



TERMS OF REFERENCE

COMMISSIONING GROUP

Version	Issued to:	Date	Comments
V1	Finance Committee	30.11.2020	

COMMISSIONING GROUP

1. Constitution

- 1.1 The Commissioning Group (the Group) has been established as a Group of the Finance Committee and constituted from November 2020.

2. Membership

- 2.1 The membership of the Group shall comprise (proposed):

Title
Director of Finance (Chair)
Assistant Director of Commissioning (Vice-Chair)
Director of Primary Care, Community & Long Term Care or representative
Director or Deputy Director of Operations or representative
County Directors or their representatives
Assistant Director of Finance Value or representative
Value Team Representative
Clinical Directors
Assistant Director of Quality
Patient Representative

- 2.2 The membership of the Commissioning Group will be reviewed on an annual basis.

3. Quorum and Attendance

- 3.1 A quorum shall consist of no less than 4 and must include as a minimum the Chair or Vice Chair of the Group.
- 3.2 Any senior officer of the University Health Board or from a partner organisation may, where appropriate, be invited to attend, for either all or part of a meeting to assist with discussions on a particular matter.
- 3.3 The Group may also co-opt additional independent external 'experts' from outside the organisation to provide specialist skills.
- 3.4 Should any member be unavailable to attend, they may nominate a suitably briefed deputy to attend in their place.

4. Principal Duties

- 4.1 The principal function of the Commissioning Group will be to provide direction and development of healthcare provision within the footprint of Hywel Dda

University Health Board. The Group will provide managerial and clinically-led direction on areas of commissioning for health care services and will comprise of clinical and managerial leads who will use the Group as a vehicle for determining need in relation to Acute, Primary, Community, Mental Health & Learning Disabilities and Third Sector patient services. The Commissioning Group will provide recommendations to the Finance Committee which will assist in the development of commissioning intentions, planning and delivery of commissioned services. The Commissioning Group will engage with both internal and external stakeholders, allowing for a greater involvement in the commissioning process.

4.2 The Commissioning Group will:

- 4.2.1 Set goals for service improvement in partnership with the other Boards/ Committees and in the context of the Health Board's Strategic & Operating Plans, together with any other agreed priorities as set out by the Board or Finance Committee.
- 4.2.2 Provide a forum for discussion of commissioning intentions.
- 4.2.3 Make commissioning recommendations to the Board, through the Finance Committee, having undertaken the relevant work to support and develop the recommendations.
- 4.2.4 Facilitate a culture of openness and probity around the local commissioning of healthcare services.

5. Operational Responsibilities

- 5.1 The Group will, in respect of its provision of assurance/ advice to the Finance Committee:
 - 5.1.1 Determine the development of clinical pathways based on the healthcare needs of the local population.
 - 5.1.2 Establish and be part of task and finish groups which will undertake specific elements of work in relation to the development of clinical pathways.
 - 5.1.3 Assist in the development of commissioning intentions by providing recommendations to the Finance Committee and Board.
 - 5.1.4 Ensure a constant, accurate process of communication and engagement with internal stakeholders and patient representatives.
 - 5.1.5 Agree priorities for any programme of work and joint commissioning with regard to all healthcare areas (including other Health Boards), the voluntary sector and County Councils.

- 5.1.6 Make recommendations on any new schemes of work and changes to existing schemes.
- 5.1.7 Make recommendations for funding to the Finance Committee and/ or Board.
- 5.1.8 Influence strategic developments across the health and care system.
- 5.1.9 Work in partnership with other Programme Boards and County Council work-streams.
- 5.1.10 Demonstrate the achievement of improved outcomes and value for money on commissioned services.
- 5.1.11 Improve the quality of outcomes for all commissioned services.
- 5.1.12 Consider and manage system-wide impacts and changes to be considered before making proposals to either the Finance Committee or Board.
- 5.1.13 Manage any process blockages and monitor the impact of proposals to ensure they are fully aligned with the strategic direction of the Board.
- 5.1.14 Be responsible for the successful oversight of the contracting round and ensure the full and proper reflection of the Health Board's priorities in the process of developing contracts.

6. Agenda and Papers

- 6.1 The Group Secretary is to hold an agenda setting meeting with the Chair and the Group Lead at least 3 weeks before the meeting date.
- 6.2 The agenda will be based around the Group work plan, identified risks, matters arising, table of actions and requests from Group Members. Following approval, the agenda and timetable for papers will be circulated to all Group Members.
- 6.3 All papers should have relevant sign-off before being submitted to the Group Secretary.
- 6.4 The agenda and papers for meetings will be distributed seven calendar days in advance of the meeting.
- 6.5 The minutes and action log will be circulated to Members within seven days to check the accuracy.
- 6.6 Members must forward amendments to the Group Secretary within the next seven calendar days. The Group Secretary will then forward the final version to the Group Chair for approval.

7. Frequency of Meetings

- 7.1 The Group will meet monthly and shall agree an annual schedule of meetings. Additional meetings will be arranged as determined by the Chair of the Group in discussion with the Group Lead.
- 7.2 The Chair of the Group, in discussion with the Group Secretary shall determine the time and the place of meetings of the Group and procedures of such meetings.

8. Accountability, Responsibility and Authority

- 8.1 The Group is accountable to the Finance Committee for its performance in exercising the functions set out in these terms of reference.

9. Reporting

- 9.1 The Group Chair shall:
 - 9.1.1 Report formally, regularly and on a timely basis to the Finance Committee on the Group's activities.
 - 9.1.2 Bring to the Finance Committee's specific attention any significant matter under consideration by the Group.
 - 9.1.3 Ensure appropriate escalation arrangements are in place to alert the University Health Board Chair, Chief Executive or Chairs of other relevant Committees/ Sub Committees of any urgent/ critical matters that may compromise patient care and affect the operation and/ or reputation of the University Health Board.

10. Secretarial Support

- 10.1 The Group Secretary shall be determined by the Group Lead.

11. Review Date

- 11.1 These terms of reference shall be reviewed on at least an annual basis by the Group for submission to the Finance Committee.