

**HEALTH, SOCIAL CARE AND EARLY YEARS GROUP
INTEGRATED QUALITY, PLANNING AND DELIVERY
MEETINGS - NJCC**

TERMS OF REFERENCE

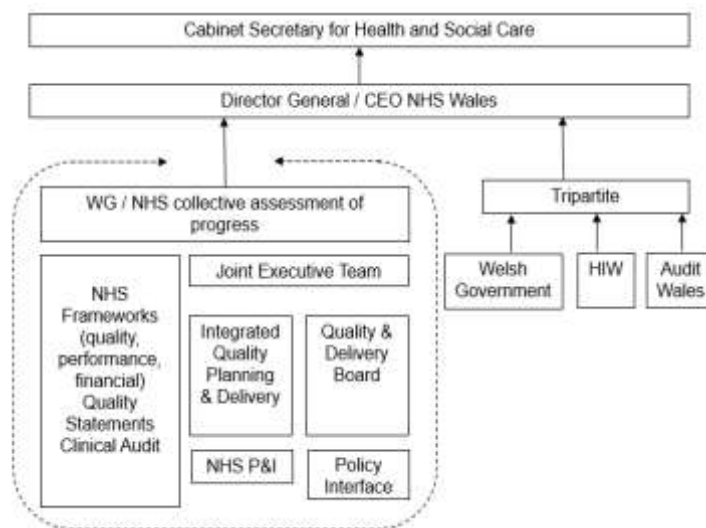
April 2025



Llywodraeth Cymru
Welsh Government

Background

1. The Health, Social Care and Early Years Group (HSCEY) within the Welsh Government leads on the oversight of NHS Wales organisations with support from the NHS Wales Executive as follows:



Role and Purpose

4. The Integrated Quality Planning and Delivery (IQPD) meetings are part of the suite of governance meetings and activity by Welsh Government in relation to monitoring and oversight of NHS Wales.
5. The purpose of the IQPD meetings is to ensure through written evidence, together with softer intelligence gathered during the meetings, that Welsh Government and the NHS Performance and Improvement (NHSP&I) have a holistic picture of the organisation at any given point in time.
6. These meetings will enable colleagues from across HSCEY and the NHS P&I to engage on a regular basis with the NHS organisations in Wales to discuss, challenge and assess their ability to deliver services within the policy guidance and statutory obligations set by Welsh Government.
7. The meetings will seek to cover a range of disciplines, quality services, patient experience, and outcomes, planning and commissioning of services, workforce, and finance. This list is not exhaustive and the agendas for reviews will vary, either taking a thematic approach (to enable a greater depth of discussion on certain topics) or to cover urgent and immediate issues.
8. The meetings will be used to assess performance, consider the overall quality and safety of the services commissioned by the NJCC and to undertake deep dives on specific topics.

9. A Quality and Delivery Board (QDB) meeting will be held monthly and will identify current issues facing HSCEY and NHS Wales over the forthcoming month/quarter. These will inform the IQPD agendas.

Membership

10. Attendance at the IQPD will include members from the Welsh Government's Health, Social Care and Early Years Group, the NHS P&I and the appropriate representation from the NHS organisation.
11. The meetings will be chaired by either the Deputy Chief Executive of NHS Wales, or their nominated representative.
12. Members of the IQPD meeting will consist of the following:
- Welsh Government planning and performance, finance, workforce, quality and appropriate policy leads to cover agreed agenda items.
 - Leads representatives from NHS organisation i.e. Directors or their nominated representatives
 - NHS P&I and other partner organisation representatives as required – flexibility against the agenda items will determine attendance.

Meetings

13. IQPD meetings are scheduled quarterly and will be via Microsoft Teams. The duration of meetings will generally not exceed two hours.
14. The agenda will be circulated at least two weeks prior to the meetings. Papers will be inserted into the calendar invite before the meeting and circulated to the group via e-mail.
15. NHS organisations are asked to provide slides five days in advance of the meetings.
16. Secretariat will be provided by Welsh Government.

Reporting Arrangements

17. Following the meeting, minutes and actions will be circulated within approximately 10 working days following the meeting. Key issues may be escalated to the QDB as appropriate.

Review

18. These terms of reference will be reviewed every two years.

Version	Created/Updated:	Created/Updated by:	Changes	Approved by
1.0	17 April 2025	Caroline Lewis	n/a	
1.1	25 July 2025	Caroline Lewis	Updated to reflect changes to NHP&I	
1.2	18 August	Gareth Evans	Updated to reflect comments from 1 st meeting	