

TERMS OF REFERENCE
Croydon CCG – Joint Impact Assessment Panel

Version	Changes	Date
1	Initial draft	August 2017
1.1	Amended Membership, Frequency and Accountability sections. Added Standard Operating Procedure (SOP)	February 2018
1.2	Added updated links to new templates (DPIA)	May 2018

Croydon Clinical Commissioning Group wishes to formalise the process for assessing and reviewing all impact assessment submissions, in relation to current and future QIPP CCG projects or programmes, by implementing a **Croydon CCG - Joint Impact Assessment Panel (JIAP)**.

This Terms of Reference (ToR) sets out the framework for the Croydon JIAP’s implementation.

Purpose

a) The proposed **Joint Impact Assessment Panel’s (JIAP) overarching remit** is to:

- Provide a reliable and consistent approach for assessing current and future impact assessment submissions in relation to QIPP CCG programmes, initiatives or projects across *Quality, Equality, and Data Protection Impact Assessments*; in addition to ensuring Patient and Public engagement;
- Provide a consistent and formalised process for conducting reviews of all submitted impact assessment paperwork, relevant evidence and/or associated reporting;
- Provide a resource efficient and robust process, that supports Croydon CCG’s statutory, governance and quality commitments; and
- Provides for a wide and inclusive participation platform for Panel membership and assessment decision making.

b) The specific aims of the JIAP shall be to:

- Provide reliable and robust impact assessment tracker, evidence of reviews and assessments conducted by programme and project leads;
- Provide impact assessment scoring/prioritisation framework for projects/programmes;
- Make recommendations and/or escalate impact assessment submissions as appropriate;
- Conduct appropriate cyclical reviews of previously submitted impact assessments to take account of any statutory, organisational and/or any identified changes that materially affect the original intent or outcome of the original assessment;
- Provide verifiable impact assessment evidence to Croydon CCG QIPP Operational Board (QOB) and Croydon CCG Quality Committee, as required;
- Provide or support the provision of appropriate information/evidence as required for any formal statutory or external public request (e.g. FOI’s or Reviews);
- Produce any appropriate impact assessment reporting (i.e. monthly, quarterly and annual (tbc)).

Membership

Membership and attendance of the JIAP will include (but not exclusively limited to):

- | | |
|---|--------------|
| 1. Associate Director of Quality and Governance | Chair |
| 2. Head of Comms & Engagement | Deputy Chair |
| 3. CCG Head of Quality | |
| 4. CCG Equality Lead | |
| 5. CCG Information Governance Compliance Lead | |
| 6. Project Management Office | |
| 7. Public Engagement/Communications Leads | |
| 8. Administration/Business Support | Secretary |

Reporting

The JIAP will maintain a decisions log and report to QOB, as required.

Frequency

JIAP meetings should be held weekly for 1hr and 30 mins. However, at the discretion of the chair, the frequency can be increased/decreased depending on the needs of the organisation. JIAP scheduling will be subject to reviews. Finalised versions of assessments need to be approved and submitted to the PMO administrator 5 working days prior to JIAP meetings.

Ownership and Responsibility

The **Quality and Governance Directorate** will have overarching responsibility for administering the JIAP process to include:

1. Invitations/Action Log/notes arising from JIAP meetings
2. Agenda items and distribution of papers (i.e. impact assessment submission/reviews)
3. Recording JIAP submission recommendations/decisions on the Quality - Impact Assessment Tracker
4. Ensuring any escalations, decisions arising, or recommendations made are carried out as agreed with the Panel
5. Corporate Administration will support the meeting.

Process Map

The process for conducting a typical impact assessment can be found at Appendix 1. This contains the agreed timeframe by which each step will be completed.

Accountability

The Associate Director of Quality and Governance will have responsibility for reporting to the **QIPP Operational Board (QOB)** on an operational level, such as progress/proportion of projects sign off. In addition to this, JIAP will escalate significant quality issues to **Croydon CCG Quality Committee**. The frequency of this reporting will be mutually agreed.

Review

The JIAP ToR will be subject to an annual review. This does not preclude an earlier review as necessary and agreed by the Chair.

Finalised versions of assessments need to be approved and submitted to the PMO administrator 5 working days prior to JIAP meetings.

Working methods / ways of working

The JIAP will adopt the following ways of working:

- A shared learning approach – highlighting to appropriate CCG audiences any learning themes or issues in relation to impact assessment process;
- Have the authority to Initiate or convene as appropriate, any sub-group or work-group to monitor or consider a specific impact assessment for reporting back to the JIAP with any findings; and
- Utilise approved impact assessment paperwork or templates and ensure guidance is consistent.
- See Appendix 2 for links to *Equality Impact Assessment* and *Privacy Impact Assessment* guidance.
- See Appendix 3 for links to *all impact assessments*.

Information Exchange

A designated **Impact Assessment Folder** will be set up to hold all JIPA papers (meeting records, agendas, recommendations and escalations etc.). This will be accessible only to CCCG staff. This folder will be maintained by the CCCG Quality and Governance Directorate). This folder can be found at:

[T:\Localities\Project_Management_Office\1718\20 Governance\IA Folder](T:\Localities\Project_Management_Office\1718\20_Governance\IA_Folder)

Confidentiality and Security

All JIAP members will abide by existing statutory commitments and NHS/CCCG requirements regarding confidentiality, disclosure and information security procedures.

Definitions

JIAP – Joint Impact Assessment Panel

FOI – Freedom of Information

TOR – Terms of Reference

ODL – Operational Delivery Lead

Appendix 1

Joint Impact Assessment Process

Stage 1

- Concept, idea, change, project or programme developed or initiated by ODL/owner
- ODL/owner considers and completes **Service Change Checklist** and forwards to **Croydon CCG Communications and Engagement team** for *possible* wider user/community engagement or consultation (**PMO Step 6**)
- **Gateway:** Initial approval required from JIAP and QOB to proceed to project development

Stage 2

- ODL works with relevant Impact Assessment leads to complete all Impact Assessment.
- Impact Assessment Leads to respond **within 5 working days** to email queries, providing guidance/advice where needed
- Impact Assessment Leads will endeavour to arrange to meet with ODLs **within 5 working days** of a request - subject to annual leave and availability
- ODL and Impact Assessment Lead to agree final version **within 6 weeks of initial review**
- ODL to share **final version impact assessments** with the JIAP administrator **5 working days** prior to the JIAP meeting

Stage 3

- JIAP reviews paperwork prior to meeting
- ODL presents full QIA, EIA, DPIA and PPI to JIAP
- **Gateway:** JIAP approves IA forms or makes recommendations (**PMO Step 19**)
- JIAP escalates to **QOB or CCG Quality Committee** (if required)
- JIAP Decision log updated and shared with Project Management Office
- All documentation to be saved in individual project folders on Aspyre

Appendix 2

- a) Link to **Equality Impact and Assessment guidance:**
<..\05 EIA Record\EA Quick Reference Guide v2.docx>

- b) Link to **Impact assessment TEMPLATES:**
T:\Localities\Project_Management_Office\1819\JIAP

Appendix 3

- a) Link to **Service Test Change forms, completed example and NHS guidance:**
T:\Localities\Project_Management_Office\1819\JIAP
<..\Guidance\Comms and Engagement\Level of Service Change Checklist - Foxley Lane Sep 2016 V0 1.docx>
<..\Guidance\patient-and-public-participation-guidance.pdf>