

Draft Terms of Reference for the Strategic Collaborative for Palliative and End of Life Care in Cheshire (SCC) – August 2020

Vision and Overall Purpose

To drive a collaborative approach to enable and support personalised palliative and end of life care for people in Cheshire.

Values and Behaviours

We recognise that the most effective way to improve people's experience of palliative and end of life care is through collaboration, co-operation and partnership.

We will work together to improve the experience for everyone and we have agreed to share our knowledge, learning, challenges and vulnerabilities. The following values and behaviours have been created and agreed by all SCC members:

- working together and not undermining each other
- working with integrity and to the highest professional standards
- behaving well, especially when things go wrong
- engaging in honest and open discussion
- upholding decisions made by the SCC
- taking a person-centered approach to their work and activity
- supporting the delivery of the agreed priorities and high-level outcome

SCC members agree that the above principles must override individual or organisational self-interest unless statutory or regulatory requirements preclude this.

Responsibilities and Actions of Members

- Leadership of and commitment to setting and achieving objectives and agreed priorities set out in the Palliative and End of Life Care Collaborative Plan
- Measure and monitor priority areas set out in the Collaborative Plan and identify and respond to potential risks
- Take responsibility for feeding into and maintaining the dashboard related to the priority areas in the Collaborative Plan
- Attend and actively participate in SCC meetings and working groups
- Take responsibility to strategically influence key groups and networks in own organisations and also within and outside Cheshire
- Make recommendations to stakeholder commissioners, provider boards and Trustee Boards on the outcomes and priorities within the Palliative and End of Life Care Collaborative Plan
- Review terms of reference/ guiding principles annually

Communication and Decision Making

Decisions will be reached by majority or consensus as per membership in attendance. Email can be used to share information and make decisions outside of regular meeting times as necessary, at the discretion of the Chair. The Chair will be the CEO of EoLP and a Deputy Chair, who will be elected by the group, will fulfil the following functions:

- Schedule regular and special-purpose meetings
- Develop and circulate agendas and relevant documents
- Facilitate meetings to enable critical and constructive debate and contribution from all members
- Follow up priorities and communicate recommendations to all parties

Notes and actions will be taken as a record of the meeting and circulated via a quarterly newsletter to the group within 3 weeks of a meeting taking place.

All relevant papers will be circulated to the members at least one week prior to each meeting, whenever possible.

Administrative and Project Management support will be provided by EoLP.

Frequency of Meetings

The SCC will meet on a quarterly basis. The meetings will be booked for a 2-hour slot.

Quorum

A meeting will be quorate if there is a minimum of 6 partner organisations being present.

Membership

Membership will include senior, and/or strategic representatives from the following organisations. Designated deputies may attend if required:

- Central Cheshire Integrated Care Partnership
- Cheshire and Merseyside Health and Care Partnership
- Cheshire Clinical Commissioning Group
- Cheshire East Council
- Cheshire East Integrated Care Partnership
- Cheshire West and Chester Council
- Cheshire West Integrated Care Partnership
- Cheshire and Wirral Partnership (CWP)
- Countess of Chester Hospital NHS Foundation Trust
- Crossroads Together
- East Cheshire Care Communities Strategic Development Group
- East Cheshire Hospice

- East Cheshire NHS Trust
- East Cheshire Palliative & End of Life Care Steering Group
- Greater Manchester and East Cheshire Strategic Clinical Network
- Hospice of the Good Shepherd
- Macmillan Cancer Support
- Marie Curie
- Mid Cheshire Hospitals NHS Foundation Trust
- North West Coast Strategic Network
- Primary Care Networks
- St Luke's (Cheshire) Hospice
- The End of Life Partnership
- West Cheshire Care Communities Strategic Development Group
- West Cheshire Palliative and End of Life Care Steering Group
- Lay representatives

Membership will be reviewed every 12 months.

Palliative and End of Life Care in Cheshire: Governance and Reporting Structures

The Chairs of the East and West ICP Palliative and End of Life Groups will have a standing agenda item at each SCC meeting.

The SCC will feed into the West and East ICP Groups with any relevant items including those for escalation (TBC)

Annual updates from SCC to Health and Wellbeing Boards in East and West Cheshire (TBC)

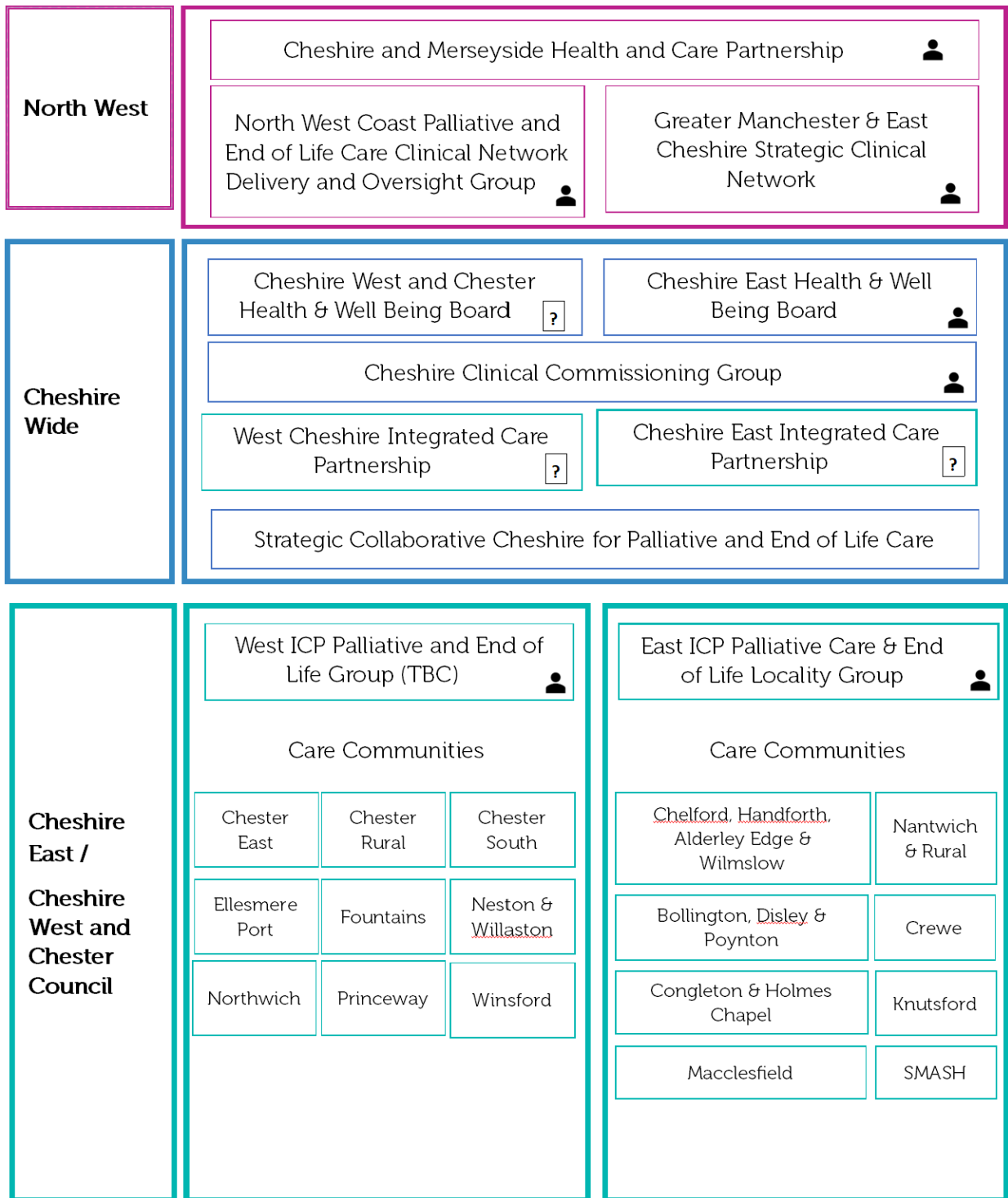
The SCC will feed into the CCG executive team via the Thriving and Prevention Programme (TBC)


The SCC will feed into the Cheshire and Merseyside Delivery and Oversight Group for Palliative and End of Life Care. The Delivery and Oversight Group feeds into the Cheshire and Merseyside Health and Care Partnership Programme Board.

The SCC will feed into the Greater Manchester and East Cheshire Strategic Clinical Network.

The SCC has representatives from each of the above groups who will then report directly into the SCC.

Please see diagram below.



 = SCC represented at this group by SCC member

 = SCC representation TBC