

## **DUDLEY PRIMARY CARE COLLABORATIVE TERMS OF REFERENCE**

### **1. Introduction**

In the modern NHS, the vast majority of interactions with patients, carers and other service users exist in primary care. Primary Care is a crucial component of the integrated health and care system and leads the development of care integration at a local level.

The Black Country Primary Care Collaborative (BCPCC) has been established to promote the interests, wellbeing and sustainability of primary care services and importantly, to ensure that the voice of primary care is properly heard in decision making at all levels, within the ICB structure.

The Dudley Primary Care Collaborative will act as a mechanism to bring together GPs and Primary Care in Dudley and act as the Dudley wing of the Black Country Primary Care Collaborative. It will have strong links with the Dudley Health and Care Partnership Board (or any subsequent board which replaces it) and will also ensure representation at the Black Country Primary Care Collaborative.

### **2. Purpose and Duties**

The Collaborative has been created with the following purposes: -

- To join together all primary care stakeholders in Dudley including GP practices, PCNs and eventually Community Pharmacy, Optometry, and Dentistry. The scope may also include other community services in future.
- To act as a single mechanism for primary care engagement in Dudley to contribute and respond to all partnership developments.
- To be involved in decisions that ensure primary care can effectively influence ICB changes and has a clear and coordinated voice when participating in the ICB, at all levels through the Black Country Primary Care Collaborative.
- To actively participate in the design and development of the primary care transformation strategy as part of the ICB and support the implementation programme once it is approved.
- To act as the out of hospital clinical reference group for the Dudley Health and Care Partnership Board. To be the sounding board, through representation at the Black Country PCC, for other formal boards and groups including the Out of Hospital Care Board and ICB Primary Care Restoration, Recovery and Transformation Board.
- To engage actively with the Dudley Commissioning Board, and to act as a vehicle to support strong primary care decision making in Dudley.

### **3. Powers and Authority**

The Dudley Primary Care Collaborative will have the mandate to act on behalf of

its constituent practices in an advocacy and advisory role for primary care, influencing the development of care in Dudley. It will also choose 3 representatives on behalf of the Dudley Primary Care Collaborative to participate in the Black Country Primary Care. Collaborative.

It will not have any delegated authority to act in a commissioning capacity or replace existing governance, engagement, or partnership structures within Dudley, but will work closely with the Dudley Commissioning Board in supporting the development of primary care and influence matters relating to out of hospital care in Dudley.

The Collaborative has the ability to develop subgroups to take forward elements of its work if deemed appropriate.

#### **4. Membership**

The membership will be by invitation of the Collaborative. Initially the Collaborative will consist of the following:

- GP Members of the Dudley Commissioning Board
- Clinical Director of each Primary Care Network
- Medical Director of Dudley Integrated Health and Care NHS Trust
- Secretary Dudley LMC
- Community pharmacy, optometry, and dentistry representation, subject to future arrangements for the delegation of commissioning responsibility from NHS England

Members should arrange suitable representation, in the event of being unable to attend.

Management support will be attendees and will consist of the following:

- Director of Strategy, People and Partnerships – DIHC
- Head of Primary Care – DIHC
- Strategy and Transformation Lead for Long Term Conditions and Primary Care - DIHC
- ICB Managing Director for Dudley
- Head of Primary Care and Place Commissioning – Dudley
- Primary Care Commissioning Manager – Dudley.

Based on the subject being discussed or needing decision, the Dudley Primary Care Collaborative reserves the right to invite additional members to specific meetings.

#### **5. Chair**

The members will elect from amongst their number a chair and a vice chair for a period of 6 months.

## **6. Quoracy**

Meetings will be quorate if a representative from each PCN is present.

## **7. Voting Arrangements**

The following members are entitled to vote: -

- i) CD from each PCN– 1 vote each (6)
- ii) Medical Director – Dudley Integrated Health and Care NHS Trust – 1 vote
- iii) Commissioning Board GP Member from each PCN – 1 vote each (6)

Decisions must be by a majority vote of those in attendance or providing prior notice of proxy to the Chair. In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote. All votes shall be recorded. Co-opted members may not vote.

## **8. Meeting Arrangements**

The Collaborative shall meet monthly with ad hoc meetings arranged, as necessary, to respond to engagement requests.

## **9. Accountability and Reporting Arrangements**

The Collaborative is accountable to each constituent GP Practice and those delivering primary care services in Dudley and will report to the Primary Care Collaborative Forum which will consist of a representative from each constituent practice. Feedback from the Collaborative will be given to member practices, the ICB through the Black Country Primary Care Collaborative, the Dudley Health and Care Partnership Board and Dudley Commissioning Board, to enhance and develop stronger collaborative working.

Each PCN and its constituent practices will indicate its support for the Collaborative by endorsing these terms of reference at a PCN meeting.