

## Bracknell & Ascot CCG, Slough CCG, Windsor, Ascot & Maidenhead CCG Joint Quality Committee

### Terms of Reference

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#### 1. Purpose of the Committee

The Quality Committee is a joint sub-committee of Bracknell & Ascot CCG Governing Body, Slough CCG Governing Body and Windsor, Ascot & Maidenhead CCG Governing Body.

The Committee will provide performance management and assurance to the three CCG Governing Bodies of the quality and safety of commissioned services.

Key stakeholders and relationships:

- Bracknell & Ascot CCG Governing Body
- Slough CCG Governing Body
- Windsor, Ascot & Maidenhead CCG Governing Body
- Healthwatch Bracknell Forest
- Healthwatch Slough
- Healthwatch Windsor & Maidenhead
- NHS England South (South Central)
- Chiltern CCG

#### 2. Duties

The duties of the Committee are as follows:

- a. Ensure appropriate mechanisms are in place to monitor and drive forward the quality and safety of services commissioned by the three CCGs, agreeing courses of action where concerns have been identified.
- b. Receive and mandate action on reports on quality in respect of the services commissioned by the three CCGs (acute, mental health, community, independent and any willing provider); the reports will cover provider performance against CQUINs; patient experience (including complaints and compliments received as commissioners) and clinical performance indicators.
- c. Ensure the patient voice is listened to in order to understand the diversity of the patient experience. This will include consideration of complaints and compliments received by practices within the CCGs.
- d. Receive, review and scrutinise reports on themes and trends of serious incidents (SIs) occurring in commissioned services and review the minutes of the SI panels.
- e. Receive regular safeguarding reports and the minutes of the safeguarding groups to ensure that there are robust systems and processes in place to safeguard adults and children.

- f. Consider national quality reports and results from relevant national audits.
- g. Review performance against quality indicators in the NHS Outcomes Framework.
- h. Review non-financial performance indicators.
- i. Receive internal and external audits reports relating to quality and follow up action plans.
- j. Ensure adequate systems are in place for the governance of research in line with the Department of Health's requirements.
- k. Monitor arrangements in place within the three CCGs relating to equality and diversity issues, ensuring compliance with statutory obligations and implementation of equality action plans.

### **3. Membership**

- Director of Nursing (Chair)
- Clinical Chair, Bracknell & Ascot CCG
- Clinical Chair, Slough CCG
- Clinical Chair, Windsor, Ascot & Maidenhead CCG
- Chief Officer
- GP Lead for FHFT
- GP Lead for RBFT
- GP Lead for Mental Health
- Healthwatch Bracknell Forest
- Healthwatch Slough
- Healthwatch Windsor & Maidenhead
- Director of Nursing and Quality, Chiltern CCG
- Quality & Safety Manager, NHS England South (South Central)

#### Supported by:

- Head of QIPP and Performance
- Deputy Director of Nursing, Safeguarding & Infection Prevention and Control
- Deputy Director of Nursing, Quality and Safety
- Quality Improvement Manager
- Named Professional Safeguarding
- Public Health Consultant
- Heads of Operations
- Head of Corporate Affairs
- Head of Medicines Optimisation
- Associate Director of Communications and Engagement
- Others co-opted as required

Secretariat: Quality Improvement Support Manager

## **Quorum:**

For the meeting to be quorate there needs to be:

- A clinician from Bracknell & Ascot CCG
- A clinician from Slough CCG
- A clinician from Windsor, Ascot & Maidenhead CCG
- And, the Director of Nursing or a nominated delegate

Where appropriate, members are expected to identify a suitable substitute to attend on their behalf if they are unable to attend a meeting. Other members may be co-opted onto the Committee, and the Committee may request attendance of any other member of staff or outside organisation as required.

## **4. Reporting arrangements and accountability**

For assurance purposes the Group will report to the three CCG Governing Bodies and is accountable to them.

## **5. Meeting frequency**

Meetings will be held on a monthly basis.

## **6. Papers**

The Secretary to the Committee will take minutes of the meeting and provide appropriate support to the Chair and committee members.

Papers will be distributed by email no later than 3 working days prior to the meeting.

## **7. Review of Terms of Reference**

The membership and terms of reference of the Joint Quality Committee will be reviewed on an annual basis, or sooner if appropriate.

## **8. Next Review Date**

May 2016