



## Terms of Reference End of Life and Palliative Care Commissioning Executive

### Membership

Name	Organisation	Title
Sandra Rote (Chair)	NHS Worcestershire	Director of Clinical Development and Lead executive Nurse
Simon Hairsnape (Vice Chair)	NHS Worcestershire	Director of Delivery
Kathryn Downton	Worcestershire County Council	Head of Health and Social care (older people and physical disability, adult and community services)
Ian Douglas	Worcestershire PCT	Clinical Champion specialist Palliative care.  Consultant in palliative medicine
Felix Blaine	Spring Gardens Medical Centre	G.P primary care clinical champion for end of life and palliative care
Stuart Bourne	NHS Worcestershire	Public Health Consultant  Assistant Director of Public Health
Rod Cambell	Worcestershire County Council/NHS Worcestershire	Joint Commissioning Unit
Voluntary Sector Representative	WIC/WAVOCC	To be nominated

Name	Organisation	Title
Debbie Westwood	NHS Worcestershire	Programme lead end of life and palliative care  Project lead for Marie Curie Delivering Choice Programme
Peter Hopkins	NHS Worcestershire	Commissioning Manager
Mike Harris	NHS Worcestershire	Commissioning Accountant

**In Attendance:**

Attendance by any others should be agreed in advance by the chair of the Committee.

## Meetings

The committee should meet at key milestones in the Marie Curie Delivering choices project and no less than twice a year. Minutes of all meetings will be kept and distributed to all members.

## Quorum

The meetings will be deemed quorate if 3 or more members are present inclusive of the chair or Vice chair.

## Role of the committee

1. To oversee the development and implementation of a commissioning strategy for End of Life care in Worcestershire.
2. To assume responsibility for the delivery of World Class Commissioning outcomes related to end of life care.
3. To review and approve recommendations and proposals from the Worcestershire end of life and palliative care network in relation to the Marie Curie delivering choices programme. No project proposals that have significant financial or workforce implications will be implemented without the approval of the End of life and palliative care commissioning executive.
4. To oversee and performance manage the work plan of the Marie Curie Delivering choices programme.
5. To ensure appropriate allocation of resources and development money available.
6. Monitor the outputs of the Worcestershire End of Life and Palliative Care Network and end of life project team to ensure projects are delivered to agreed timescales.

## Reporting and sharing of information

1. The programme lead, will prepare reports to the End of Life Commissioning Executive as requested using the highlight report template.
2. The programme lead will be responsible for updating the members at more frequent intervals during the period between official meetings.
3. The end of life commissioning executive will receive recommendations and proposals from the Worcestershire end of Life and palliative Care Network and will communicate its decisions back to this group in a timely fashion.
4. The project team and project committees will have access to detailed organisational information from partner organisations. In order to respect and protect that information, unless there is a clear reason, it should not be shared with those outside the project committees. Project reports should not be distributed outside members of the project committee, unless there is a clear reason.
5. The End of Life Commissioning Executive will report to the Clinical Senate when requested to do so.
6. The end of life commissioning executive will report to the Commissioning Executive when appropriate.