Annex 5

Task & Finish Group

Terms of Reference (ToR)

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| **Background:**  |
| **Membership:** **NHS England****ICB** **CQC:** In addition the Group may co-opt members with specific knowledge when reviewing evidence submitted.  |
| **Strategic Aim:** The overarching aim of the group is to identify what concerns, if any, there are with regards the practice and to progress resolution of these to provide assurance to the ICB and NHS England that the practice is operating safely and effectively in the delivery of its contract.**Initially this will be achieved through:*** Initiating an investigation into areas of concern both in relation to the standards of care in the practice and the overall governance arrangements within the practice.
* Identifying areas of concern and agreeing appropriate action following this.
* Recommending the issuing contractual breach and or remedial notices should they be required.
* Supporting the Practice to deliver on the action plan

It may be that the T&FG continues with the following objectives and actions, depending upon what is identified from the initial investigation.* Gaining assurance that there is high level oversight of the action plan internally at the practice
* Provide appropriate supportive challenge to the practice in relation to how the action plan is being executed and monitored along with the timeliness of the actions being undertaken
* Receiving and evaluating audits reports, policies, and meeting minutes etc. for evidence of improvement which is sustained and agreeing further action, if and when required
* Agreeing the closure of actions / areas of concern.
* Providing Feedback to the practice following each meeting and confirming the outcome in writing
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| **Quoracy:** There should be minimum of two representatives of each organisation at each meeting from the following organisations: * ICB
* NHS England

All attendees must have the decision making authority for their Organisation |
| **Meeting Schedule/Timescale:** The Task & Finish Group will meet every 2 weeks for a period of 2 months. |
| **Governance Arrangements:** The Task and Finish group will report to: |