

THAMES VALLEY STRATEGIC CLINICAL NETWORK STEERING GROUPS

TERMS OF REFERENCE

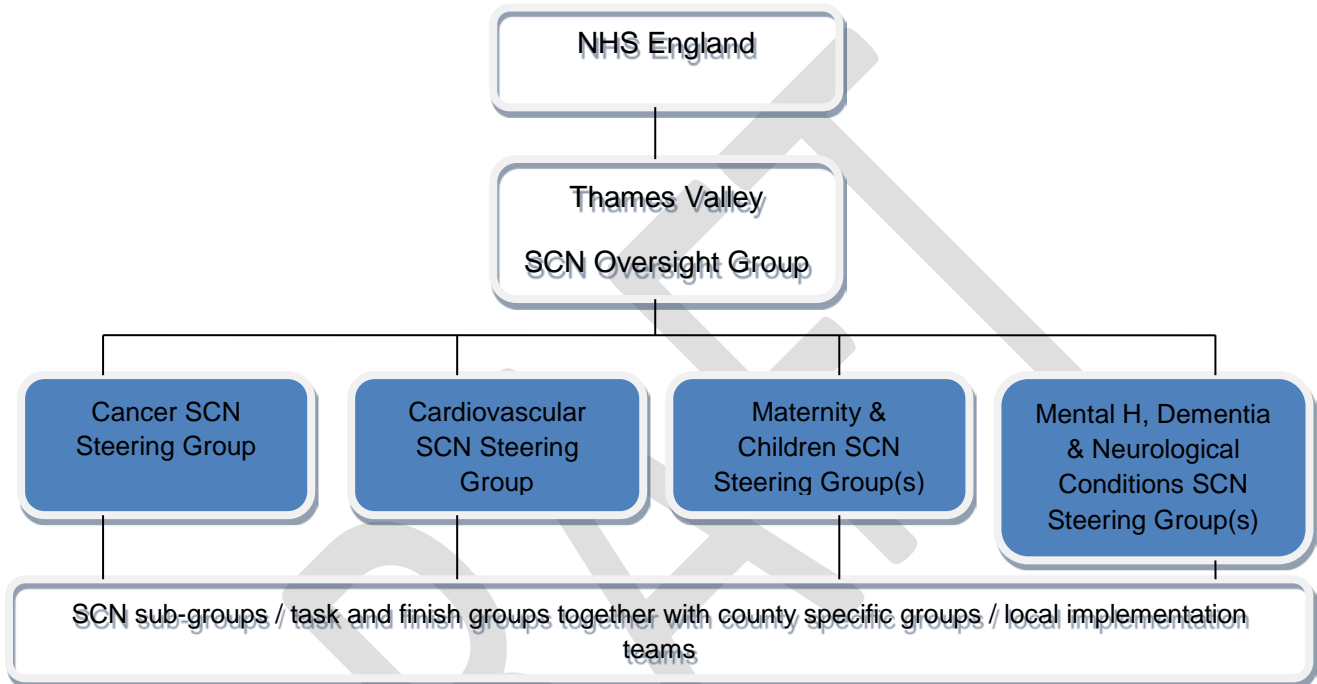
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Version Control

VERSION	AUTHOR	REASON FOR AMENDMENT	DATE
V1	Wendy McClure	1 st Draft based on National SCN Accountability & Governance paper (V 0.4) with SEC draft Steering Group TOR	10.05.13
V2	WMc	Consultation with Senior management team	23.05.13
V3	Monique Audifferen	Discussion with SCN Clinical Director	10/10/2013
V4	Monique Audifferen	Steering Group Recommendations	17/10/2013

1. PURPOSE

The Thames Valley Cancer Clinical Steering Group will provide clinical leadership and advice to support an integrated approach to achieve real change in quality and outcomes of care for patients. It will facilitate the bringing together of clinicians, professionals and organisations, with the patient's voice, to deliver programmes of continuous quality improvements encompassing whole pathways of care (from prevention through to end of life care). It will have day-to-day responsibility for the strategic and operational development and delivery of cancer



2. MAIN FUNCTIONS

The Cancer Clinical Steering Group will

- Develop and evolve the SCN in line with national policy and the needs of the constituent organisations, ensuring that clinical engagement and influence and the patient's voice are at the heart of SCN activities.
- Oversee and lead the development and delivery of the SCN's annual work programme across all Domains to improve quality, productivity and outcomes, ensuring it is in line with national and local priorities. The work-plan and associated resource plan will be submitted to the Thames Valley SCN Oversight Group for approval
- Promote the development and delivery of best practice, evidenced based care, with an emphasis on equitable, consistent high quality service provision and a seamless transition in care across the whole patient pathway.
- Provide support, advice and recommendations to NHS commissioners and providers of NHS services, including information from horizon scanning, to

support the development, delivery and assurance of safe clinically and cost effective whole pathways of care. Advice and recommendations will be both proactive and reactive and costed where possible.

- Endorse relevant national clinical guidelines, policies and procedures for recommended use across the Thames Valley.
- Ensure a co-ordinated approach to stakeholder engagement in the improvement agenda for the prescribed SCN conditions and publish the performance standards and clinical outcomes for the prescribed conditions.
- Ensure that the SCN identifies a mechanism to determine when its work is complete and identifies appropriate handover arrangements
- Implement systematic risk management processes to identify, assess, manage and escalate risks associated with the delivery of the quality improvement programmes and report, quarterly, to the Thames valley Oversight Group using the template in *Annex B*

3. MEMBERSHIP

It is expected that core membership of the SCN Steering Group will comprise:

- SCN Clinical Director
- SCN Network Manager
- SCN Quality Improvement Lead
- CCG Leads
- Provider representation
- Patient / Patient Organisation Representation
- AHSN representation (if shared work programme)
- Third sector representation
- Public Health
- Specialist Commissioning
- Research Network
- Local Authority

Other members of the Cancer SCN Steering Group will be for local determination. Representatives and/or clinical experts will be invited based on subject matter to be discussed.

3.1 Chairing Meetings

The SCN Steering Group meetings will be chaired by the Clinical Director

3.2 Quorum

SCN Steering Group meetings will be quorate when the Clinical Director, one Clinical Lead, one CCG lead and at least half of the core members are present.

3.3 Frequency of Meetings

The SCN Steering Group will meet quarterly

3.4 Named Substitutes

There may be occasions when members need to nominate a substitute from their organisation or their directorate to attend on their behalf. Such substitutes should be notified to the secretary prior to the start of the meeting. Substitutes will have full voting rights

3.5 Declarations of Interests

Objectivity and neutrality will be essential and if any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, the member must declare that interest as early as possible and shall not participate in the discussions. The Chair will have the authority to request that the member should withdraw until the item under discussion has been concluded.

4. URGENT MATTERS BETWEEN MEETINGS

In the event of an urgent matter arising between meetings that cannot wait for resolution until the next scheduled meeting, the Chair, in consultation with the Associate Director will convene a real or virtual meeting with at least 2 other Steering Group members to take such action as may be necessary. Such decisions will be reported to the next scheduled meeting of the SCN Steering Group.

5. AUTHORITY

The SCN Steering Group is a non-statutory organisation and will support statutory commissioning bodies through an effective communication and engagement strategy.

Each SCN Steering Group will have delegated authority from the Thames Valley Oversight Group for agreed decision making responsibilities. Each SCN Steering Group will determine which sub-groups / task and finish groups together with county specific groups / local implementation teams are required to deliver the SCN's annual work plan.

6. REPORTING ARRANGEMENTS

The SCN Steering Group is accountable to the Thames Valley SCN Oversight Group.

It is expected that the minutes of the SCN Steering Group will be shared with the Thames Valley Oversight Group as a minimum and with SCN stakeholder organisations as part of the agreed SCN communications strategy.

7. REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed annually or sooner if required.