

<b>Title of Report:</b>	<b>Primary Care Transformation Board Terms of Reference</b>	
<b>Status:</b>	<b>TO APPROVE</b>	
<b>Committee:</b>	<b>Primary Care Commissioning Committees in Common Part One</b>	<b>Date:</b> 13/09/2019
<b>Venue:</b>	Board Room, Third Floor, NHS G&W CCG Offices, Dominion House, Woodbridge Road, Guildford, Surrey, GU1 4PU	

<b>Presented by:</b>	Colin Thompson, Integrated Care Partnership Director, Surrey Downs	
<b>Executive Lead sign off:</b>	Colin Thompson, ICP Director, Surrey Downs	<b>Date:</b> 27/08/2019
<b>Author(s):</b>	Jess Bungay – Primary Care Directorate Personal Assistant	

**Governance:**

<b>Conflict of Interest:</b> The Author considers:	None identified	✓
<b>Previous Reporting:</b> (relevant committees/ forums this paper has previously been presented to)	The Terms of Reference for the Primary Care Transformation Board have been worked up and reviewed by the members.	
<b>Freedom of Information:</b> The Author considers:	Open – no exemption applies	✓

**Executive Summary:**

The Primary Care Transformation Board (PCTB) Terms of Reference are being presented for approval.
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**Implications:**

What is the <b>health impact/ outcome</b> and is this in line with the <b>CCG's strategic objectives</b> ?	<ul style="list-style-type: none"> <li>• Achieving a sustainable system</li> <li>• Development of collaborative working</li> </ul>
What is the <b>financial/ resource</b> required?	No financial implication

What <b>legislation, policy or other guidance</b> is relevant?	CCG Constitution
Is an <b>Equality Analysis</b> required?	None required
Any <b>Patient and Public Engagement/consultation</b> required?	Not Applicable
Potential <b>risk(s)</b> ? (including reputational)	Not Applicable

**Recommendation(s):**

**(1) To approve** the Primary Care Transformation Board Terms of Reference for adoption

**Next Steps:**

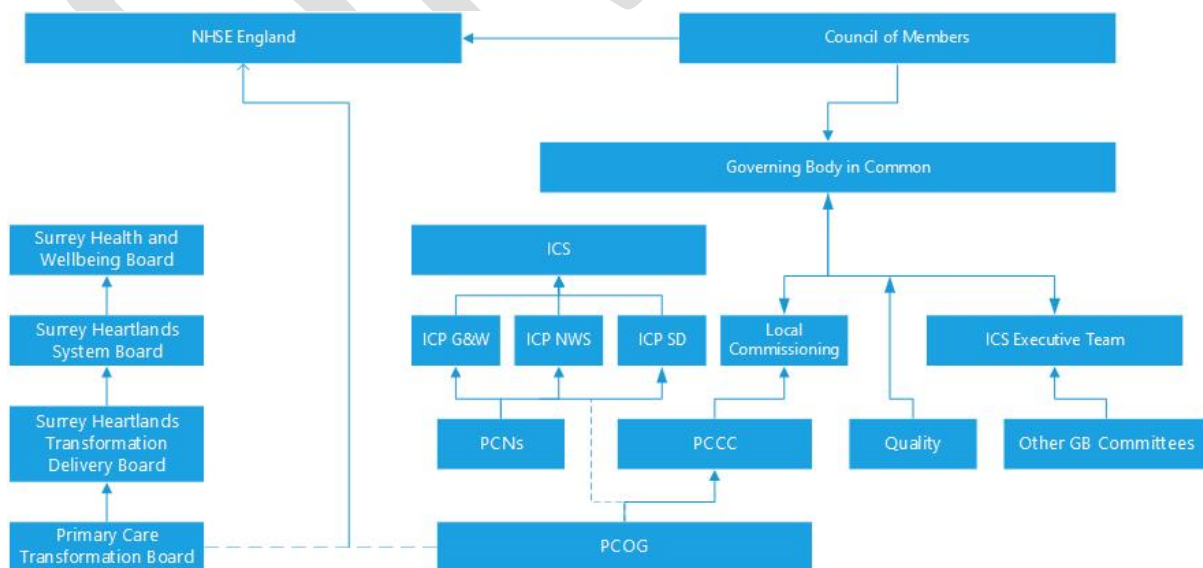
N/A

**Surrey Heartlands CCGs**  
**PRIMARY CARE TRANSFORMATION BOARD**  
**Terms of Reference**

**Version Control Page**

- Please note that version numbering starts at V0.1 and increases until sign off.
- Once the final version has been signed off (table below) only then does it become v1 (with the version control page removed).

Date	Version no	Reviewed by	Comments
8/2/2019	V0.1	Jess Bungay	
11/2/2019	V0.2	Michele Hayman-Joyce	
11/2/2019	V0.3	Jess Bungay	
13/02/2019	V0.4	Jess Bungay	Following recommended changes at the 12/2/19 meeting
15/04/2019	V0.5	Jess Bungay	Following recommended changes at the 26/3/19 meeting
7/5/2019	V0.6	Jess Bungay	Following recommended changes at the 30/4/19 meeting
06/08/2019	V0.7	Jess Bungay	Following changes to the membership



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## 1. Introduction

Historically Primary Care Transformation has been integrated with UEC and OoH Work stream forming the Surrey Heartlands OoH programme board. Following the standing down of this board Surrey Heartlands Primary Care Transformation Board (PCTB) has been formed.

Surrey Heartlands PCTB has been formed to provide strategic oversight of Primary care over the Surrey Heartlands Integrated Care System (ICS)

### Context

Primary Care development will be driven at a local ICP/CCG level but the PCTB will provide opportunity for development and assurance operating at scale.

### Purpose and Objectives

Members of this board will:

- Develop a full logic model, reviewing system aligned and agreed ambition, inputs, outcomes and impacts and monitor deliverables.
- Report to Surrey Heartlands delivery board on progress against the high level strategic plan identifying risks, mitigations and system support required.
- Ensure the building of trust and collaboration throughout the network, spreading good and best practice and demonstrating positive impact and value, with a focus on relationships rather than structures.
- To oversee the delivery of the national and local requirements and the NHS Long Term plan in relation to ensuring sustainable General Practice that is fit for the future:
- Identify and act on any risks and issues to the successful delivery of the plan and escalate where appropriate.
- Work collaboratively as a system to ensure effective patient flow through the whole health and social care system.
- Co-ordinate workforce and training needs.

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- To support the strategic system wide development of Primary Care Networks.

## 2. Membership

- North West Surrey Clinical Chair (Chair)
- ICP Director Surrey Downs (Vice Chair)
- Associate Director of Primary Care Commissioning and Development (SHCCG's)
- Heads or Primary Care Commissioning and Development (SHCCG's)
- Programme Director for Transformation
- Surrey and Sussex LMC Medical Director
- Senior Manager, Systems Transformation Group NHS England
- PCN Network representatives for each PCN in Guildford and Waverley
- PCN Network representatives for each PCN in Surrey Downs
- PCN Network representatives for each PCN in East Surrey
- PCN Network representatives for each PCN in North West Surrey
- Federation representative for Surrey Downs
- Federation representative for North West Surrey
- Federation representative for Guildford and Waverley
- Federation representative for East Surrey
- Associate Director of Medicines Optimisation.
- Citizen Ambassador for Health watch
- Head of Primary Care NHS England South East
- Surrey Heartlands Head of Primary Care Workforce
- NHSE and NHSE improvement Head of Primary Care
- ICP Director North West Surrey
- ICP Director Guildford and Waverley

## 3. Quorum

Chair or nominated deputy and at least one member from each primary care network area or their designated representative.

## 4. Meetings

Meetings shall be held not less than six times a year and more frequently as required.

An agenda and supporting papers will be sent to each member representative no later than 5 days before the date of the meeting.

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## 5. Reporting/Governance

The Primary Care Transformation Board is accountable to the Surrey Heartlands ICS Delivery Board.

Each member of the Primary Care Transformation board will have mandate to represent their own organisations.

Each member is then responsible for communicating key decisions and actions to their own organisations.

## 6. Agendas and Minutes

The agenda will be set by the chair or nominated deputy, based on discussions with key stakeholders.

The meeting's agenda and papers will be distributed five working days prior to the meeting. The unconfirmed minutes will be made available within five working days of the meeting.

Papers will be circulated by email unless otherwise requested

## 7. Conduct

The membership shall conduct its meetings in accordance with the national guidance and codes of practice and the Surrey Heartlands CCG's Conflicts of Interests Policy. Any Declarations of Interest will be recorded at the beginning of each meeting and documented within the minutes of the meeting.

If a member or attendee has a conflict of interest in a particular item, arrangements will be made in line with the Surrey Heartlands CCG's Conflicts of Interests Policy to ensure the conflict of interest is managed appropriately

In respect of potential conflicts, the minutes of the meeting will record:

- The name of the person noting the interest;
- The nature of the interest and why it gives rise to the conflict;
- The item of the agenda to which the interest related;
- How it was agreed that the conflict should be managed;
- Evidence that the conflict was managed as intended.

## 8. Review

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The Terms of Reference will be reviewed annually or sooner if required. Proposed changes will be submitted by the Chair and reviewed by the members.

DRAFT