

APPENDIX 2

Joint Acute Commissioning Working Group

Terms of Reference

Current Status: Draft 2
 Authors: Pat Keane
 Issue Date:
 Approved by: Governing Body
 Review Date:
 Change History:

This table records the stages of development of the current document:

| Version No: | Changes Applied | By | Date |
|-------------|-----------------|-----------|---------|
| 1 | | Pat Keane | 25.5.17 |
| 2 | | Pat Keane | 5.6.17 |
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| <p>Accountability arrangements and authority</p> | <p>The Governing Body for NHS North Kirklees and Wakefield Clinical Commissioning Group (CCGs) resolves to establish a joint working group of the CCGs to be known as the Joint Acute Commissioning Working Group (JACWG).</p> <p>The JACWG will operate within the legal framework for NHS North Kirklees and Wakefield CCG.</p> <p>The powers and responsibilities of the JACWG are set out in these terms of reference. The JACWG is established to advise and support the Governing Body in the effective and efficient commissioning of acute services as described in the roles, functions and responsibilities outlined below</p> <p>The JACWG has no executive powers, other than those specifically delegated to qualifying individuals as outlined in paragraph 3(3) of schedule 1A of the NHS Act 2016</p> <p>Appointments to JACWG will be approved by the Governing Body.</p> <p>The JACWG is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the committee within its remit as described in these terms of reference.</p> <p>The JACWG is delegated to approve policies and procedures for all areas within its remit. The JACWG has full authority to commission any reports or surveys it deems necessary to help fulfil its obligations.</p> |
| <p>Relationship and reporting</p> | <p>The JACWG is a working group of NHS North Kirklees and Wakefield CCGs and will submit the minutes of its meetings to the Governing Bodies.</p> <p>Reports on specific issues will also be prepared when necessary for consideration by the Governing Bodies.</p> <p>In addition, regular reports will be prepared for the Governing Body in relation to financial and contractual performance, and compliance with nationally and locally mandated/agreed targets and quality standards, and for the Audit Committee in relation to this working group's progress against its work plan.</p> <p>The JACWG will establish task and finish groups, if required, to ensure delivery of agreed work programmes as required</p> |
| <p>Role and function</p> | <p>The purpose of the JACWG is to:</p> <ul style="list-style-type: none"> • Ensure a robust contractual, market and procurement framework which maximizes the delivery of effective and high quality services within an agreed financial envelope • Ensure effective stakeholder engagement in the development and maintenance of patient centred care pathways • Ensure compliance with nationally and locally mandated/agreed quality targets and standards |

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| Responsibilities | <p>management</p> <ul style="list-style-type: none"> • Ensure the robust management of all contracts within the agreed scope of Acute Commissioning to maximize agreed outputs and value for money • To work within an agreed procurement framework which maximizes opportunities to develop and work within a market which enables cooperation and choice <p>Financial Management</p> <ul style="list-style-type: none"> • To work within agreed delegated powers to ensure robust financial management within the agreed scope of Acute Commissioning • To develop and deliver a QIPP programme which maximizes cost reduction and quality improvement <p>Quality and Safety</p> <ul style="list-style-type: none"> • Commissioning of safe and high quality services within the scope of Acute Commissioning • Ensuring robust systems to monitor and where necessary, intervene in the delivery of high quality, patient centred services <p>Transformation To enable the transformation of services and care pathways which seek to deliver the right care, in the right place by the right person</p> |
| Membership | The membership of the Joint Acute Commissioning Committee is stated in Annexe 1. |
| Chair | <p>The Chair of the committee will be the Chief Operating Officer – Acute Commissioning.</p> <p>The nominated Chief Finance Officer will be the Deputy Chair.</p> <p>The meetings will be run by the Chair. In the event of the Chair's absence meetings will be chaired by the Deputy Chair.</p> |
| Quoracy | The JACWG will be considered quorate when at least the chair/deputy chair, one lay member and one lead clinician are present. Note: At least 2 of these individuals should separately represent North Kirklees and Wakefield CCG |
| Frequency of meetings | There shall be appropriate flexibility as to the frequency of meetings but these shall normally be monthly |
| Frequency of attendance | Attendance required to maintain quoracy as above |
| Sub-Committees / Groups | |

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| Declaration of interests | <p>All potential conflicts of interest will be declared and dealt with in line with the each CCG's policies / procedures for handling conflicts of interest.</p> <p>All declarations of interest will be minuted.</p> |
| Administration | <p>Secretariat support for the JACWG will be provided by designated administrative support agreed by both CCGs.</p> <p>They will ensure that minutes of the meeting are taken and provide appropriate support to the Chair and Working Group members. Duties will include:</p> <ul style="list-style-type: none"> • agreement of agenda with Chair and attendees and collation of papers; • ensuring that minutes are taken and keeping a record of matters arising and issues to be carried forward; • timely distribution of papers, no later than five working days before a meeting for agenda and papers and no later than five working days after a meeting for distribution of minutes; • record of matters arising, issues to be carried forward. |
| Urgent matters arising between meetings | <p>The Chair of the Working Group, Chief Officer, and a clinical member in consultation together, may also act on urgent matters arising between meetings of the Working Group. These matters will be ratified at the next meeting of the Working Group.</p> |
| Monitoring of compliance | <p>The Governing Body will monitor the effectiveness of the Working Group through receipt of the minutes.</p> |
| Date agreed | <p>Approved by Governing Body on INSERT.</p> |
| Review Terms of Reference | <p>Annually, or as and when legislation or best practice guidance is updated. Any amended Terms of Reference will be agreed by the working group for recommendation to a subsequent meeting of the Governing Body.</p> |

Joint Acute Commissioning Working Group**List of Membership and those in attendance**

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| Members: |
| Chief Operating Officer – Acute Commissioning (1) |
| CFO – Wakefield and North Kirklees CCGs (or delegated deputies) (2) |
| Clinical leads – Wakefield and North Kirklees CCGs (2) Head of Quality – Acute Commissioning (1) Lay members – Wakefield and North Kirklees CCGs (2) |

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| In Attendance: TBC |
| TBA |
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