


NHS Cheshire & Merseyside (Wirral Place)

Quality & Performance Group

Terms of Reference



Document revision history



Date	Version	Revision	Comment	Author / Editor
XX	1.0	Initial ToRs		

Review due

Xxx xxx 2022/3

1. Introduction

The Wirral Place Quality & Performance Group is a Group of the Wirral Place Based Partnership Board and the Cheshire & Merseyside Integrated Care Board (ICB), known as NHS Cheshire and Merseyside (NHS C&M). These Terms of Reference (ToR) set out the membership, remit, responsibilities, and reporting arrangements of the Group.

2. Purpose

To provide a forum at which place-based partners from across health, social care, public health and wider can routinely share insight and intelligence into local quality matters, identify opportunities for improvement and concerns/risks to quality, and develop place-based responses to support ongoing quality and performance improvement for the local population.

Place-based quality meetings will give place and local leaders:

- an understanding of quality and performance issues at place level, and the objectives and priorities needed to improve the quality, safety, experience, and effectiveness of care for local people, devolved down to providers as appropriate.
- timely insight into quality and performance concerns/issues that need to be addressed, responded to and escalated to Wirral Place Based Partnership Board and/or the NHS C&M Quality and Performance Committee (including to the System Quality Group (SQG)).
- positive assurance that identified risks and issues are being managed and effectively addressed
- confidence about maintaining and continually improving against each of the performance dimensions of quality (safe, effective, person-centred, well-led, sustainable, and equitable) of their services.

3. Specific duties

- Gain timely evidence of provider and place-based quality performance, examples of data in **Appendix 1** (Relevant Quality Data and Intelligence).
- Receive, review and scrutinise the integrated performance reports (via Public View Dashboard) with a focus on quality, safety and patient experience and outcomes.
- Deliver at Place NHS C&M's key quality priorities, including priorities to address unwarranted variation and inequalities in care, and recommend these priorities to NHS C&M for inclusion in the NHS C&M Strategy / Annual Plan
- Ensure the delivery of quality and performance objectives by providers and partners within the designated place, including Integrated Care System (ICS) programmes that relate to the place portfolio.
- Identify and manage a Place risk register and escalate where necessary, risks that materially threaten these and any local objectives in line with the NHS C&M Risk Management Strategy. Review and monitor those risks on the Board Assurance Framework (BAF) and Corporate Risk Register in relation to Place relating to quality, and high-risk operational risks which could impact on care.
- Identify themes in local triangulated intelligence that require local improvement plans for immediate or future delivery.
- Gain evidence that staff have the right skills and capacity to effectively deliver their role, creating succession plans for any key roles within the services.

- Hold senior staff to account for performance and the creation and delivery of remedial action/improvement plans where necessary.
- Share good practice and learning across providers and neighbourhoods.
- Ensure key objectives and updates are shared consistently with the NHS C&M Board, Quality and Performance Committee, SQG and ICS leaders via the appropriate and established governance structures.
- Provide and monitor the effectiveness of quality and performance management structures to oversee the management of the place.
- Ensure that mechanisms are in place to involve people systematically and effectively at Place that use services as equal partners in quality activities.

4. Principal Roles and Responsibilities

The Wirral Place Quality & Performance Group Chair has principal responsibility for:

- Chairing the Place Quality & Performance Group meetings including deciding the frequency of meetings required.
- Providing strategic direction.
- Ensuring the group achieves its overall objectives and delivers against requirements.
- Monitoring programme and workplan progress.

5. Responsibility of Members

In addition to contributing to the delivery of the purpose and duties outlined above, individual Members of the Place Quality & Performance Group and those invited to attend the Place Quality & Performance Group meetings are responsible for declaring their own conflicts of interests (see below).

Management and mitigations will be at the discretion of the Place Quality & Performance Group Chair, which shall be documented in the meeting minutes.

6 Frequency

Meetings shall be held bi-monthly with a minimum of 6 per year.

Secretariat support will be provided by NHS Cheshire and Merseyside

Papers will be distributed electronically at least 7 working days prior to the meeting. Draft minutes will be circulated within 10 working days of the Place Quality & Performance Group

7 Openness and Confidentiality

Members are required to treat documents as confidential where appropriate. The status of all documents circulated will be clearly indicated.

8 Conflicts of Interest

Members are required to adhere to the NHS C&M Conflicts of Interest Policy. The Committee will ensure that C&M ICS and NHS England requirements and statutory guidance on management of conflicts of interest is adhered to. In particular, the Committee will:

- Act in accordance with the NHS C&M Risk Management Framework.

- Maintain appropriate registers of interests and a register of decisions.
- Publish, or make arrangements for the public to access, those registers in line with the C&M ICB Conflict of Interest Policy.
- Make arrangements requiring the prompt declaration of interests by the persons specified (members and employees) and ensure that these interests are entered into the relevant register.
- Make arrangements for managing conflicts and potential conflicts of interest in line with the C&M ICB Conflict of Interest Policy.
- Have regard to guidance published by NHS England in relation to conflicts of interest of Members.

9 Membership

The Chair will be the place-based quality lead.

Representatives from:

Designation	Organisation
Associate Director of Quality and Safety (Wirral) - Chair Clinical Director Head of Quality and Safety	NHS Cheshire and Merseyside
Assistant Director of Health and Care Deputy Director of Children’s Services Consultant in Public Health	Wirral Borough Council
TBD	Voluntary, Community, Faith and Social Enterprise (VCFSE) Sector
Chief Nurse Medica Director Director of Quality	Wirral University Teaching Hospital Wirral Community Health and Care Trust Cheshire and Wirral Partnership
Chair of the Primary Care Council PCN leads Local Management Committee	Primary Care Providers

In addition to the membership detailed above, any other individual will be invited to attend based on the agenda item and at the Chair’s discretion.

10 Quorum

50% of members are required for the meeting to be quorate. A NHS Cheshire and Merseyside representative must be in attendance to make the meeting quorate,

11 Attendance

A representative (nominated deputy) must attend in the absence of members of the group. All members are expected to actively participate in the discussions and decision making and deputies should be fully briefed to be able to participate in discussion and given delegated authority for any decision making. Alternatively, where appropriate members’ views may be sought by email and reported verbally at the Place Quality & Performance Group

12 Reporting

The place-based quality and performance group will report for:

- Quality Control, statutory responsibilities, roles and functions to
 - ICS established assurance structures via NHS C&M and local authorities
 - NHS C&M Quality & Performance Committee
 - Place Quality & Performance Groups

- Quality Improvement, transparency and sharing of learning to
 - NHS C&M
 - NHS C&M Quality & Performance Committee
 - C&M System Quality Group (SQG)
 - Place Quality & Performance Group

13 Review of the Group

The membership and terms of reference of the Wirral Place Quality & Performance Group will be reviewed annually in the first instance.

An annual effectiveness review of the group may also be undertaken.

Date agreed:

Review Date:

Version Control:

Version	Date Approved	Description of revisions made
V1	Tbc	Initial terms of reference agreed for Place Quality & Performance Group
V2	Tbc	Amended to Place Quality & Performance Group
V3	27/06/22	Comments Wirral Place included.
V4	05/07/22	Comments from Cheshire Place included
V5	01/09/22	Comments from Place Director (Wirral).
V6	13/10/22	Terms of reference tested locally, amendments made