

Agenda Item No: 5.1

REPORT TO:	PRIMARY CARE COMMITTEE	
MEETING DATE:	13 June 2018	
REPORT TITLE:	Terms of Reference Review	
SUMMARY OF REPORT:	Changes to Membership were ratified by the Governing Body in November 17 with a request to review the ToR in 6 months. The report outlines the proposals going forward.	
REPORT RECOMMENDATIONS:	<p>Members are asked to support the proposals:</p> <ul style="list-style-type: none"> ▪ That the GP and Practice Manager representatives who currently attend in a non-voting capacity, become voting members on the Committee, for an interim period of six months. ▪ This will allow ongoing clinical and primary care representation and contribution, with a full review in six months time. 	
FINANCIAL IMPLICATIONS:	None.	
PROCUREMENT IMPLICATIONS:	None.	
REPORT CATEGORY:		Tick
	Formally Receipt	
	Action the recommendations outlined in the report.	√
	Debate the content of the report	
	Receive the report for information	
AUTHOR:	Debra Atkinson, Head of Corporate Business	
	Report supported & approved by your Senior Lead	Y
PRESENTED BY:	Debra Atkinson, Head of Corporate Business	
OTHER COMMITTEES/GROUPS CONSULTED:	None	
PRIVACY IMPACT ASSESSMENT (PIA)	Has a PIA been completed in respect of this report?	N/A
	If yes, please attach	If no, please provide reason below
EQUALITY IMPACT ANALYSIS (EIA)	Has an EIA been completed in respect of this report?	N/A
	If yes, please attach	If no, please provide reason below
RISKS:	Have any risks been identified / assessed?	N
CONFLICT OF INTEREST:	Is there a conflict of interest associated with this report?	N
CLINICAL ENGAGEMENT:	Has any clinical engagement/involvement taken place as part of the proposal being presented.	N
PATIENT ENGAGEMENT:	Has there been any patient engagement associated with this report?	N
PRIVACY STATUS OF THE REPORT:	Can the document be shared?	Y
Which Strategic Objective does the report relate to		Tick
1	Commission the right services for patients to be seen at the right time, in the right place, by the right professional.	
2	Optimise appropriate use of resources and remove inefficiencies.	
3	Improve access, quality and choice of service provision within Primary Care	
4	Work with colleagues from Secondary Care and Local Authorities to develop seamless care pathways	

PRIMARY CARE COMMITTEE

9 May 2018

**PRIMARY CARE COMMITTEE
TERMS OF REFERENCE REVIEW**

1. Introduction

1.1 The Primary Care Committee Terms of Reference were reviewed in November 2017 to include changes to membership as follows:

- The Chief Officer & Clinical Director Partnerships as Voting Members;
- Additional EL GP and Practice Manager representatives in attendance in a non-voting capacity.

1.2 The revised ToR were presented to the Governing Body for ratifications, when it was agreed there would be a review in 6 months time.

2. Background

2.1 A proposal that the GP and Practice Manager representatives, who currently attend in a non-voting capacity, become voting members on the Committee was considered at the last meeting of the Committee on 9 May.

2.2 This would maintain clinical input and increase membership from 9 to 10 members and amend Quoracy to 6 members.

2.3 It was agreed to consider further outside the meeting and provide an update to the 13 June meeting of the Committee.

3. Proposal

3.1 Whilst the CCG is considering the longer term succession plans, it is proposed that the GP and Practice Manager representatives become voting members of the Committee for an interim period of six months.

3.2 This will allow ongoing clinical and primary care representation and contribution, with a full review in six months time.

Recommendation

4.1 Members are asked to support the proposal.

**DEBRA ATKINSON
Head of Corporate Business**