

Terms of Reference

NEW Devon CCG System Improvement Board (Western Locality)

Purpose

The role of the System Improvement Board is to provide leadership, direction and structure in order to address the quality, performance and financial challenges across the Western Locality of Devon in 2017/18.

Responsibilities

The Board is responsible for improving the Western system's quality, operational and financial efficiency as set out within the case for change/CCG mandate for intervention. System partners are responsible for their own individual statutory and system responsibilities and the Board will ensure that the system element has formal oversight to ensure all partners are working to achieve the agreed mutual objectives. This Board will therefore be the point of escalation to resolve issues within the system in the best interest of the population of Western Devon, not individual organisations.

The Board will have 3 core areas of focus covering the required system wide Quality, Performance and Financial improvements outlined by the CCG. Each organisation should ensure that the outputs from the Board are formally reported through their individual governance arrangements.

Quality

- Identifying existing patient safety and quality risks within the Western Locality system
- Agreeing remedial actions
- System oversight for quality assurance monitoring

Performance

- Driving the system priorities and address any barriers that will impact on delivery
- Oversight of the Integrated Performance of the Western System through the agreed KPI's
- Identifying performance risks
- Agreeing remedial actions
- Reinforce the MOU principle of a single system rather than a set of individual organisations and ensure that the system partners respond accordingly.

Financial

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- To provide oversight of the systems financial plan and to ensure that partners are driving mutual system objectives to realise the 17-18 delivery requirement
- To review detailed savings reports by all local partners and adequacy of remedial actions
- To direct remedial actions for CIP delivery where there is risk of failure
- To provide a platform to escalate risk and agree mitigation
- To provide update to the CCG Governing Body, PDEG and the STP System Performance and Delivery Group.

Core Membership

Chair: Rob Sainsbury (Deputy Chair: NEW Devon CCG Executive)				
NEW Devon CCG	Livewell Southwest	PHNT	Others Partners	Lay Members
Nick Roberts Craig McArdle Lorna Collingwood-Burke Ben Chilcott Shelagh McCormick Dave Spencer Mark Procter	Steve Waite Dan O'Toole Michelle Thomas Geoff Baines	Ann James Greg Dix Neil Kemsley Jo Beer	Carole Burgoyne (PCC) Jane Bewes (NHSE) Spencer Prosser (NHSI) Karen Kay (Kernow CCG) Kevin.McSherry (SWAST) Lisa Manson (NHSI)	Nick Ball
Business Support- Caroline Craig and Debbie Whiting				

For Monthly Mental Health Items-CCG/DPT/LWSW Reps will be required to attend
Co-opted members as required will include Devon County Council/Specialised Commissioning

Accountability

The chair of the Western System Improvement Board is accountable to the NDCCG Governing Body and STP Leads. Each of the organisations represented on the System Improvement Board are individually accountable to their own accountability frameworks.

Ways of Working

- The meeting will operate with openness and transparency
- We will assume best intentions
- All members should constructively challenge and contribute to solutions
- All risks are to be regarded as shared system risks if they threaten the core domains of system improvement; Quality, Performance and Finance

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- Success is defined as delivery of Quality standards, Performance standards and Financial savings. Success in one domain does not justify failure in another.

Support and Structure

The Western System Improvement Board will be supported and serviced by the NEW Devon CCG Western Locality Office.

Frequency

The Board will convene fortnightly for system Quality, Finance and Performance leads along with regulators. Other representatives will be invited or attend at agreed frequency.

Quorum

Core representatives from NDCCG, PHNT, LWSW and PCC are required to ensure the meeting is quorate.

Review date

December 2017

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Appendix One

Draft Agenda

	Priority	Item
1.	Performance*	
2.	Quality and Risk: <i>(Monthly reporting)</i>	PHNT position
		LWSW position
	<i>(Fortnightly reporting)</i>	Care Home Situation
3.	Finance: <i>(Monthly reporting)</i>	Exception Reporting
		Western Integrated Fund
		By Organisation – year to date/ forecast out-turn: <ul style="list-style-type: none"> • PHNT • Livewell SW
	<i>(fortnightly reporting)</i>	CIP YTD/forecast Out-turn
		Overall risks (STF/BCF)
		Exception Reporting
4.	Programmes:	Delivery of Acute Assessment unit
		Discharge To Assess
		Winter Workforce Plan (community and Acute)
		Integrated Urgent Care System (System and Organisations Interfaces)
		Integrated Care Model
		Primary Care Improvement Plan
		Mental Health