

BCU/WAST Commissioning group Terms of Reference

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.

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>