

Integrated System Performance and Intelligence Group (ISPIG)

Terms of reference

Aim

The aim of the Integrated System Performance and Intelligence Group (ISPIG) is to consider system performance and intelligence in its widest sense. It will focus on system, rather than operational, performance. The ISPIG will provide regular intelligence and system intelligence reports to the Integrated Commissioning Board (ICB) and will ensure the production of the Joint Strategic Needs Assessment (JSNA). Although the focus of the ISPIG will be on Plymouth, the geographical scope of the work will need to be flexible depending on the nature of the work and any boundary issue which may arise. **The focus of the group will be to generate actionable intelligence to explain variation.**

Purpose

- To focus on system performance.
- To ensure the production of the JSNA.
- To enable commissioning decisions to be made on the basis of the best available information and intelligence.
- To produce quarterly reports for the Integrated Commissioning Board (ICB).
- To develop and monitor an outcomes framework for the ICB to provide evidence of system performance.
- To further explore the opportunities available to use the intelligence to drive whole person care and improved health outcomes for the population.
- To consider key issues of joint concern relating to the health and wellbeing system and to generate actionable intelligence.
- To work together through existing networks to promote beneficial change.
- To focus on the reduction of variation in population health outcomes.
- To agree the variation that needs to be considered and to capture the resultant understanding so that it remains available to partner organisations.
- To inform, but not take, commissioning decisions.
- To be open to new ideas and work with shared intent to get the best for the population.

- To decide what differences need to be investigated.
- To capture any understanding of variation that is generated so that it remains available to partner organisations.
- To represent that body of information to stakeholders.
- To deliver a work flow system that mandates the investigation of difference and guarantees that findings are both documented and available to others.
- To produce reports for member organisations.
- To receive questions from partner organisations and provide challenge back where necessary.

Membership

The ISPIG will include commissioners, providers (primary care, community, and acute), local authority (public health and social care), the Academic Health Sciences Network and South Western Ambulance Services Trust. The membership of the group will be updated as necessary.

The members will elect a chair, in the first instance this is Kelechi Nnoaham (Director of Public Health). The vice chair is Paul Hardy (chair of the Western Locality).

The meetings will be serviced by Plymouth City Council's Public Health Team.

Meetings

Meetings will take place every two months. Additional meetings may be required occasionally.

In order that any urgent matters are dealt with promptly, the ISPIG may also establish subgroups that will be charged with developing and progressing specific projects.

Responsibilities of members

- To attend and contribute to meetings and, if unable to do so, to send a nominated deputy.
- To keep their organisation/team informed of the work of the ISPIG.
- To disseminate outputs from the ISPIG to their respective organisations and interested partners.
- Contribute to communications planning and any agreed work to enhance the work of the ISPIG or prepare/respond to press interest.

- To commit resources that will assist with the development and delivery of the agreed work programme.

Sensitive matters and possible conflicts of interest

The ISPIG may at times have to consider sensitive information on matters related to the activities of partner organisations. Members are individually required to declare known conflicts of interest prior to commencement of meetings. A register of members' interests will be maintained by the ISPIG's secretariat. The Group will determine and record whether or not any declaration necessitates exclusion from discussion on specific issues.

Decision making

The intention is for decisions to be based on consensus. When such consensus is not readily available, members will take advice from their employing organisation. Each individual member will act in accordance with the delegated authority they hold on behalf of their organisation. When agreement is not forthcoming, the Chair will raise the issue with the appropriate executive member of the partner organisations.

Review

It will be necessary to evaluate the effectiveness of the ISPIG and adapt arrangements as necessary. The terms of reference will be reviewed annually and may also be altered at other intervals in accordance with the implementation of relevant guidance.
