

Collaborative Performance Committee

Terms of reference – Draft revised version, November 2014

Title:	Performance Committee
Date approved and approving body:	To be approved by the CCG governing bodies.
Purpose:	<p>The committee will consider performance issues affecting more than one CCG in the collaborative and recommend remedial actions.</p> <p>The committee will also act as the system resilience group across CWHHE.</p>
Membership:	<ul style="list-style-type: none"> • Lay member (Chair) • Lay member (Vice Chair) • Chief officer • Chief finance officer • Two representatives from each CCG (at least one representative from each CCG must be a clinician) • Director of contracts and performance • Secondary care consultant members of the governing body • Director of patient safety and quality • Director of compliance • Associate director of performance and reporting
Chair:	Lay member
Advisors (in attendance):	Other individuals, including external advisers, may be invited to attend for all or part of any meeting as and when appropriate. This may include representatives from provider organisations for the purposes of assuring system resilience.
Secretary:	Provided by the governance and compliance team
Quorum:	At least one representative from each CCG. For the sake of clarity, no-one can be counted more than once when forming the quorum.
Frequency of meetings:	At least once every two months.
Operation of the committee:	<p>The secretary will prepare an agenda for meetings with the chair. The secretary will collate papers and circulate papers to those required to be at the meeting no less than five days before the meeting. Late papers will not be permitted except in exceptional circumstances and at the discretion of the meeting chair.</p> <p>Minutes will be drafted by the secretary for approval by the chair within seven days of the meeting. Once approved by the chair, minutes will be circulated to members for information. Minutes will be ratified at the following meeting and signed by the chair.</p>

Title:	Performance Committee
Duties: monitoring	<p>The committee shall monitor:</p> <ul style="list-style-type: none"> • performance against the indicators in the assurance framework; • performance against the outcomes in the Out of hospital strategies; • performance of the system in relation to elective and non-elective care across formal boundaries; • the management of provider risks designated to it by respective CCGs; • the management of board assurance framework entries designated to it; • contracted activity of our main providers; • on behalf of CWHHE CCGs, the effectiveness of the system resilience function for elective and non-elective activities; and • any other areas of CCGs' performance as requested by the CCG chairs.
Duties: advisory	<p>The committee shall advise CCG governing bodies on:</p> <ul style="list-style-type: none"> • actions to address issues identified in monitoring performance and Out of hospital outcomes; and • actions to address variances in contracted activity.
Duties: decision making	None
Supporting Committees:	<p>The performance committee has no formal subcommittees. However, in order to fulfil its function as the system resilience group, it will seek input, via CCG representatives, from the following groups:</p> <ul style="list-style-type: none"> • three boroughs urgent care working groups • Ealing urgent care working group • Hounslow urgent care working group
Accountability:	The committee is accountable to the respective CCG governing bodies of which it is a committee.
Reporting responsibilities:	<p>Approved minutes of the performance committee will be presented to the governing bodies for information. This may be supplemented with verbal or written reports from each CCG's performance lead.</p> <p>The committee shall make whatever recommendations to the governing body it deems appropriate on any area within its remit where action or improvement is needed.</p>
Conduct of committee:	The committee shall, at least annually, review its own performance, membership and terms of reference. Any resulting changes to the terms of reference should be approved by the governing bodies.