

EAST LANCASHIRE CLINICAL COMMISSIONING GROUP

**LOCAL DELIVERY GROUP
Terms of Reference**

1. OVERVIEW

- 1.1. The Local Delivery Group (LDG) is a sub-group of the East Lancashire CCG Governing Body . The LDG provides overarching co-ordination and is integral to the reporting and performance management of financial and service delivery.

2. PURPOSE OF THE GROUP

- 2.1. The principle objectives of the group will be to ensure effective management of clinical activity through agreed cases for change and resource within budget and ensure that key performance indicators are properly addressed.
- 2.2. The Group will set direction for, and monitor progress of, any activity within its terms of reference. The Group will obtain outside or other professional advice and secure the attendance of others with relevant experience if it considers this necessary.

3. TERMS OF REFERENCE

- 3.1. The Group will be responsible for:
- i) Agreeing programmes of work to match clinical activity to demand, need and to available resource.
 - ii) Delivering outcomes from work streams (financial and operational).
 - iii) Agreeing and performance managing new and existing QIPP initiatives.
 - iv) Reporting and managing externally assessed performance indicators e.g. Vital Signs.
 - v) Ensuring effective risk management arrangements are in place for work streams in the Programme.
 - vi) Ensuring the required support is available for the workstreams.

4. MEMBERSHIP OF THE GROUP

- 4.1 Membership of the Group shall include:-
- Chief Clinical Officer - Chair
 - Locality GPs
 - Deputy Accountable Officer/Chief Finance Officer – Deputy Chair
 - Director of Performance and Delivery
 - CCG Chair
 - Lay Member for Governance
 - GP Lead – Primary Care Development
 - GP Lead – Acute Commissioning & Contracting
 - Public Health Consultant

Other officers will be invited to attend the Committee as relevant to the items under discussion.

5. QUORUM

- 5.1. The minimum attendance required at any meeting is the Chair (or nominated deputy) plus 50% of the membership. It will be at the discretion of the Chair to determine whether any particular agenda item should be deferred due to insufficient representation.
- 5.2. Members are expected to make every effort to attend all meetings, but are required to attend at least 50% of all scheduled meetings in person and 75% either in person or represented by a nominated deputy.

6. FREQUENCY OF MEETINGS AND REPORTING ARRANGEMENTS

- 6.1. The Group will meet monthly.
- 6.2. A summary of the minutes will be submitted to the CCG Governing Body on a regular basis.
- 6.3. Any items of specific concern or which require Governing Body approval will be the subject of a separate report.

7. ADMINISTRATIVE SUPPORT

- 7.1. The Head of Corporate Affairs will ensure provision of the secretariat to the Group. The agenda for meetings will be drawn up with the Chair of the Group and agenda papers for the meeting will be distributed five days in advance of the meeting.
- 7.2. The Secretary will monitor the compliance of the Group in terms of
 - Frequency of attendance by Members
 - Receiving of reports from sub-committees
 - Attendance records cross referred to quorum requirements
 - Reporting to the Governing Body.

8. REVIEW ARRANGEMENTS

- 8.1. The Terms of Reference will be reviewed on an annual basis as a minimum.