

# NHS Cheshire CCG COVID-19 Recovery Group

## Terms of Reference v0\_3

### 1. ESTABLISHMENT AND PURPOSE

The NHS Cheshire CCG COVID-19 Recovery Group (the “Group”) has been established in accordance with the Clinical Commissioning Group’s (CCG) constitution, scheme of reservation and delegation (SORD), and standing financial instructions (SFIs).

The Group has been established to support the CCG deliver the response and support the recovery from COVID-19 pandemic. The key purpose of the group is to:

- respond to key events and issues that arise during the national COVID-19 major incident
- ensure the CCG is properly prepared and resourced for the ongoing response to this major incident
- ensure the CCG has robust business continuity planning arrangements in place to respond and recover from this major incident and to minimise harm to the population of Cheshire from the impact of COVID-19
- ensure the CCG complies with any requirements of NHS England and Improvement, or agents thereof, in respect of responding to and recovering from this major incident
- ensure the CCG is compliant with the EPRR requirements as set out in the Civil Contingencies Act 2004, the NHS Planning Framework and the NHS standard contract as applicable
- the CCG is appropriately represented at any governance meetings, sub-groups or working groups of the Local Health Resilience Partnership (LHRP) or Local Resilience Forum (LRF).

In particular, the Group will provide assurance to the CCGs Executive Team and the Governing Body that throughout the COVID-19 Major Incident the CCG will continue to undertake the following matters:

#### **Delivering the NHS COVID vaccination programme and continuing to meet the needs of patients with COVID-19**

- Receiving Assurance from Vaccination Programme through a fortnightly update
- Approving proposals re Long Covid and other services that meet the needs of Patients with COVID-19
- Noting Commissioning of services that are specifically COVID-19 related
- Noting System Flow of Service initiatives that are specifically COVID-19 related.

#### **Ensuring continued reliable application of the recommendations in the UK Infection Prevention and Control guidance updated by Public Health England to reflect the most up-to-date scientific understanding of how to prevent and control COVID-19 infection.**

- Updating from Outbreak Management Boards
- Impact on Care Homes
- Impact on CCG Staff.

#### **Working collaboratively across systems to deliver on these priorities**

- EPRR/Business Continuity
- Finance/Contracting Update.

Be able to co-ordinate the prioritisation of resources (staff/funding) in response to any escalation of local and/or national incidences of COVID-19 and provide support / representation at any required forums resulting from returning to a national Level 4 major incident.

## **2. GROUP REMIT AND AUTHORITY**

The broad purpose of the Group is outlined in “Purpose” section above. In order to deliver this, the Group will:

- a) maintain effective links with national and regional teams engaged in the Recovery and Reset agenda, including making appropriate contributions to the Regional Resilience Forum and its recovery cells
- b) act upon guidance, directions and queries from regulators relating to the COVID-19 Recovery and Reset agenda in line with the purpose of the group outlined above
- c) maintain short, medium and long-term plans for CCG delivery of the COVID-19 response agenda, including the review and revision of existing programmes of work
- d) maintain effective links with the CCG’s PMO function to implement and manage CCG Directorates’ programmes’ contribution to the COVID-19 response agenda
- e) monitor the delivery of milestones associated with the COVID-19 response
- f) bring pertinent issues to the attention of the CCG’s Executive Team and Governing Body.
- g) maintain a record of actions agreed and decisions made by the Group
- h) maintain the COVID-19 risk log and escalating risks and issues as appropriate (in conjunction with the CCG’s risk management function).

The Group is authorised to:

- bring matters to the attention of other committees or groups (both internal and external) where required to progress issues within the remit of the Group
- produce a monthly update to the Governing Body illustrating the assurance it has undertaken
- make recommendations to the CCG Executive Team
- escalate issues to the CCG Executive Team
- produce a work plan to discharge its responsibilities
- approve the terms of reference of any sub-groups necessary to progress the work of the Group
- receive summary reports and/or minutes of its sub-groups
- make decisions in line with that of the purpose/remit of this Group and that reserved to the Group and its members as described within the CCG SORD and SFIs.

## **3. CHAIR ARRANGEMENTS**

The Group shall be chaired by the CCGs Executive Director of Finance and Contracting. If the Chair is unable to attend a meeting they may designate an alternative Director or the Accountable Officer to act as Chair.

If the Chair is unable to chair an item of business due to a conflict of interest, another member of the Group will be asked to chair that item.

## **4. MEMBERSHIP**

Membership of the Group may be drawn from the CCG’s Governing Body membership; the CCG’s executive team; member practices of the CCG; officers of the CCG; individuals / representatives as deemed appropriate.

The Core members of the Group shall be:

- CCCG Accountable Officer
- Representative from Cheshire East ICP
- Representative from Cheshire West ICP
- CCCG Executive Director of Planning and Delivery
- CCCG Executive Director of Strategy and Partnerships
- CCCG Executive Director of Quality and Patient Experience
- CCCG Director of Governance and Corporate Development
- CCCG Executive Director of Finance and Contracting
- CCCG Joint Medical Directors x 2
- CCCG Programme Operational Lead
- Programme Support.

All members of the Group may appoint a deputy to represent them at meetings. Group members should inform the meeting Chair and the Programme Support Officer of their intention to nominate a deputy to attend/act on their behalf and any such deputy should be suitably briefed and suitably qualified (in the case of clinical members).

The Group may also request attendance by appropriate individuals to present agenda items and/or advise the Group on particular issues.

## **5. QUORACY**

A meeting of the Group is quorate if four members are present. If regular members are not able to attend they should make arrangements for a representative to attend and act on their behalf.

## **6. DECLARATIONS OF INTEREST, CONFLICTS AND POTENTIAL CONFLICTS OF INTEREST**

All members shall comply with the provisions of *Managing Conflicts of Interest: Statutory Guidance for CCGs* at all times. In accordance with the CCGs' policy on managing conflicts of interest, Group members should:

- inform the chair of any interests they hold which relate to the business of the Group
- inform the chair of any previously agreed treatment of the potential conflict / conflict of interest
- abide by the chair's ruling on the treatment of conflicts / potential conflicts of interest in relation to ongoing involvement in the work of the Group
- inform the chair of any conflicts / potential conflicts of interest in any item of business to be discussed at a meeting. This should be done in advance of the meeting wherever possible
- declare conflicts / potential conflicts of interest in any item of business to be discussed at a meeting under the standing "declaration of interest" item
- abide by the chair's decision on appropriate treatment of a conflicts / potential conflict of interest in any business to be discussed at a meeting.

## **7. DECISION MAKING AND VOTING**

Decisions should be taken in accordance with the financial delegation of the CCGs Executive Directors present and as outlined within the CCG SORD and SFIs. The Group will usually make decisions by consensus. Where this is not possible, the Chair may call a vote.

Only voting members, as identified in the “Membership” section of these terms of reference, may cast a vote.

A person attending a meeting as a named deputy of a Group member shall have the same right to vote as the Group member they are representing.

In accordance with section 6, no member (or deputy) with a conflict of interest in an item of business will be allowed to vote on that item. It is at the discretion of the Chair as to whether any member, or deputy, who has a conflict of interest, is excluded from the relevant agenda item.

Where there is a split vote, the Chair will have the casting vote.

## **8. ACCOUNTABILITY**

The Group is accountable to the CCG’s Governing Body.

## **9. REPORTING ARRANGEMENTS**

The Group will report a summary of its discussions on a monthly basis to the Governing Body. Decisions undertaken by this group will be reported to the Governing Body via the CCG Accountable Officer report.

The Programme Operational Lead will be responsible for the production of the following documents:

- an action log for each Directorate
- a decision log for each Directorate
- a risk log for this programme
- a shared internal website that stores reports, communications, decisions and information such that it can readily be accessed if required.

## **10. FREQUENCY OF MEETINGS**

The Group shall normally meet once a fortnight. When a Bank Holiday occurs the decision to meet will be made during the previous week.

Any reports that need to be brought to the attention of the Group in between these meetings will be done virtually.

## **11. SUB-GROUPS**

The Group may delegate responsibility for specific aspects of its duties to sub-groups. The terms of reference of any sub groups shall be approved by the Group.

It has been agreed that the Local COVID-19 Vaccination Steering Group will be able to make Operational decisions in the meetings of that Group.

## **12. ADMINISTRATIVE ARRANGEMENTS**

The CCG will provide appropriate resource to ensure meetings are fully supported and business is conducted efficiently and effectively. This will include Programme Support. This will be supported by the CCG Programme Management Office if required.

The Group will operate in accordance with the principles outlined in CCG’s corporate standards “Manual” (though it is noted that the operational requirements of the Group will differ from those applicable to CCG committees). This will include the following:

- retaining an appropriate record of Group decisions
- capturing and escalating risks as appropriate
- maintaining action lists and forward plans to ensure the Group operates efficient and effectively.

### **13. RESPONSIBILITIES OF MEMBERS**

As well as complying with requirements around declaring and managing potential conflicts of interest (as set out at section 6), Group members should:

- comply with the CCGs' policies on standards of business conduct which include upholding the Nolan Principles of Public Life
- attend meetings, having read all papers beforehand
- arrange an appropriate deputy to attend on their behalf, if necessary
- act as 'champions', disseminating information and good practice as appropriate
- comply with the CCG's administrative arrangements to support the Group around identifying agenda items for discussion, the submission of reports etc.

### **14. REVIEW**

The Group shall undertake a regular review of its effectiveness in delivering the purpose of this Group as outlined within its Terms of Reference (TOR).

The Group TOR shall be reviewed on a regular basis, at least annually or whenever wider changes in the COVID-19 response framework necessitate a review. Amendments to the TOR will be approved by the CCG Governing Body.

A log of any revisions made should be retained.

**Version Control:**

<b>Version</b>	<b>Date Approved</b>	<b>Description of revisions made</b>
V0.01	July 2020	Initial draft terms of reference
V0.02	18 November 2020 at CCG Covid Group	It has been agreed that the Local COVID-19 Vaccination Steering Group will be able to make operational decisions in the meetings of that Group. Regular reports will be provided by the Steering Group to the Cheshire CCG Covid 19 Group - Section 7 and 9 Reflects CCG Covid Group Structure – Section 2
V.0.03	26 May 2021	The terms of reference have been revised to reflect the agreement made by the CCG Covid Group on the 30 April 2021.  It has been agreed by the CCG Covid Group  <ol style="list-style-type: none"><li>1. To continue to meet fortnightly on a Friday with ICP Colleagues (to be reviewed by end of June)</li><li>2. In the week that meetings don't take place that Covid Group receives a report on SITREP and Vaccination Programme. To do this only on Friday</li><li>3. That the "cell structure" that was presented on 16 April is narrowed to a "key areas of focus" aligned to Planning Guidance</li><li>4. That Covid related risks continue to be reviewed at CCG Covid Group even if actions are being developed in business as usual activity</li><li>5. That an annual review of Covid Group from an EPRR perspective and review of lessons learned is undertaken in relation to GBAF context</li></ol>