# CQC Readiness Task and Finish Group

# Terms of Reference (TOR)

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| **Version:** | **Owner:** | **Created:** |
| 1.0 | Sarah Pearce (Governance Manager) | 25/04/2024 |
| **Published:** | **Approving Director:** | **Next Review** |
| 26/04/2024 | Rhy Hancock (Director of Nursing, Allied Health Professionals and Governance) | 26/04/2026 |

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## Purpose

The Care Quality Commission (CQC) have changed the way they inspect services; a new single assessment framework has been launched. The new framework sets out new evidence categories and new quality statements which replace existing key lines of enquires. The aim is to make assessments and scoring simpler.

In response to changes made by the CQC, this group has been convened to assess services against the new evidence categories and quality statements to assure we have adequate evidence available and to identify any gaps.

## Responsibilities

The group will seek to do the following, over the coming months:

* Receive and understand the six new evidence categories introduction by CQC
* Receive and understand the new quality statements
* Complete CQC readiness tool
* Complete a self-assessment tool
* Identify a set of improvement actions / recommendations based on scores.
* Make recommendations to the Quality Board.
* Identify route of assurance reporting to the Quality Board (eg, from quality group / practice managers)

## Co-owners Council Engagement

The CQC Readiness Task and Finish Group (CQCTFG) will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Board will be comprised of:

* BrisDoc CQC Nominated Individual
* IUC CQC Registered Manager
* BMC CQC Registered Manager
* CKMP CQC Registered Manager
* Homeless Health Service CQC Registered Manager
* Governance Manager (Chair)
* Head of People

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the co-owners’ council if required or is requested by the council.

## Frequency

The CQCTFG will meet on a monthly basis. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of three Registered Managers or two Registered Managers and the Nominated Individual to be present for a decision to be made.

## Reporting and Accountability

The CQCTFG will report assurance to the Monthly Quality Board.

## Review

The TOR for the CQCTFG will be reviewed annually.

### Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| 1.0 | 25/04/2024 | Sarah Pearce | New document created. |
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## Agenda Template

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| **Number** | **Item** | **Presenter** |
| 1 | Introductions, Apologies & Conflicts of Interest | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Agenda will vary, update on project | Chair |
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