

**NHS South Tees CCG****Urgent care work stream****Terms of reference****1. Role**

To develop and deliver a joint Urgent Care Strategy and oversee the portfolio of projects within this strategy that will;

- Ensure that urgent care services deliver high quality care, which are safe effective and meet local needs
- Ensure that urgent care services that are coherent and make sense to patients
- Ensure that urgent care services are responsive
- Ensure that urgent care services are integrated
- Ensure that urgent care services are cost effective

**2. Remit**

- Ensure knowledge and understanding of urgent care commissioning requirements
- Ensure clinical engagement in Commissioning of urgent Care
- To strengthen System Wide relationships to ensure delivery of the urgent care strategy and improve patient outcomes and processes.
- Ensure issues of quality and safety are considered and inform all urgent care workstream activity
- Ensure co-ordination with other projects and work streams e.g. Alignment to the IMProVE Strategic Outline Case and delivery programme.
- To operate as a collaborative to co-ordinate and deliver agreed objectives by agreed timescales
- Look at variation in use of Urgent Care; understand underlying cause e.g. patient flows and support improvement / development
- Ensure consultation with localities and other stakeholders i.e. LA; health & Wellbeing Board
- Ensure quality impact assessments are completed in respect of all business cases.
- Make recommendations and support the development of business cases in response to the CCG Urgent Care Strategy
- Group to seek assurance from local Health and Social Care organisations that they have prepared for the pressures that are placed on them during winter months. The assurance sought will cover all actions to identify organisational and system risks in all aspects of 'surge' i.e. critical care, pandemic flu, winter planning and immunisation and provide clear and auditable evidence.
- To allow reporting and monitoring of progress across the Urgent Care work stream projects
- Group to provide support/solutions/facilitation to issues raised across the work stream projects to ensure delivery and continued progress
- 111
  - To raise any locality issues to the regional 111 Group
  - Ensure multi agency Multi-Agency/Provider Clinical Discussion
  - Agreement of Pathway Reform
  - Propose variations to 111 Contract
  - Review of Urgent Care SUIs

### 3. Membership

Membership will consist of the following or nominated deputies

1. CCG Work Stream Lead – Dr Mike Milner
2. CCG Work stream and projects leads (to be determined)
3. 111 GP Lead for STEES CCG
4. Service Provider
  - a. STHFT (A&E, Emergency Assessment Unit, Operational Management)
  - b. 1 GP representative for all South Tees CCG GP led Health Centres
  - c. Minor Injury Units
  - d. Urgent Care Centres
  - e. Community Services
  - f. North East Ambulance Service
  - g. NDUC Out of Hours
5. Commissioning and project support via NECS
6. Middlesbrough and Redcar & Cleveland Council Social Care Departments
7. Local Medical Committee representative
8. Health & Wellbeing
9. Dental Committee (as required only)

### 4. In attendance

Other attendees will be invited as required, depending upon the agenda.

### 5. Quoracy

A quorum of the Committee shall be four members consisting of;

- CCG
- NECS
- Service Provider(s)

### 6. Frequency of meetings

Meetings will be held monthly and the Terms of Reference will be reviewed every 6 months.

### 7. Reporting Arrangements

The CCG Work Stream lead is responsible for reporting to the South Tees CCG Operational Group

Recommendations and areas for consideration will be included in reports presented to the Delivery Team/Organisational group.

All reports will be produced by North of England Commissioning support.

Appendix 1 shows the Urgent Care Governance Structure

### 8. Standard Agenda Items (To be finalised)

- Conflicts of Interest
- 111
- Progress report on Work stream Projects using the attached template



Project Update  
Templater.doc

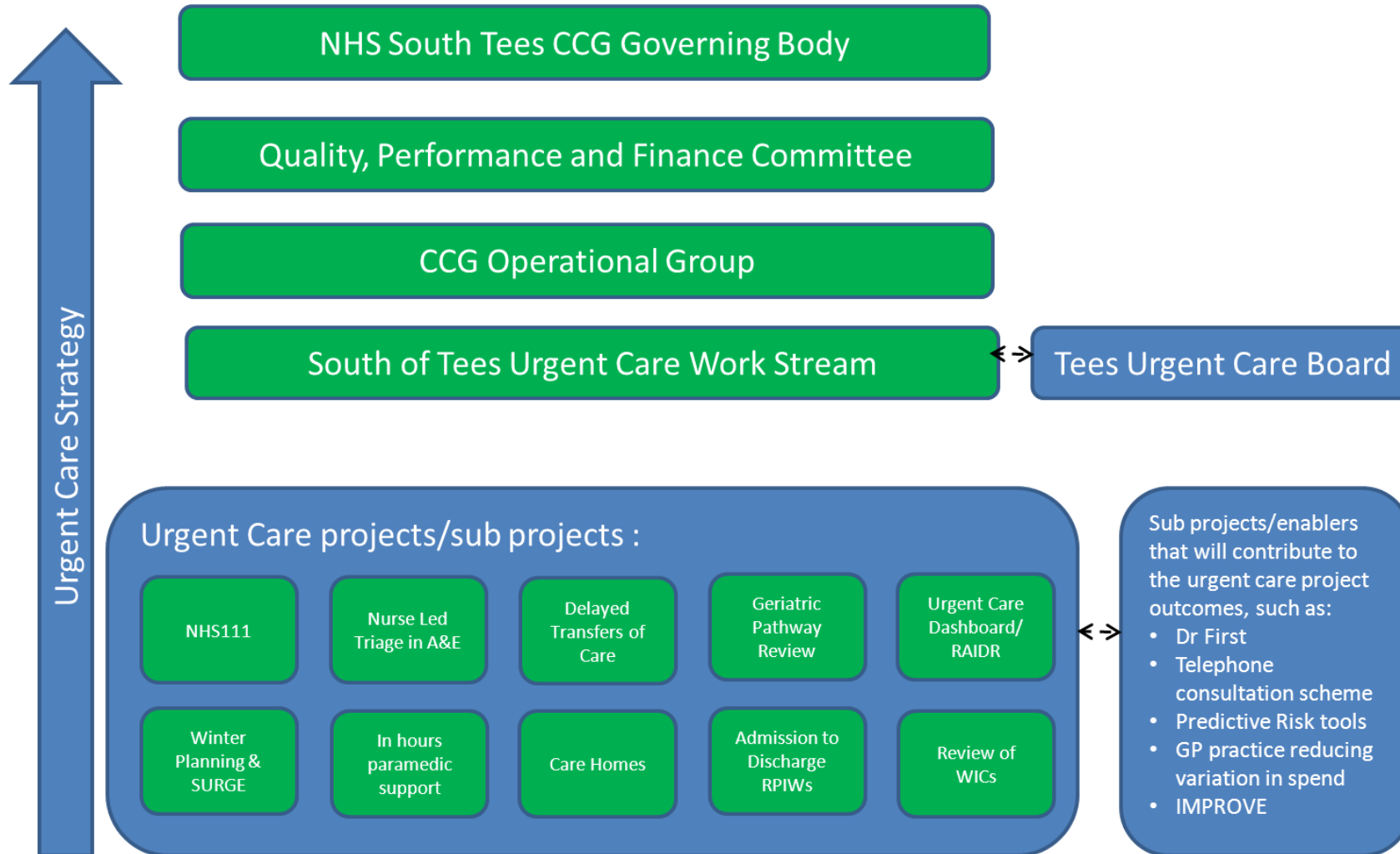
### 9. Probity

Each member of the group is required to declare any personal or pecuniary interest (direct or indirect) in any agenda items for discussion and shall take no part in the discussion or decision-making on that item. Ultimately, the responsibility for decision making regarding Urgent Care Services is the South Tees Clinical Commissioning Group.

## 1. Version control

Version	Date	Name	Comments
1.0	30.1.13	Richard Harrety	First draft circulated for comment
2.0	31.1.13	Julie Stevens	Amendment for alignment to SOC
3.0	03.5.13	Helen Metcalfe	Amendment as per 27/3/13 Urgent Care Workstream Meeting

### South Tees CCG Urgent Care Governance Structure



Note - CCGs are accountable overall to the NHS Commissioning Board via the Area Team who will perform an assurance and developmental role