

NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP TERMS OF REFERENCE DELIVERY ASSURANCE COMMITTEE

1. PURPOSE

- 1.1 The Delivery Assurance Committee is a committee of the CCG Governing Body that exists to:
 - 1.1.1 Provide delivery assurance to the CCG Governing Body that there are robust structures, processes and accountabilities in place for managing performance and delivery throughout the organisation
 - 1.1.2 Oversee the continuous development of the organisations internal performance and delivery assurance framework, encompassing balanced scorecard and exception reporting
 - 1.1.3 Ensure arrangements for delivery assurance are established and operating effectively for the CCG, meeting current and future requirements
 - 1.1.4 Ensure that all leads for individual performance/assurance measures are held to account for meeting agreed targets / indicators.

2. TERMS OF REFERENCE

- 2.1 The Terms of Reference of the Delivery Assurance Committee are as follows:
 - 2.1.1 To challenge and support Senior Officers and Senior Leads to ensure delivery of performance and quality outcomes and targets for the parts of the annual plan (operational & financial) for which they are responsible
 - 2.1.2 To ensure continuous development and improvement through the setting of challenging but achievable targets and outcomes, ensuring work programmes are developed and managed to support delivery and attendant risks are identified and managed.
 - 2.1.3 To oversee the CCG's performance and outcomes against the prevailing NHS and Adult Social Care performance management regimes. This will include discussing and agreeing recommendations to the Partnership Board for corrective action.
 - 2.1.4 To overview the CCG benchmark position against peers group(s) and national comparators, and ensure appropriate action, such as the development & implementation of QIPP schemes, is taken to address adverse positions.
 - 2.1.5 To ensure the impact of individual service providers on the delivery of CCG performance is understood and that risks/issues are being managed effectively. This will include matters in relation to provider performance, finance and quality delivery including community, mental health, children's services, health promotion, acute services,

Commissioning Support Services and adult social care. The review and assurance of performance of individual providers against their specific contractual requirements shall be the responsibility of the Care Contracting Committee

- 2.1.6 To consider the future delivery and performance implications of new legislation, assessments, targets and guidance that will impact the CCG and ensure that pre-emptive action is taken to meet all such requirements.
- 2.1.7 To oversee, manage and develop the CCGs performance management and delivery assurance framework and supporting systems/processes/policies to ensure it is fit for purpose (for current and future requirements) and it is adhered to by all areas within the organisation.
- 2.1.8 To ensure that performance reports, such as the Integrated Assurance & Quality Report and the Finance Report, to the Governing Body and within the internal reporting (including the Scorecard) are correct, appropriate and valid.
- 2.1.9 To challenge and provide final sign-off to performance targets, indicators and trajectories developed as part of any national, local or partnership processes on behalf of the Governing Body.
- 2.1.10 To ensure that quality of care and patient safety are being considered and appropriately acted upon as part of CCGs performance management systems.

3. MEMBERSHIP

3.1 Membership of the Delivery Assurance Committee is as follows:

- Chief Finance Officer (Chair)
- GP member
- Performance Development & Assurance Manager
- Community Lay Member
- Director of Adult Services
- Assistant Director Strategic Planning
- Assistant Director Contracting & Performance
- Nursing Lead for Quality
- Deputy Director of Public Health

- In attendance – Head of Delivery – NHS England

3.2 Membership of the Delivery Assurance Committee will consist of named representatives and named deputies. Attendance by deputies will need to be approved by the Chair before any meeting.

3.2 The Delivery Assurance Committee may request the attendance of any member of staff or senior/clinical lead from the CCG or outside organisations as and when appropriate.

3.3 In the event that a member is not able to attend, deputies may attend meetings on their behalf but shall **not** vote.

4. QUORUM

4.1 The Delivery Assurance Committee will be quorate if any four members are present.

5. FREQUENCY OF MEETINGS

5.1 The Delivery Assurance Committee will meet bi-monthly

5.2 Meetings of the Delivery Assurance Committee will be planned for the calendar year ahead.

5.3 Decisions may be taken between formal physical meetings through email, teleconference or other 'virtual' means. Any such decisions will be recorded and taken to the following formal meeting for information.

6. REPORTING ARRANGEMENTS

6.1 The Delivery Assurance Committee reports to the Governing Body through provision of regular performance reports and minutes of meetings.

6.2 The Delivery Assurance Committee will ensure as part of the reporting arrangements that highlights and exceptions in relation to delivery and performance are communicated internally and externally as appropriate.

6.3 Other committees shall refer issues as relevant to Delivery Assurance Committee for action or attention as required, and vice versa.

7. MANAGEMENT

7.1 Standards of Business Conduct/Conflict of Interest

7.1.1 All Committee Members must adhere to the CCG's Constitution and Standards of Business Conduct / Conflicts of Interest policies, together with NHS England statutory guidance on managing conflicts of interest.

7.1.2 Where a member of the committee believes that he /she has a conflict of interest in relation to one or more agenda items, they must declare this at the beginning of the meeting wherever possible, and always in advance of the agenda item being discussed. It will be responsibility of the Chair of Committee to decide how to manage the conflict and the appropriate course of action.

7.1.3 To further strengthen scrutiny and transparency of CCG's decision-making processes the CCG has an appointed Conflict of Interest Guardian. This role is undertaken by the CCG's Integrated Governance & Audit Chair.

7.1.4 Any interests which are declared at a meeting must be included on the CCG's Declaration of interest Register. Where this is not already the case, the individual with the conflict must ensure that the item is added to their declaration as soon as is practicable following the meeting.

7.2 The Committee shall be responsible for Business Continuity.

8. ADMINISTRATIVE ARRANGEMENTS

8.1 Administrative support will be provided to the Delivery Assurance Committee by the Corporate Support Team.

8.2 The Chief Finance Officer will draw up the agenda for each meeting.

8.3 The agenda and papers will be distributed five working days in advance of the meeting.

9. SUB COMMITTEES

9.1 The standing sub committees of the committee shall be:

- Charging Appeal Panel
- Equality and Diversity Group

9.2 Other sub committees may be established as and when required at the discretion of this committee.

Reporting from sub committees shall be through minutes except where content of minutes is commercially or individually sensitive in which case reporting shall be via verbal update from the sub-committee chair. All sub-committees shall raise exceptions and issues with the committee as required at each meeting.

10. TENURE

10.1 The Delivery Assurance Committee is a permanent committee of the Governing Body.

11. DATE OF AGREEMENT FOR TERMS OF REFERENCE AND DATE OF NEXT REVIEW

11.1 These Terms of Reference were agreed by the Delivery Assurance Committee on 27th February 2019 and will be reviewed by the end of February 2020.

12. DATE OF TERMS OF REFERENCE RATIFICATION BY REPORTING COMMITTEE

12.1 These Terms of Reference were ratified by the CCG Governing Body at a meeting held in public on 28 March 2019.

13. DATE OF EFFICACY REVIEW AND FREQUENCY

12.1 The committee will undertake a review annually of its efficacy as a committee and how well it meets its Terms of Reference.