

**The London Sexual Health Programme (LSHP)**  
*Development of Proposed Tariff/s for Sexual Health in London*

**Steering Group**  
**Terms of Reference**

<b>Summary:</b>
The London Sexual Health Commissioning Board endorsed the establishment of a Steering group to oversee the delivery of London Sexual Health tariffs at its meeting on 16 November 2009. This is the work endorsed as a DH PbR development site for integrated sexual health tariff development and also by the London Commissioning Group. The PCTs 2010-11 commissioning intentions also supports this work
<b>Action required:</b>
The Steering Group is to agree and sign off these Terms of Reference
<b>Lead:</b>
Simon Williams, London Specialised Commissioning Group
<b>Written by:</b>
Steering Group
<b>Performance Management</b> (which national/local targets does this report affect)
National target: 48 hour access
<b>Governance and Legality Checks</b> (which statutory responsibilities does this report affect)
<b>Health Inequalities</b> (how does this report support the reduction of health inequalities in NWL)
N/A
<b>Patient and Public Involvement</b> (summary of any patient and public involvement in the issues this report covers)
N/A
<b>Race Equality</b>
N/A

**Steering Group  
Terms of Reference**

Title:	The London Sexual Health Programme (LSHP): Development of Proposed Tariff/s for Sexual Health in London
Date approved, approving body:	08-Apr-10 by the LSHP Tariff Steering Group The ToRs will be reviewed in Dec-10 if appropriate
Project Overview:	The overall aim of the project is to a) improve access to contraceptive services and STI screening and treatment and b) improve the population's sexual health through the development of SRH, STI and integrated tariffs/currencies for London that are setting independent and can be used in both community and acute settings across London. The goal is to have them validated, road tested and shadowed for implementation by April 2011. Commissioners can then use them across all SRH and GUM services both in community and acute settings. The proposed currencies/tariffs will aim to incorporate the core principles of patient safety, service quality, sustainability, cost-effectiveness, patient choice and open access. They are being developed so as not to destabilise open access SRH or GUM services.
Membership:	<p>The Steering Group will consist of the following:</p> <ul style="list-style-type: none"> <li>• Chair: Simon Williams</li> <li>• Secretariat: London Sexual Health Programme Director (Hong Tan) and Project Manager (Simon Mercer)</li> <li>• Working Group Chairs: Simon Barton, Chris Wilkinson, Hong Tan</li> <li>• Clinical advisors for the London Sexual Health Programme: as above, Simon Barton and Chris Wilkinson</li> <li>• Lead Commissioners: (North &amp; South) Rose Echlin, Nancy Padwick</li> <li>• SACU representatives: (North &amp; South)</li> <li>• DH: Ade</li> <li>• FSHR: Christine Robinson</li> <li>• BASHH: Danielle Mercey</li> <li>• Provider representative (integrated): Julie Glyn-Jones</li> <li>• IT Working Group Chair: David Harkness</li> <li>• Tariff development support representatives from Pathway Analytics: Vikki Pearce, Bella Grant (no vote, facilitators)</li> </ul> <p>To have input from an 'informal' IT Working Group Chaired by David Harkness, supported by Charles Hewitt</p>
Quorum (for decision-making):	The Steering Group seeks to include all members in decision making at all times –but ultimately a quorum requires 75% of the membership to agree. In the event that a member is not present when a decision is required the chair will write out to the absent member(s) clarifying the likely impact/ change and giving a minimum two week turnaround period for comments. If no comments are received within 2 weeks, it will be assumed that the member agrees with the decision of the group.
Frequency of Meetings:	Monthly (or as agreed by the majority of members at meeting) Notice of meetings
Attendance at meetings:	Members should attend meetings wherever possible, provide written comments on papers if unable to attend, or may send a substitute.
Remit:	The London Sexual Health Commissioning Board endorsed the establishment

	<p>of a Steering group to oversee the delivery of London Sexual Health tariffs. This is the work endorsed as a DH PbR project for integrated sexual health tariff development and also by the London Commissioning Group. The PCTs 2010-11 commissioning intentions also supports this work.</p> <p>The Steering Group will make the recommendation on the final Phase 2 pricing proposals representing 'safe care' to present to the LSH Commissioning Board based on the Working Groups' recommendations. These Phase 2 pricing proposals will form the basis of the tariff/s to be rolled out across London.</p>
<p>Timelines:</p>	<p>The Steering Group aims to deliver the following milestones:</p> <ul style="list-style-type: none"> <li>• Road test the community SRH/ integrated tariff proposals by end of May-10</li> <li>• Road test the GUM tariff proposals by end of Jun-10</li> <li>• 1<sup>st</sup> impact assessment by end of May-10, 2<sup>nd</sup> impact assessment by end of Jun-10</li> <li>• Impact assessments will inform commissioning intentions, by Oct-10</li> <li>• Set-up for shadow by mid-10</li> <li>• Implementation is aimed for April 2011-12</li> </ul> <p>It is acknowledged by the Steering Group that these timelines may need some flexibility.</p>
<p>Duties – Responsibilities:</p>	<ul style="list-style-type: none"> <li>• Oversee the work plans of the workstreams</li> <li>• Consider options from the workstreams and make recommendations on the work to the London Sexual Health Commissioning Board to forward to PCT CEs as appropriate.</li> <li>• Provide support to the sub-groups to ensure delivery of the work</li> <li>• Ensure appropriate membership of the SG and WGs</li> </ul>
<p>Accountability:</p>	<p>The Steering Group is responsible and accountable to the London Sexual Health Commissioning Board.</p>
<p>Governance:</p>	<p>The Steering group reports to the London Sexual Health Commissioning Board. This is a commissioning-led group and decisions will take account of the advice from the sub-groups and the project group in order to make recommendations to the London Sexual Health Commissioning Board.</p> <p>This work is led by commissioners and was commissioned by the London Sexual Health Programme on behalf of PCTs in London. It works in partnership with providers and commissioners in the SRH/ISH, GUM and Commissioning Working Groups that report and advise the Project Steering Group who make recommendations to the London Sexual Health Commissioning Board (LSHCB). The Senior Responsible Officer for Sexual Health who chairs the LSHCB will make recommendations to the London Commissioning Group of PCT CEs and NHS London who will make final decisions on the tariffs.</p>
<p>Reporting responsibilities:</p>	<p>The Steering Group will review communications from each of the Working Groups via the chairs of the groups and report to the relevant governing bodies as appropriate.</p>

Confidentiality:	Information shared by the pilot sites members on budgets, activity and any other 'sensitive' information will be kept confidential within the group. By participating in this work, it is implicit that members will share relevant information with the group from their respective organisations. All information remains confidential until the Working Group Chair has signed off its release.
Review:	These Terms of Reference will be reviewed as needed to ensure the group achieves its objectives as the group has a short-life to April 2011 in the first instance.