

Primary Care Reference Group (PCRG)

Terms of Reference

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Approving Committee / Group	Primary Care Commissioning Committee
Date Approved	

Revision History			
Version	Version Date	Summary of changes	Next review
3.0	08/11/2017	Changes to membership to increase number of representation across Dorset and implement internal auditor's recommendations.	November 18
2.0	April 2017	Changes to Governance structure to include PCSIG and Right Care	September 17
1.0	April 2016	Move from a PC investment group to a PCRG with changes in membership to cluster level	April 2017

1. GOVERNANCE

- 1.1 The Primary Care Reference Group (PCRG) is established in response to delivering the business of the Primary Care Commissioning Committee (PCCC) and the primary care delegated functions of the CCG, and in doing so to provide clinical insight to the PCCC.
- 1.2 The PCRG is accountable to the PCCC via the Primary Care Operations Group (PCOG).
- 1.3 The terms of reference shall be reviewed by the PCOG and PCCC, and any resulting changes to the terms of reference or membership of the group shall be approved by the PCCC.
- 1.4 A register of potential conflicts of interest will be opened and any updates communicated to the corporate office of the CCG.

2. REMIT AND FUNCTIONS

- 2.1 The PCRG is an advisory group and not a decision making group. Its remit is to provide clinical insight and make recommendations to the Primary Care Committee and to the CCG;
- 2.2 To support the contracting function through the design / redesign of GP services and the formation of specifications in line with agreed priorities;
- 2.3 To deliver the elements of the CCG Primary Care Commissioning Strategy related to improving quality and reducing inequality and unwarranted variation developing best practice in Primary Medical Care Services across Dorset, informed by the Practice Profiling Group;
- 2.4 To take account and consider clinical, commissioning and strategic concerns raised by general practices in Dorset;
- 2.5 To liaise with the Dorset Primary Care Operational Group (main internal CCG management forum for primary care);
- 2.6 To develop a close working relationship with wider Clinical Groups / networks and contribute a Primary Care perspective to pathway re-design;
- 2.7 To support the delivery of the Clinical Service Review and Sustainability and Transformation Plan (STP);
- 2.8 To take consideration of financial implications, cost effectiveness and efficiency in the delivery of the business of the PCRG;
- 2.9 To support and engage with the group of GP clinical chairs and leaders as well as engage and involve practices within localities;
- 2.10 To advise on communications with general practices and address issues.
- 2.11 To consider the appropriate engagement of both stakeholder and patients and public involvement has taken place when making recommendations to PCCC.

3. MEMBERSHIP

3.1 Membership shall comprise:

- Chair: Primary Care Clinical Lead;
- GP locality lead representative from each locality;
- Practice Manager Representatives for each Dorset cluster;
- Practice Nurse or AHP Representative;
- Chair or Vice-chair of Dorset CCG;
- LMC representative;
- The Group will be supported by the Head of Primary Care, the Senior Primary Care team, the Head of Finance (primary care) and a representative from Quality directorate, Business Intelligence and Workforce and development directorate as appropriate. There will also be a standing invitation to the Deputy Director of service delivery;
- Others by invite

4. ATTENDANCE AND QUORUM

4.1 The PCRG can request the attendance of any officer of the CCG as required.

4.2 Meetings can proceed if they have a PCRG Chair, a CCG Primary Care representative, at least three clinical representatives (Chair or Deputy) and a Practice Manager Representative.

5. FREQUENCY

5.1 The PCRG shall meet a minimum of 6 times per year, but will meet more often, as required. Meetings will be held a month in advance of the PCCC meetings.

6. REPORTING

6.1 Minutes of each meeting will be recorded for assurance purposes.

6.2 Commissioning recommendations made will be taken to the PCCC via the PCOG.

6.3 All recommendations will undergo quality, financial and contractual assurance and scrutiny before submission to PCCC.

6.4 Appendix A illustrates the Governance Structure and links.

APPENDIX A: PCRG GOVERNANCE STRUCTURE

Key:

