



# **Perth & Kinross Health & Social Care Partnership Primary Care Board**

## **DRAFT-Terms of Reference**

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## 1. **Purpose of the Primary Care Board (Background)**

The Health and Social Care Planning and Commissioning Board is responsible for ensuring that there is a coordinated and consistent approach to commissioning services on behalf of partner agencies in Perth and Kinross. It aims to ensure a joined up approach to strategic planning and service delivery in order to maximise best use of public resources and deliver seamless services by working across organisational boundaries.

There are four “sub” Boards sitting within the framework for delivery of the Strategic Planning and Commissioning Board:

- Older People's & Unscheduled Care Board
- Carers Board
- Mental Health & Wellbeing Board
- Primary Care Board

The Primary Care Board will oversee the development and implementation of the strategic delivery plan for Primary Care in line with the objectives of the P&K IJB Strategic Commissioning Plan and within resources available.

## 2. **Chairperson**

The Primary Care Board will be chaired by the Perth & Kinross Health & Social Care Partnership (P&K HSCP) Associate Medical Director and the Co Chair of the Board will be the P&K HSCP Chief Finance Officer.

## 3. **Support**

The meetings will be serviced by the P&K HSCP.

## 4. **Membership**

The membership of the Board, the Senior Responsible Officer (SRO) / Chair and Co-Chair will be reviewed annually.

<b>Strategic Programme Board</b>	
<b>Chair/SRO</b>	Dr Hamish Dougall, HSCP Clinical Director
<b>Co-Chair</b>	Jane Smith, Chief Financial Officer
<b>Strategic Lead</b>	<b>Lead to be appointed</b>
<b>GP Lead</b>	Dr Danny Carey, Chair HSCP GP Group
<b>Social Work Lead</b>	Kenny Ogilvy, Service Manager
<b>Nursing Lead</b>	Sandra Gourlay, HSCP Lead Nurse
<b>AHP Lead</b>	Karen Anderson, AHP Director (interim)
<b>Pharmacy Lead</b>	Alistair Brand, HSCP Leadership
<b>Prison Healthcare/OOH Lead</b>	Jillian Galloway, Service Manager
<b>Portfolio Lead</b>	Chris Jolly, Programme Manager
<b>Finance Lead</b>	Donna Mitchell, Senior Finance Officer
<b>GP Engagement Lead</b>	Dawn Fraser, Programme Manager (0.5 wte)
<b>Commissioning Lead</b>	<b>tbc</b>
<b>Locality Management Representation</b>	Lindsey Bailie, South Perthshire Locality Manager
<b>Primary Care Manager</b>	Jim Devine
<b>Corporate Lead</b>	Maggie Rapley, Service Manager, Business Planning & Performance

Each individual member will act in accordance with the delegated authority they hold on behalf of their organisation.

Lead Clinicians, Service Managers and Officers from relevant organisations will undertake the necessary day to day work on behalf of the Board.

## **5. Quorum**

Meetings of the Primary Care Board will be quorate with 7 members in attendance including at least the Chair or the Co Chair.

## **6. Frequency of meetings**

Meetings will generally take place on a 6 weekly basis with movement from that schedule only being agreed in the interests of progressing the Boards business. Additional meetings may be required from time to time in order that any urgent matters are dealt with promptly.

## **7. Roles & Responsibilities**

The main responsibilities are specifically to:

1. Develop a Strategic Delivery Plan, including the implementation of the Primary Care Improvement Plan which encompasses the 2018 General Medical Services Contract. This work will align strategically and operationally with those services being taken forward as part of Action 15 under the Mental Health Strategy.
2. Future service plan across pathways of care
3. Ensure investment and disinvestment implications are clear
4. Ensure a clear performance framework is implemented with targets that demonstrate the delivery of strategic objectives
5. Consider implications for each locality and equity of spend
6. Develop a stakeholder engagement plan including service and carer input
7. Contribute to the Partnership Workforce plan setting out challenges and innovative approaches to workforce development across Primary Care
8. Contribute to the Partnership Annual Performance Review setting out and explaining performance against targets on an annual basis
9. Through development of a clear investment and disinvestment plan set out a 1 year and 3 year financial plan for Primary Care.

The Board will be expected to ensure that plans are scrutinised to ensure alignment with the core Principles of the Strategic Commissioning Plan and that outcomes are achieved within the agreed timescales. Where deviation from expected outcomes is identified, the Partnership will require assurance that appropriate remedial action has been taken, and will monitor performance and delivery accordingly and produce regular progress reports for the Strategic Planning and Commissioning Board and the IJB.

The Primary Care Board will also contribute to the Partnerships Engagement Strategy to support the engagement of service users, carers and citizens and identify opportunities to improve user participation in co-producing services.

## **8. Dealing with Sensitive Matters and Possible Conflicts of Interest**

The Primary Care Board may at times have to consider confidential information on matters related to commissioning, procurement or performance. Members are individually required to declare known conflict of interests prior to commencement of meetings. The Partnership will determine whether or not any declaration necessitates exclusion from discussion on specific issues.

## **9. Authority**

The Primary Care Board is authorised by the P&K HSCP IJB to prioritise issues and take decisions within the scope of its remit.

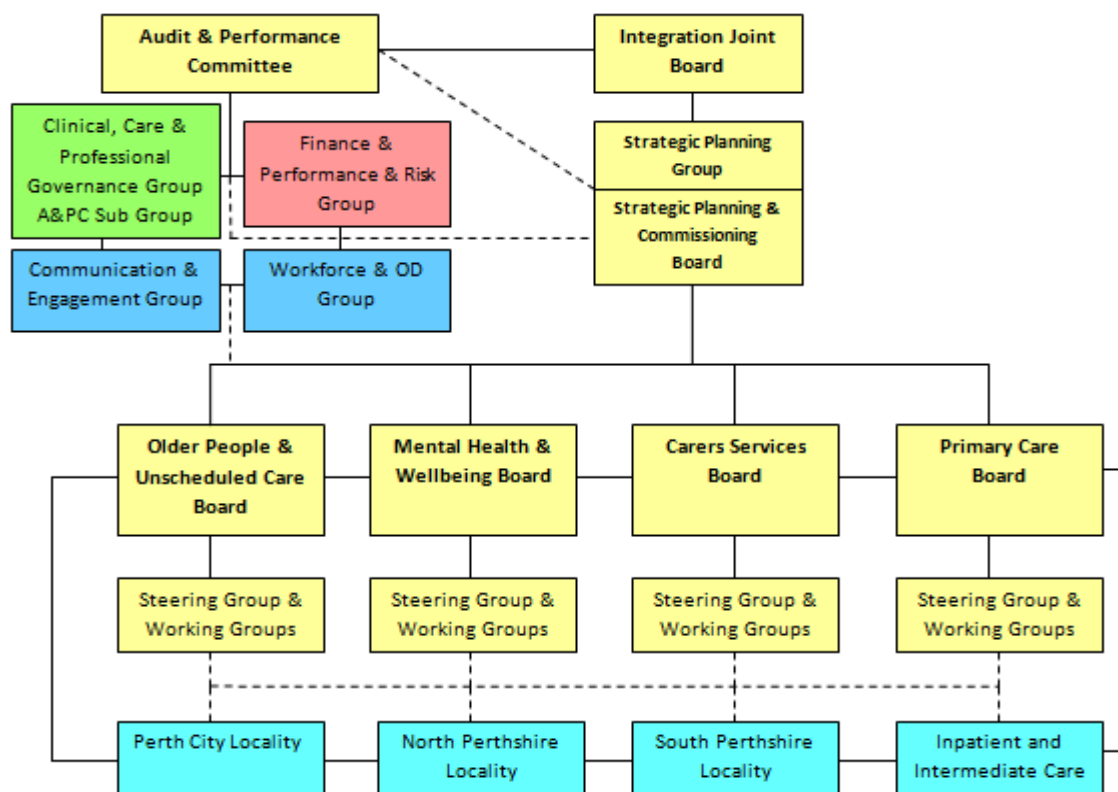
The Primary Care Board may establish sub groups, short life working groups and commission individuals to carry out work on its behalf, as it deems necessary.

## 10. Reporting Arrangement

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### Appendix 1

#### Programme Governance Structure



## 11. Review

It will be necessary to evaluate the effectiveness of the Primary Care Board and adapt arrangements as necessary. Terms of Reference will be reviewed annually and may also be altered at other intervals in accordance with the implementation of health and social care national policy reforms and subsequent guidance. Proposed changes will be submitted to the Strategic Planning and Commissioning Board.