



**SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST**

**EXECUTIVE SUMMARY**

**BOARD OF DIRECTORS**

**HELD ON WEDNESDAY 20 JULY 2016**

<b>Subject:</b>	Waiting Times Performance Overview Group – Terms of Reference
<b>Supporting TEG Member:</b>	Kirsten Major
<b>Authors:</b>	Kirsten Major
<b>Status<sup>1</sup></b>	A

**PURPOSE OF THE REPORT:**

To note the revised attached Terms of Reference (ToR) for the Waiting Times Performance Overview Group (WTPOG).

**KEY POINTS:**

The Waiting Times Task and Finish Group has been running for over two years, and it was agreed via the Board of Directors that the ToR should be reviewed in order to establish this group more permanently in the organisation’s regular mechanisms for reporting and review. The purpose of the group is to oversee the organisation’s and directorates’ performance against the three 18 week Referral-to-Treatment (RTT) targets and the national diagnostic target and provide the Board of Directors with assurance.

**IMPLICATIONS<sup>2</sup>:**

<b>AIM OF THE STHFT CORPORATE STRATEGY 2012-2017</b>		<b>TICK AS APPROPRIATE</b>
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	✓
5	Deliver Excellent Research, Education & Innovation	

**RECOMMENDATION(S):**

The Board of Directors is asked to **NOTE** the revised Waiting Times Performance Overview Group ToR.

**APPROVAL PROCESS:**

<b>Meeting</b>	<b>Date</b>	<b>Approved Y/N</b>
TEG	06.07.2016	Y
Board of Directors	20.07.2016	

<sup>1</sup> Status: A = Approval  
A\* = Approval & Requiring Board Approval  
D = Debate  
N = Note

<sup>2</sup> Against the five aims of the STHFT Corporate Strategy 2012-2017



## TERMS OF REFERENCE WAITING TIMES PERFORMANCE OVERVIEW GROUP

### 1. PURPOSE

- To oversee the performance of the organisations and directorates against the three 18 week Referral-to-Treatment (RTT) targets and the national diagnostic target and provide the Board of Directors with assurance.

### 2. DUTIES/RESPONSIBILITIES

- To receive and request regular analyses of the performance of the organisation and individual specialties and Directorates against the three 18 week RTT targets and the national diagnostic target.
- To monitor achievement of the access targets.
- To receive and test plans and remedial actions where required.
- To monitor the progress of remedial actions and their effectiveness and recommend any further action required.
- To ensure that the whole organisation is fully engaged in the improvement process required.
- To provide regular reports to the Finance, Performance and Workforce sub-committee of the Board of Directors, and where necessary to the Board of Directors.
- To provide updates to Operational Management Board, Clinical Management Board and the Trust Executive Group as necessary or required.
- To oversee communications with Clinical Commissioning Groups and NHS Improvement seeking assurance on the Trust's performance against RTT and diagnostic waits targets.
- To ensure the Trust's Access Policy is reviewed regularly and remains compliant with relevant guidance and requirements. Oversee consultation and engagement activities associated with any changes to the policy and subsequent approval requirements.
- To undertake a regular review of strategic risks associated with performance against RTT and diagnostic targets, escalate as necessary to the Trust Executive Group and Board of Directors.

### 3. ACCOUNTABLE TO

- Board of Directors through the Finance, Performance and Workforce Committee.

**4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)**

- Report of each meeting to be presented to the Finance, Performance and Workforce Committee by the Director of Strategy and Operations through submission of action notes and risk register.
- An update of progress to be included in the Finance, Performance and Workforce Committee's report to the Board of Directors and the Integrated Performance Report.
- Circulation of action notes to Operational Management Board.

**5. MEMBERSHIP**

➤ Members

<b>NAME</b>	<b>DESIGNATION</b>	
Annette Laban	Non-Executive Director	Chair
Kirsten Major	Director of Strategy & Operations	Lead officer
Michael Harper	Chief Operating Officer	
Balbir Bhogal	Performance & Information Director	
Annette Peck	Head of Information	
Operations Director or Deputy Operations Director or Service Manager from each Care Group		

The agenda will be themed around Clinical Directorates six months in advance and Clinical Directors will be asked to attend for these agenda slots.

**6. QUORUM**

- The Chair and seven other members, including at least three Operations Directors.

**7. MEETING FREQUENCY AND PROCEDURES (MINIMUM IF APPLICABLE)**

- As required but not less than monthly

**8. DATE TERMS OF REFERENCE WERE LAST APPROVED**

- June 2016

**9. REVIEW DATE**

- July 2017

**10. PROCESS FOR REVIEWING EFFECTIVENESS**

- Through regular reports

**11. REPORTING STRUCTURE**

- Finance, Performance and Workforce Committee
- Board of Directors