

BCU/WAST Commissioning group Terms of Reference

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| 1. Accountability | The BCU/WAST Commissioning group will be accountable to the Governing Body of its constituent members for the quality and effectiveness of the services it commissions. The minutes of the BCU/WAST Commissioning group will be formally received by the North Wales Unscheduled Care Programme Board and the governing bodies of the two organisations. |
| 2. Remit | The group will have the following remit: <ul style="list-style-type: none"> a. Commissioning safe and effective ambulance services across North Wales. b. Service Developments c. Communications d. Information Sharing a. |
| 3. Chair | <ul style="list-style-type: none"> • Chief Operating Officer BCUHB |
| 4. Lead Directors | <ul style="list-style-type: none"> • Chief Operating Officer BCUHB and WAST Head of Service for BCUHB area |
| 5. Membership | The membership is specified as follows, but the Chair retains the right to co-opt other members as they see fit. <ul style="list-style-type: none"> • Chief Operating Officer BCUHB • WAST Head of Service for BCUHB area <ul style="list-style-type: none"> • Assistant Director of Unscheduled Care BCUHB • Assistant Director of Finance BCUHB • Assistant Director of Planning BCUHB • Regional Finance Manager WAST |
| 6. Frequency | <ul style="list-style-type: none"> • No less frequently than once per calendar Month |
| 7. Authority | <ul style="list-style-type: none"> • The BCU/WAST commissioning group derives its authority from the North Wales Unscheduled Care Programme Board and organisational governing bodies. • It is authorised to seek any additional information it requires and all employees are directed to co-operate with any request made. |
| 8. Conduct of meetings | <ul style="list-style-type: none"> • Meetings will be minuted, with names attached to allocated actions. • Minutes will be approved at the next meeting. • It is expected all members make every reasonable effort to attend and should this not be possible give formal apology and provide a nominated Deputy to attend in His / Her place. |

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| 9. Quorum | <ul style="list-style-type: none"> • The BCU/WAST commissioning group shall be deemed quorate provided 50% are present. • Any actions agreed and taken, must be reported to the next available meeting of the North Wales Unscheduled Care Programme Board |
| 10. Responsibilities & Functions will include | <ul style="list-style-type: none"> • Monitoring Ambulance performance through provision of agreed activity & performance statistical data. • Ensure collation and supply of information for the monitoring of activity at clinic level is seen as a key task of the group. The use of this data will be used to inform the decision making process and recognising the value of data as a significant conduit in ensuring decisions around patients are reflective of positive patient experience and improved patient performance. • Identifying, sharing, recommending, adapting and promoting best practice. • Ensuring that systems are in place to review and monitor the ongoing service delivery and implement a system for escalation and resolution of activity issues • Establishing standardisation of working practices and available services across North Wales. • Work with all stakeholders to ensure the provision of safe , effective, efficient, equitable, timely and patient centred ambulance services • Support the devolution of decision making and accountability to the most appropriate level of the organisation; |
| 11. Reporting | The minutes of the meeting shall be reported to the North Wales Unscheduled Care Programme Board. |
| 12. Key Relationships | North Wales Unscheduled Care Programme Board Hospital Management Teams Local Authorities and Social Care Staff and Patient Stakeholder Groups. <i>This list is not exhaustive</i> |