

Primary Care Strategy Implementation Group (PCSIG)

Terms of Reference

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Originator(s) / Author(s)	Sally Sandcraft – Deputy Director Rob Payne, Head of Primary Care
Approving Committee / Group	Primary Care Commissioning Committee
Date Approved	

Revision History			
Version	Version Date	Summary of Changes	Next Review
2.1	18 October 2017	Review of governance structure in line with internal auditor's recommendations	October 2018
1.0	15 February 2017	Adopted at 15 February PCSIG meeting	October 2017

1. GOVERNANCE

- 1.1 The Primary Care Strategy Implementation Group (PCSIG) is established in response to publication of the Primary Care Commissioning Strategy to provide clinical leadership and senior management support to delivery.
- 1.2 The PCSIG is accountable to the Primary Care Commissioning Committee (PCCC) via the Primary Care Operations Group (PCOG).
- 1.3 The Terms of Reference shall be reviewed and approved by the PCCC.
- 1.4 A register of potential conflicts of interest will be opened and any updates communicated to the Corporate Office at the CCG. Interests will be noted as a standing agenda item.

2. REMIT AND FUNCTIONS

- 2.1 Provide assurance of the Primary Care Strategy and GPFV delivery plan and progress against key milestones;
- 2.2 Support to GP Chairs in development and delivery of their locality plans;
- 2.3 Assess level of change to inform nature of engagement on proposed changes;
- 2.4 Develop transformational support offer and understand and review the effectiveness of this support;
- 2.5 To work with the Integrated Community Services clinical leads and planning group to ensure General Practice forms an integral part of these plans;
- 2.6 Preparing to be ready for any national support for PC transformation including new organisational forms;
- 2.7 To ensure that in development of the Locality Plans and their implementation we fully engage member practices and local communities.
- 2.8 To work closely with the Primary Care Reference Group, to ensure delivery plans contribute to new models for commissioning, contracting and reflect quality improvement;
- 2.9 To support primary care delivery plans working with the Dorset CCG Primary Care Operational Group (main internal CCG management forum for primary care);
- 2.10 Support the role of Primary Care within the Dorset Accountable Care system having oversight of plans to ensure primary care plays a central role in this.

3. MEMBERSHIP

- 3.1 Membership shall comprise of:

- Chair: Primary Care Clinical Lead;
- Locality Clinical Chairs or Named Deputy;
- Primary Care Clinical Leads;
- Chief Clinical Information Officer;
- GP lead for Integrated Community Services (ICS);
- Deputy Director, Service Delivery;
- Deputy Director, Engagement and Development;
- Head of Primary Care;
- Head of ICS;
- Principal Primary Care Lead for GPFV and Transformation;
- Finance Lead;
- Public Health Lead;
- Others by invite.

4. ATTENDANCE AND QUORUM

- 4.1 The PCSIG can request the attendance of any officer of the CCG as required.
- 4.2 The PCSIG may request attendance from a representative of patients and the public.
- 4.3 Meetings can proceed if they have a PCSIG Chair, a CCG Primary Care representative, at least three clinical representatives (Chair or Deputy) and a GP lead or CCG lead for ICS.

5. FREQUENCY


- 5.1 The PCSIG shall meet monthly with annual review.

6. REPORTING

- 6.1 Minutes of each meeting will be recorded for assurance purposes.
- 6.2 Actions required to support strategy delivery will be managed through the Primary Care Operational Group.
- 6.3 Strategy delivery reports will be provided to the PCCC.
- 6.4 Appendix A illustrates the Governance Structure and links.

APPENDIX A: PCSIG GOVERNANCE STRUCTURE

Key:

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|---|-------------------------|---|-------------------------------|
|  | Decision making group |  | Accountable operational group |
|  | Clinical advisory group |  | Business advisory group |
|  | Project group |  | Contract management group |

