

Directly Provided Services Development Board

Meeting Date – 6 September 2006

Agenda Item: 2.1

Title: Directly Provided Services Development Board
Draft Terms of Reference

Lead: Gail Foord

Summary:

The purpose of the Directly Provided Services Development Board is to:

- Oversee the development of the PCT directly provided services in the light of CPLNHS
- Ensure the involvement of staff and other stakeholders in the development the Directly Provided Services Development Strategy
- Oversee the delivery the PCT corporate objectives for the PCT directly provided services

The terms of reference are detailed in the attached paper

Recommendations:

The Directly Provided Services Development Board is asked to agree the terms of reference.

Westminster Primary Care Trust Directly Provided Services

Directly Provided Services Development Board Draft Terms of Reference

1 Purpose of the Board

As part of “Commissioning a Patient Led NHS” (CPLNHS), the PCT and PEC will move towards becoming a commissioning PCT and PEC. To complement this change the PCT will put in place a clearer separation between its commissioning and provider functions. The PCT Board has agreed to support the development of the PCT Directly Provided Services via the “Shaping the Future” Programme. The programme encompasses three aspects; the establishment of a Directly Provided Services Development Board, a Provider Fit For Purpose (F4P) Project and an Organisational Development Project. Both projects will be run according to PRINCE2 managed project principles.

The primary objective of the new Directly Provided Services Development Board is to oversee the development of the PCT directly provided services in the light of CPLNHS. The board will oversee the delivery of the PCT corporate objectives for the PCT directly provided services and will manage both the business and the development of the PCT Provider arm.

The purpose of the Board will be to:	Monitoring Process:
“Shape the future” of PCT Provider Services in partnership with the PCT and PBC cluster commissioners and other local service providers	<ul style="list-style-type: none"> • Regular highlight reports from the Organisational Development Project and Provider F4P Project • Receipt of communications plan from Organisational Development Project • Other feedback as requested
Ensure patients views underpin the development of the Directly Provided Services	<ul style="list-style-type: none"> • Non executive PCT Trust Board representation on DPS Development Board • Direct Patient and User involvement in the strategy development
Oversee the development of a Directly Provided Services Development Strategy in response to CPLNHS ensuring fitness for purpose. This will include defining the scope of provider services and setting out strategic options for future provision.	<ul style="list-style-type: none"> • Highlight reports from the Provider F4P Project • Involvement in strategy development • Reviewing drafts and final strategy

The purpose of the Board will be to:	Monitoring Process:
Oversee the delivery of the Directly Provided Services Corporate Objectives and oversee and monitor Provider Services Performance including the SLA, financial monitoring/ savings plan and demand management initiative progress	<ul style="list-style-type: none"> • Directly Provided Services Performance report • Financial reports as required • Other reports as required
Ensure the Directly Provided Services are working with Service Development to set out a process for contestability, agreeing priorities in context of price, quality, best practice and customer focus. In addition the Board will agree the Provider Services process for responding to tenders.	<ul style="list-style-type: none"> • Evidence of work progressing
Guide and provide project assurance to the “Shaping the Future” programme.	<ul style="list-style-type: none"> • Regular highlight reports from Provider F4P and organisational development projects • Specific advice and scrutiny as required
Ensure leadership and transition through a time of change	<ul style="list-style-type: none"> • Demonstrate active involvement in development of strategy • Formal communication with staff and other stakeholders as defined by communications plan • Role modelling
Report to the PCT Board on Directly Provided Services and fitness for purpose and to make recommendations in relation to future structures to support the development of the provider side.	<ul style="list-style-type: none"> • Formal Board report

2 Duration of the Board

The Board will commence in September 2006 and will be a transition arrangement for a period of 1 year initially

3 Accountability

The Directly Provided Services Development Board will be directly accountable to the PCT Board with regular reporting to other PCT committees e.g. Clinical Governance as appropriate.

4 Membership

The membership of this Board will consist of:

Role	Named Member	Nominated Deputy
Chair – Non-executive Director	Catherine Longworth	
Director of Primary Care	Joe Gannon	
Director of Human Resources and Corporate Affairs	Karen Broughton	
Acting Assistant Director of Finance	Neil Shadbolt	
Non-executive representative	Sheila de Souza	
Nurse Clinician/lead	Jacky Harrop	
AHP Clinician/lead	Meredith Gamble	
Medical lead	tbc	
“Shaping The Future” Programme Manager	Gail Foord	
“Shaping the Future” Project Manager/ Sec to the Board	Barry Emerson	

All Board members will be responsible for meeting the terms of reference of the Board.

In addition members will have specific responsibilities:

- The Chair will be responsible for chairing the Board and, with support from the Director of Primary Care, setting the agenda.
- The Chair and non-executive representative will both support and challenge the Board and ensure that patient’s views are represented. This will also be done through the PCT Trust Board and the “Shaping the Future” Provider Fit For Purpose Project.
- The Director of Human Resources and Corporate affairs will lead the change management of staff and organisational development.
- Nurse, Allied Health Professional and Medical members will bring a clinical and professional view and ensure a clinical perspective.
- The Finance lead and Project manager will be responsible for providing information and guidance to ensure performance monitoring and support the development of the contestability process.
- The Project Manager will act as secretary to the Board.
- The Programme Manager will be responsible for the coordination of the programme and ensure that all 3 strands (Board, Provider Fit For Purpose Project and Organisational Development Project) are co-ordinated and working to same objectives. Jointly with the project manager, she will also be responsible for the writing of the Directly Provided Services Development Strategy.
- Medical input: To be confirmed.

5 Quorum

The Board will be quorate with 5 members to include one 1 executive and 1 non-executive Director – excluding the programme and project managers.

Excluding the Chair, non-executive member, programme and project managers, each board member will have a nominated deputy, who can be called upon in their absence

6 Procedures

The Board will meet every 2 months and be convened by the Board secretary. The meetings will be held approximately 1 month prior to the PCT Trust Board.

Papers will be circulated in hard copy 5 working days prior to the Board meetings. They will follow the protocols set out in writing at the initial meeting.

The work of the Board will be managed through the Shaping the Future Provider Fit For Purpose Project and the Directly Provided Services Management Team.

7 Reporting

The “Shaping the Future” Project Manager will deliver a Directly Provided Services Performance report to each PCT Trust Board meeting.

The action notes/ minutes of the Directly Provided Services Development Board meetings will be reviewed by the Board at each meeting.

8 Directly Provided Services Development Board Meeting Dates 2006/ 07

The following dates for the Directly Provided Services Development board meetings have been set:

6th September 2006
1st November 2006
10th January 2007
7th March 2007

Gail Foord
Locality Manager and “Shaping the Future” Programme Manager
August 2006