate with any request made by the Joint Commissioning Group. The Chair of the Joint Commissioning Group is authorised by the Health & Wellbeing Board to obtain outside legal or other independent professional advice in accordance with trust policy and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

The Chair of the Joint Commissioning Group will be directly accountable to the Chief Executive of Swindon Borough Council and Accountable officer of the CCG

4. Membership and Quoracy

Membership of the Joint Commissioning Group shall be the named commissioners responsible for ensuring objectives are delivered. A quorum shall be (4) members. Each member is required to attend at least four of the (monthly) scheduled Joint Commissioning meetings and substitute representatives are acceptable as part of the quoracy.

The Chair of the Joint Commissioning Group is approved by the Chief Executive and Accountable Officer of the CCG. One of the members will be appointed Vice Chair of the Group if the Chair is unable to chair the meeting

Service representatives from the following teams shall normally attend meetings.

Director of Adult Social services (DASS) SBC
Director of Children's Services (DCS) SBC
Executive Nurse (CCG)
Head of Education
Director of Public Health
Head of Children, Families and Community Health
Head of Commissioning SBC
Associate Director Urgent Care,
Children's Commissioner,
Mental Health Commissioner
CCG Quality Lead
Representative Economy & Attainment
Finance representative SBC and CCG
Performance manager as required

If a consensus cannot be reached, decisions will be taken by majority vote – each member organisation represented will have one vote.

If a decision needs to be made that, in the view of the Group cannot await the next meeting of Health & Wellbeing Board, the Chief Executive of SBC and the Accountable Officer will be approached.

5. Responsibilities/Duties

Management

The Joint Commissioning Group is accountable for ensuring the CCG and SBC comply with the requirements of the agreed objectives.

The Joint Commissioning Group will ensure that there is an effective audit function established which supports the CCG and SBC in demonstrating compliance with policies and procedures. This will be achieved by:

- Demonstrating Equality Impact Assessments are completed on all new Policies established by this Group.
- Demonstrating policies support CQC core standard requirements and future regulation needs.
- Demonstrating policies support NHS Constitution core principles

Action plans will be implemented and approved by the Group and will be monitored to address any areas of concern in order to ensure compliance across the CCG and SBC. This may involve partnerships with other organisations where relevant. In particular plans shall demonstrate:

- Identified leads
- Agreed action
- Timeframe to complete
- Progress against plan.

Each provider contract is managed through monthly contract meetings, which monitoring performance against the agreed service contract. The commissioners of each of the contracts part of the NHS Act Section 75 Commissioning will meet monthly to review population outcomes and the budget of the section 75 Commissioning and agree the reports taken forward to the Health & Wellbeing Board

OTHER FUNCTIONS OF JOINT COMMISSIONING GROUP

- Takes a leading role to champion the development and delivery of the outcomes.
- Oversees performance and removes barriers to service delivery.
- Facilitates consultation with potential service users where appropriate.
- Uses plain language for clarity.
- Ensures all the relevant strategies to support this outcome are implemented.

6. Frequency of Meetings and Reporting Framework

Meetings shall be held not less than (10) times a year.

The servicing, administrative and appropriate support to the Chair and members of the Joint Commissioning Group will be undertaken by a nominated role who will record formal minutes of the meeting. The planning of meetings is the responsibility of the Director of Adult Social Services.

The Joint Commissioning Group will receive the minutes of the Quality and Performance Review Group as required to identify progress in relation to agreed plans and strategies

The Joint Commissioning Group will report to the Health & Wellbeing Board on its work in fulfilling the purpose of the Group and on completeness of work in association with compliance with CQC core standards and the core values in the NHS Constitution. The frequency will be six monthly.

7. Review Arrangements

The Joint Commissioning Group Chair will lead an annual effectiveness review with the initial review being undertaken by (31/3/) at the latest

APPROVED:

DATE OF REVIEW OF TERMS OF REFERENCE: February 2017

NEXT REVIEW:

APPENDIX A

NHS CONSTITUTION ELEMENTS

1. The NHS provides a comprehensive service, available to all.
2. Access to NHS services is based on clinical need, not an individual's ability to pay.
3. The NHS aspires to the highest standards of excellence and professionalism.
4. NHS services must reflect the needs and preferences of patients, their families and their carers.
5. The NHS works across organisational boundaries and in partnership with other organisations in the interest of patients, local communities and the wider population.
6. The NHS is committed to providing best value for taxpayers' money and the most effective, fair and sustainable use of finite resources.
7. The NHS is accountable to the public, communities and patients that it serves.