



## Terms of Reference:

1. **Title** : Urgent Care Out of Hours Project Board
2. **Accountable to** : Health and Social Partnership South Senior Management Team
3. **Reports to**: Director of Health and Social Care South Lanarkshire
4. **Aim of Workstream**

Approve the attached Project Plan as a high level description of the work to be undertaken over the coming weeks/months to assess the current workforce model and put in place robust arrangement to quality assure the service delivery model.

## 5. Project Objectives

The Purpose of the Urgent Out of Hours (OOH) Project Team is to ensure safe, effective and person-centred services are provided to meet the needs of the people of Lanarkshire, across the current two centres in Hamilton and Airdrie.

## 6. Remit

- The group will act as Urgent OOH Project Team to ensure development of clinical models, workforce plans and other deliverables represent a multi-disciplinary service for the future across Lanarkshire.
- The group will develop the scope, deliverables and plans for the project and gain approval from the CMT.
- The group will monitor progress made against the Project and Action Plans.
- The group will identify and manage risks and issues, ensuring mitigating action plans are developed where required and escalate risks, where appropriate.
- The group will report progress regularly to the CMT.
- Champion the change within NHS Lanarkshire, HSCP and other support partners, ensuring national and local groups are engaged with the project and communicated about the Urgent OOH development and the changes being implemented.

## 7. Reports to

South Lanarkshire Senior Management Team (SMT), Corporate Management Team (CMT), Population Health Primary Care Services Governance Committee. This will be reported through the Support Care and Clinical Governance Committee.

Membership of the Urgent OOH Project Team are described below:

<b>Name:</b>	<b>Organisation/ Division:</b>	<b>Responsibilities:</b>
Pamela Buddy, Service Manager for OOH	NHS Lanarkshire	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
OOH Clinical Lead	NHS Lanarkshire	<ul style="list-style-type: none"> <li>• Vice Chair</li> </ul>
Lynsey Sutherland, Associate Director of Nursing	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Gabriela Maxwell, Nurse Consultant	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Josephine Reilly, Service Improvement Support Lead	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Service Improvement Team Representation (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
SAS Representation TBC	Scottish Ambulance Service	<ul style="list-style-type: none"> <li>•</li> </ul>
HR Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
PSSD Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Transport Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
IT Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Lovepreet Singh, Finance	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Communication & Engagement Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Evaluation Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>
Project Management Representative (TBC)	NHS Lanarkshire	<ul style="list-style-type: none"> <li>•</li> </ul>

The Group shall have the right to invite representatives from other Departments and expertise to any of its meetings when deemed appropriate.

## 8. Chair

Pamela Buddy, Service Manager for OOH shall act as Chair of the group. John Henderson, Clinical Lead, will deputise in the absence of group chair.

## 9. Decision Making

Decisions and actions from the meeting will be recorded in the Urgent OOH Project Board meeting action and decision log. In the event that a decision cannot be reached, the matter will be escalated for resolution as per Project Governance Structure.

## 10. Frequency and Quorum of Meetings

Meetings will take place once per month and will last approximately 2 hours. Meeting invitations will be circulated 6 weeks in advance of proposed meeting dates. The Chair will have overall responsibility to decide if the appropriate quorum of membership is available. This will be based on the requirements of the meetings and the attendance of the appropriate resources and knowledge base.

## 11. Papers

Admin support will be provided by Out of Hours Management team and will be responsible for the production of agendas and meeting action notes. The agenda will be managed by the Chair and agenda items shall be given one week in advance of the meeting.

Detailed minutes will not be produced; rather a note of the meeting with action points and timescales will be circulated within one week of the meeting.

## 12. Confidentiality

Organisation confidentiality will be maintained. Any papers resulting from these meetings will be open to public scrutiny.

## 13. Lifespan

TBC

## 14. Changes to the Terms Of Reference (ToR)

Changes to the TOR and functions of the group may be proposed at any meeting of the group with due notice of the proposed change having been given on the agenda of the meeting. Any such change shall only become operative after approval of the Chair of the Project Team.

Terms of Reference Agreed: \_\_\_\_\_

Date: \_\_\_\_\_