



GIG
CYMRU
NHS
WALES

Pwyllgor Gwasanaethau Iechyd
Arbenigol Cymru (PGIAC)
Welsh Health Specialised
Services Committee (WHSSC)

SPECIALISED SERVICES COMMISSIONING

MANAGEMENT GROUP

Terms of Reference

1.0 Introduction

- 1.1 The role of the Management Group is to support the Officers of WHSSC in the development and implementation of the Specialised Services Strategy.
- 1.2 The governance arrangements of the Host Health Board "Cwm Taf" will apply and this includes the audit arrangements as approved by the Joint Committee.
- 1.3 The Joint Committee will have overall responsibility for and oversight of performance which will be operationalised through the WHSSC Staff and co-ordinated via the Management Group.
- 1.4 All matters relating to specific Providers will be dealt via the Service Level Agreements monitoring mechanisms and in accordance with the Business Framework.
- 1.5 All matters that have a service and/or financial impact will need to ensure that there is a balanced provider and commissioner view.

2.0 Purpose

- 2.1 The overall purpose of the Management Group ("*The Group*") is to make recommendations to the Joint Committee and be the Specialised Services Commissioning operational body responsible for the oversight of the development, scrutiny and implementation of the Specialised Services Strategy. It will underpin the commissioning of Specialised Services to ensure equitable access to safe, effective, sustainable and acceptable services for the people of Wales.
- 2.2 The Group will be responsible for undertaking the following

functions :

- a) To agree, make recommendations and monitor the Annual Plan for Specialised Services for sign off by the Joint Committee;
- b) To receive recommendations from Programme Teams and to make recommendations to the Joint Committee regarding service improvements including investments, disinvestments and other service change;
- c) To coordinate the delivery of the productivity and efficiency delivery plans for specialised services, including signing off detailed delivery plans and monitoring implementation;
- d) To oversee contract performance monitoring and management including monitoring the overall financial position, key variances and the main actions to address performance issues;
- e) To undertake the role of Project Board for specific workstreams and projects as approved by the Joint Committee and it's Members and monitor their implementation;
- f) To consider consultation outcomes and recommended pathway changes before consideration by the Joint Committee;
- g) To ensure the development and maintenance of the needs assessment across Wales for Specialised Services; and
- h) To agree and recommend commissioning/service issues to the Joint Committee which are to be considered as part of the Integrated Plan. This will include issues which will have an impact on the plan raised by other sub-committee/advisory groups.

2.3 The Members of the Group acknowledge and accept that it will operate in tandem with the local commissioning teams in the Health Boards.

3.0 Delegated Powers and Authority

The Group is authorised to:

- Investigate or have investigated any activity within its Terms of Reference and in performing these duties shall have the right, at all reasonable times, to inspect any books, records or documents of the Joint Committee & WHSSC;
- obtain outside legal or other independent professional advice

and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary, subject to the Joint Committee's budgetary and other requirements; and

- by giving reasonable notice, require the attendance of any of the officers or employees at any meeting of the Group.

4.0 Sub Groups

4.1 The Group may establish sub-groups or task and finish groups to carry out on its behalf specific aspects of the business within its remit.

5.0 Membership

5.1 Members of the Group shall be appointed by the Joint Committee and derived from the 7 LHBs.

5.2 The Membership of the Group will be determined locally but should as a minimum to consist of LHB planning/commissioning representation and/or Finance representation. The 7 LHBs will be required as a minimum to nominate a Member and a nominated Deputy to sit on the Group. Clinical representation will be encouraged.

5.3 Other members may be appointed as deemed appropriate by the Group.

5.4 Members from the NHS Trusts in Wales and/or Provider arm of Local Health Boards will be invited to attend meetings as required.

5.5 The Group will be chaired by the Managing Director for Specialised Services Commissioning, NHS Wales.

5.6 In the absence of the Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

5.7 The WHSSC Management Team will be Members of the Group.

5.8 Other staff may be invited to attend when the Group as required.

6.0 Member appointments

- 6.1 The membership of the Group shall be determined by the Joint Committee, based on the recommendations of the Chief Executives of Health Boards - taking account of the balance of skills and expertise necessary to deliver the Group's remit.
- 6.2 Membership will be reviewed every three years.

7.0 Support to Members

The Committee Secretary, on behalf of the Chair, shall:

- Arrange the provision of advice and support to the Group members on any aspect related to the conduct of their role.

8.0 Meetings

Quorum

- 8.1 At least six Members, of which at least 4 of the LHBs must be represented to allow any formal business to take place at the Management Group.
- 8.2 A person attending on behalf of a Member but who is not the nominated deputy shall not count towards the required quorum.

Frequency of meetings

- 8.3 Meetings shall be held monthly.

Dealing with Members' interests during meetings

- 8.4 The Chair, advised by the Committee Secretary, must ensure that the decisions on all matters brought before it are taken in an open, balanced, objective and unbiased manner. In turn, individual members must demonstrate, through their actions, that their contribution to the decision making is based upon the best interests of the NHS in Wales.
- 8.5 Where individual Members identify an interest in relation to any aspect of business set out in the meeting agenda, that member

must declare an interest at the start of the meeting. Members should seek advice from the Chair, through the Committee Secretary before the start of the meeting if they are in any doubt as to whether they should declare an interest at the meeting. All declarations of interest made at a meeting must be recorded in the minutes.

Responsibilities of Members and Attendees

8.6 Members have a responsibility to:

- a) Attend at least 75% of meetings (or ensure a nominated deputy attends), having read all the papers beforehand;
- b) Disseminate information throughout their respective organisation and through the appropriate Peer Groups and other networks;
- c) Brief the Chief Executive of their respective LHBs/Trusts prior to the meeting of the Joint Committee;
- d) Identify any agenda items to the Committee Secretary 10 working days before the meeting; and
- e) Prepare and submit the papers for the meeting 8 days before the meeting so that they can be issued in accordance with 8.9.

8.7 The Director of Finance, Director of Planning and Medical Director (WHSSC) must ensure that a standing item is on the Peer Group meetings and provide an update report on key issues to Members.

Withdrawal of individuals in attendance

8.8 The Chair may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

Circulation of Papers

8.9 The Committee Secretary will ensure that all papers are distributed at least 7 days prior to the meeting.

8.10 The draft minutes will be circulated to the Group within 7 days of the meeting.

- 8.11 The Committee Secretary will ensure that a briefing is circulated to Members following the meeting so this can be used as part of the local briefing mechanisms.
- 8.12 The confirmed Minutes of the Committee will be sent to the Joint Committee for information.
- 8.13 The Committee Secretary will ensure that items for information will not be considered by the Committee in accordance with the Business Framework 4.1.5. These items will be circulated outside of the meeting.

9.0 Relationships and accountabilities with WHSSC and its Sub-Committees/Groups

- 9.1 The Group is the Joint Committee through the Managing Director of Specialised Services Commissioning, NHS Wales for its performance in exercising the functions set out in these terms of reference.
- 9.2 The Group through its Chair and Members shall work closely with the Joint Committee's other sub-committees and groups, to provide advice and assurance to the Joint Committee through the:
- Joint planning and co-ordination of the Joint Committee and Sub-Committee business;
 - Ensuring that any issues which have an impact on the IMTP are considered by the Management Group; and
 - Sharing of information.

In doing so, contributing to the integration of good governance across the organisation, ensuring that all sources of assurance are incorporated into the Joint Committee's overall risk and assurance framework.

- 9.3 The Group shall embed the Joint Committee's standards, priorities and requirements e.g. equality and human rights, through the conduct of its business.

10.0 Reporting and assurance arrangements

10.1 The Chair of the Group shall:

- report formally to the Joint Committee on the Group's activities. This includes verbal updates on activity, the submission of the minutes and written reports;
- bring to the Joint Committee's specific attention any significant matters under consideration by the Group; and
- include in matters for decision, the formal views of the group, for consideration by the Joint Committee.
- ensure appropriate escalation arrangements are in place to alert the Joint Committee Chair, Chief Executive or Chairs of other LHBs and relevant sub committees of any urgent/critical matters that may affect the operation and/or reputation of the LHBs.

10.2 The Joint Committee may also require the Chair of the Management Group to report upon the group's activities at public meetings or to partners and other stakeholders including NHS Wales Health Boards where this is considered appropriate.

10.3 The Committee Secretary, on behalf of the Joint Committee, shall oversee a process of regular and rigorous self assessment and evaluation of the group's performance and operation including that of any sub-groups established.

11.0 Applicability of Standing Orders to Committee Business

11.1 The requirements for the conduct of business as set out in the Joint Committee's Standing Orders are equally applicable to the operation of the Group.

12.0 Review

12.1 These terms of reference shall be reviewed initially after 6 months and then bi-annually by the Group.