

NHS Scarborough and Ryedale Clinical Commissioning Group

244.1

Primary Care Development Group

Terms of Reference

1 Title

- 1.1 The Group shall be known as the Primary Care Development Group of the Scarborough and Ryedale Clinical Commissioning Group (SRCCG) and is established in accordance with the constitution, standing orders and scheme of delegation.

2 Accountable To

- 2.1 The Group shall report to the Primary Care Co Commissioning Committee (PCCC) and in turn the PCCC is accountable to the Governing Body of SRCCG.

3 Reporting Arrangements

- 3.1 The Group's Terms of Reference shall be agreed by the Primary Care Co-Commissioning Committee.
- 3.2 The minutes of the Group shall be formally recorded and where appropriate sent to the PCCC, but will also be circulated to the Business Committee, Finance and Contracting Committee, Communication and Engagement Committee and Quality and Performance Committee to ensure appropriate communication of work plans and recommendations.
- 3.3 The Group will provide the PCCC with an exception and progress report against the work plan.
- 3.4 The activities of the Group will be included in an annual PCCC report to the Governing Body.

4 Duties & Responsibilities

4.1 Authority

- 4.1.1 The Group will proactively lead and contribute to the development of the CCG Primary Care Strategy and the Primary Care Performance Framework.
- 4.1.2 The Group will proactively review the Primary Care Strategy and develop implementation plans in order to deliver statutory and strategic objectives of SRCCG.
- 4.1.3 The Group will support the following work streams; Workforce, Facilities and IM&T, Service Delivery, Practice Performance and Quality of Services, Finance and Contracting.

- 4.1.4 The Group will work collaboratively with member practices, Local Medical Committee, NHS England, NYCC Public Health, stakeholder organisations and other CCGs on joint initiatives.
- 4.1.5 The Group will identify and support national guidance and local innovation and initiatives.
- 4.1.6 The Group is to investigate any activity within its Terms of Reference. It may seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Group.
- 4.1.7 The Group is to monitor the performance of projects against the CCG objectives and against delivery of the NHS Outcomes Framework.

4.2 Objectives

- 4.2.1 To develop and manage plans for the safe and effective transition of commissioning responsibilities from NHS England to SRCCG.
- 4.2.2 To support the development of a Primary Care Performance Framework including quality, financial, patient outcomes and activity indicators.
- 4.2.3 To provide guidance on the implementation plans which involve service changes and ensure appropriate impact assessments are completed.
- 4.2.4 To assess the impact of national changes to contracts and directives
- 4.2.5 Where deemed necessary, the Group shall escalate matters of concern to the PCCC
- 4.2.6 To ensure the equality delivery system is completed and progress monitored.
- 4.2.7 To Support the development of CCG systems and processes which support effective commissioning of Primary Care services and develop and maintain a detailed Primary Care Service schedule for SRCCG.

4.3 Engage and Communicate

- 4.3.1 The Group will work with the CCG committees to plan engagement events and ensure effective communication methods are in place.
- 4.3.2 The Group will develop an engagement plan with member practices and stakeholder groups including the Local Medical Committee and Healthwatch.
- 4.3.3 The Group shall pro-actively engage with stakeholders about the Primary Care Strategy and the development of key objectives.

4.3.2 The Group shall determine what reports they would wish to see on a regular basis.

4.4 Training & Briefing

4.4.1 The Group shall specifically consider the level of awareness of Primary Care Services of the PCCC and the Governing Body including clinical services, contracts and national directives and where necessary support workshops and training sessions.

4.4.2 The Group will identify areas for development which will inform the organisation development plan.

4.5 Risk Management

4.5.1 The Group will review the risk register and update the PCCC on key risks relating to Primary Care Services.

5 Membership

5.1 The Group shall comprise:

- *Governing Body - Primary Care Lead
- Associate Director of Corporate Affairs
- Deputy Finance Officer
- Practice Nurse from PCCC
- *Practice Manager
- *Practice Manager
- *Practice Manager
- *GP from PCCC
- *GP from Governing Body
- Primary Care Business Manager
- Service Improvement Manager (Primary care)

***Representatives from Scarborough and Ryedale practices must be members of the group.**

Administration support will be provided by a member of the administration team

5.1.1 Any Director, GP, or member of staff may be asked to attend as necessary.

5.1.2 Attendance by practice representatives with specialists interests may be requested.

5.1.3 Membership will be for a maximum of 3 year term.

On completion of the maximum 3 year term, an expression of interest will be circulated to all SRCCG Practice Managers to outline any vacant posts. A selection process will determine successful candidates.

5.2 The Chair shall be The Primary Care Lead of the Governing Body.

- 5.3 In the event of the Group Chair being unable to attend a meeting, a GP or member of the PCCC shall normally deputise.
- 5.4 Any SRCCG employee may be required to attend at the Group's request.
- 5.5 Membership may be reviewed by the Group as required.

6 Quorum

- 6.1 No business shall be transacted unless there are at least four members present, of which at least one shall be a PCCC member.

7 Attendance

- 7.1 Regular attendance at Group meetings leads to improved engagement and communications. In the event that an attendee is unable to attend a meeting it is their responsibility to ensure that a nominated deputy is properly briefed and empowered to act on their behalf.
- 7.2 Frequency of attendance by members and attendees will be reviewed by the Group Chair at least annually. **75% annual attendance is required by all members of the PCDG.**

8 Frequency

- 8.1 The Group will meet initially on a monthly basis but may adjust frequency as dictated by the position of the CCGs Commissioning Strategy and the Primary care Strategy

9 Declaration of Interests

- 9.1 Members are required to declare interests prior to the commencement of the Group and a register of interests will be maintained. The Chair is required to reconfirm this as a standing item on Group agendas. As per the Standing Orders, individuals may be required to leave the meeting for relevant agenda items at the discretion of the Group and will no longer count towards the quorum.

10 Review of Group Effectiveness

- 10.1 The Group shall undertake a review of its effectiveness at least annually.
- 10.2 The Group shall be subject to any review of SRCCG Groups as required.

11 Conduct

- 11.1 The members of the Group must ensure that at all times they:
- Observe the highest standards of propriety involving impartiality, integrity and objectivity in relation to the stewardship of public funds and the management of the bodies concerned.

- Always strive to maximise value for money through ensuring that services are delivered in the most efficient and economical way, within available resources and with independent validation of performance achieved where practicable
- Are accountable to Parliament, to users, to individual citizens, and to staff for the activities of the bodies concerned, for their stewardship of public funds and the extent to which key performance targets and objectives have been met
- Comply fully with the principles of the Citizens charter and the Code of Practice on Access to Government Information, in accordance with Government Policy on openness
- Must comply with the Nolan's seven principles of public life
- Bear in mind the necessity of keeping comprehensive written records of their dealings, in line with general good practice in corporate documents.

12 Review of Terms of Reference

12.1 The Group shall review its Terms of Reference at least annually.

Authorship	Accountable Officer
Approved by	Primary Care Co-Commissioning Committee
Approved date	25 October 2017
Review Date	24 October 2018
Equality Impact Assessment	Completed N/A