

Hull CCG Operational Delivery Group (ODG)

Terms of Reference

Version	Action/Amend	Author/Editor	Date
V1	Inaugural draft ToR	E Butters / M Napier	03/02/16
V2	Refreshed TOR	J Dodson / E Butters / M Napier	16/10/18
V3	Refreshed TOR	E Butters	25/6/20
V4	Refreshed TOR	E Butters	23/7/20
V5	Change of meeting name and additional detail	E Butters	31/7/20
V6	Membership	E Daley	21/9/20

NHS Hull CCG
Operational Delivery Group
Terms of Reference

1. Purpose

1.1 The CCG Operational Delivery Group will recommend priorities and monitor progress against a programme of work to deliver:

- The CCG Place plan aligned to the Humber system Operational Plan.
- Prioritise Hull CCG place plan identified unmet need and link in broader work of the Humber
- Review governance and reporting
- Align priorities to operational plan and allocate capacity
- Cross reference Long Term Plan (LTP)
- Inform membership of planning process and generate actions
- The group will review and scrutinise progress and programme delivery against the agreed key priorities aligned to the CCG place objectives and the outputs of the associated work streams. This will include performance; finance, quality, communication & engagement and, outcomes measures determined in each programme area. In particular the group will confirm and challenge the adequacy and timeliness of remedial action in underperforming areas. Where necessary, it will effect further action.
- Review and allocate resource to support programme delivery

2. Links and inter-dependencies

2.1 The Operational Delivery Group has the following links and inter-dependencies:

2.1.1 Planning and Commissioning Committee (accountable);

2.1.2 Senior Leadership Team (monthly updates);

2.1.3 Primary Care Commissioning Committee; and

2.1.4 Programmes & projects at Humber level will report where required to inform independencies, including work streams that overlap; for example acute programmes may impact on the programme of work (accountable to ODG).

2.1.5 The Cancer Alliance will provide regular reports to the group to inform on issues affecting achievement of Hull place plan.

2.1.5.1 ICS / STP

2.1.6 Hull & ERY Provider Alliance

2.1.7 A&E Delivery Board

2.1.8 Hull CC

2.1.9 Humber Service Acute Review

2.1.10 Humber Out of Hospital Programme

2.1.11 Humber Children & Maternity Programme

2.1.12 Humber Mental health & LD

3. Authority

3.1 The Operational Delivery Group is authorised by the Planning & Commissioning Committee 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 they receive.

3.2 Subject to such directions as may be given by the Planning & Commissioning Committee, it may establish sub-groups or task and finish groups as appropriate and determine the membership and terms of reference of such. The Standing Orders and Prime Financial Policies of the CCG, as far as they are applicable, shall apply to the Operational Delivery Group and its sub-groups.

4. Reporting arrangements

4.1 All meetings shall be summarised in the form of action notes and a record kept of all reports/documents considered.

4.2 The Operational Delivery Group will also report against delivery of its remit to the senior Leadership Team on a monthly basis.

4.3 The senior officer with responsibility for corporate governance will be responsible for ensuring that Freedom of Information requirements in relation to the Board's action notes and reports are met. The chair of the Operational Delivery Group will seek the advice of the senior officer with responsibility for corporate governance in relation to any matters where an exemption as defined within the Freedom of Information Act 2000 is believed to apply.

5. Membership

5.1 The Membership of the Operational Delivery Group shall be as follows:

Chief Operating Officer (Chair)

Deputy Director of Commissioning - Deputy Chair

Deputy Chief Finance Officer

Deputy Chief Finance Officer (Performance, Programmes, Procurements, Contracts)

Associate Director of Communications and Engagement

Deputy Director of Quality and Clinical Governance / Lead Nurse

Strategic Lead - Primary Care

Strategic Lead - CYP & Maternity

Strategic Lead – MH & LD

Head of Transformation

Head of Performance & Programme Delivery

Head of NHS Funded Care

Head of Commissioning - Integrated Delivery

Head of Commissioning - Integrated Commissioning

5.2 In the absence of the Chair or Vice-Chair a suitable alternative chair will be nominated.

5.3 In attendance (as requested):

Associate Director of IT
Commissioning Lead - Quality
Head of Engagement
Head of Communications
Head of Contract Management
Head of Procurement
Head of Quality and Nursing
Programme Delivery Lead
Programme Delivery Lead
Senior Medicines Optimisation Pharmacist

5.4 Members are required to attend scheduled meetings. Attendance will be monitored throughout the year and any concerns raised with the Chair and relevant Member.

6. Quoracy

6.1 The quorum for meetings shall be not less than one third of the total membership (6 members) and shall include the following:

- One member from Resources;
- One senior member from Commissioning;
- One member from Quality / Clinical governance; and
- One member from Communications and Engagement

7. Meeting arrangements

7.1 Meetings of the Operational Delivery Group shall be held monthly

7.2 Meetings shall be administered in accordance with the CCG Constitution, Standing Orders and Prime Financial Policies.

7.3 The Operational Delivery function will ensure the meeting is supported administratively, and will oversee the following:

7.3.1 Agreement of agenda with the Chair and attendees and the collation/circulation of papers;

7.3.2 Taking the action notes and keeping a record of matters arising and issues to be carried forward; and

7.3.3 An Annual Schedule of Meetings shall be agreed at, or before, the last meeting each year in order to circulate the schedule for the following year.

8. Confidentiality

8.1 All members are expected to adhere to the CCG Constitution and Standards of Business Conduct and Conflicts of Interest Arrangements.

9. Remit

- 9.1 Scrutinise progress against critical milestones for each work stream within the place plan Confirm and challenge the adequacy and timeliness of remedial steps in underperforming areas, effecting further action where necessary.
- 9.2 The group will monitor plans and review the interface of the Hull place plan progress referencing the Humber operational plan and will receive reports from Humber programme leads for completeness
- 9.3 Undertake a rolling programme of detailed review of the Delivery Framework and associated work streams in order to report on their cohesiveness and sufficiency to the Senior Leadership Team and the Planning & Commissioning Committee.

The group will convene in two parts:

Part 1 will be attended by CCG Senior Management members to discuss and consider governance, business and strategy including performance and risk.

Part 2 will be expanded to the wider members to allow all work stream leads to present progress against agreed outcomes for their area of responsibility. Where required the membership will request further detail to challenge outputs and outcomes against agreed objectives.

- 9.3 Identify and oversee risks to the delivery of work programmes and ensure these are reflected in the Corporate Risk Register or Board Assurance Framework, where appropriate. Assess the adequacy of identified mitigations.

10. Review Date

- 10.1 Terms of Reference will be updated on an annual basis

Last Review Date: 21/9/20

Next Review: October 2021