

Terms of Reference: NHS Lanarkshire GMS Oversight Group

1. **Title** : NHS Lanarkshire GMS2018 Oversight Group

2. **Accountable to** : Primary Care Strategy Board

3. **Reports to**: Primary Care Strategy Board

4. Aim of Workstream

The objective of this workstream is to oversee and decide on matters relating to all the workstreams for GMS2018 which require more senior agreement to progress in line with the mandate of the General Medical Services (GMS) 2018 contract. Decisions may be taken by the group or remitted to the Primary care Strategy Board (PCSB).

5. Roles and Responsibilities of Group

The roles and responsibilities of the NHS Lanarkshire GMS2018 Oversight Executive Group are as described below:

- write and ensure adherence to the overarching Primary Care Improvement Plan (PCIP);
- provide subject matter expertise plus links to other groups;
- facilitate resolution of any disagreement or disputes between workstream leads and its members;
- approve documentation and processes as appropriate to reflect the work stream plans;
- provide advice and approve key decisions as required;
- manage any project interdependencies and identify and recognise synergies with work ongoing at both a local and national level, including but not limited to, other GMS2018 workstreams;
- manage any risks and issues in relation to the implementation of GMS2018 services;
- inform the risk register maintained by the GMS Project Team;
- ensure members take responsibility for, and lead where appropriate on, relevant activities and report on progress to the group;
- ensure members consult more broadly within their organisation / professional group on areas of particular interest to the group, and therefore create a feedback process.

6. Membership

Name:	Responsibilities:
Chris Mackintosh, Medical Director, South Lanarkshire HSCP (until June 2018) Linda Findlay (June onwards)	<ul style="list-style-type: none"> • Provide links and advice in regards to Lanarkshire Health & Social Care Partnerships • Link to Urgent Care Group
Alastair Cook, Medical Director North Lanarkshire HSCP	<ul style="list-style-type: none"> • Provide links and advice in regards to Lanarkshire Health & Social Care Partnerships • Link to Community Treatment and Care Group
Keith McIntyre & Vijay Sonthalia, GP	<ul style="list-style-type: none"> • Represents the interests of primary care doctors

Sub Committee representatives 1 x Deputy GP Sub Committee representative tbc	(General Practitioners, Locums, Out of Hours Doctors, GP Registrars) <ul style="list-style-type: none"> Provides communication and engagement links to Lanarkshire GP Sub committee
Anne Armstrong, Director of Nursing, North Lanarkshire HSCP	<ul style="list-style-type: none"> Link to Urgent Care Group
Maria Docherty, Director of Nursing, South Lanarkshire HSCP	<ul style="list-style-type: none"> Link to Community Treatment and Care Group
Fiona Porter, Finance Divisional Director	<ul style="list-style-type: none"> Link to finance group Coordinate finance planning
Alistair MacKintosh, Primary Care Manager	<ul style="list-style-type: none"> Operational link Contract negotiation and previous GMS knowledge
Kate Bell, Head of Service Change & Transformation	<ul style="list-style-type: none"> Oversee programme approach Provide advice to GMS Oversight group
Marianne Hayward & Owen Watters, Heads of Health, North & South Lanarkshire HSCTs	<ul style="list-style-type: none"> Operational links
Philip McMenemy, Associate Medical Director, Health and Social Care North Lanarkshire	<ul style="list-style-type: none"> Represents the interests of primary care doctors Provides communication and engagement links to GP Quality Locality Cluster Groups
Audrey McPetrie, Project Support Officer	<ul style="list-style-type: none"> To note meetings To coordinate action updates
THE FOLLOWING ARE LIKELY TO BE INVITED OR TO PROVIDE REPORTS AND CONTRIBUTIONS AS REQUESTED/REQUIRED. TWO-WAY AGREEMENT	
Christine Gilmour, Lead for Pharmacotherapy Workstream	<ul style="list-style-type: none"> Link to pharmacotherapy service
John White, Lead for Workforce Workstream	<ul style="list-style-type: none"> Link to workforce group Coordinate workforce planning
Peter McCrossan, Allied Health Professional (AHP) Lead	<ul style="list-style-type: none"> To coordinate AHP involvement and development.
David Cromie, Lead for Vaccination Workstream	<ul style="list-style-type: none"> Link to Vaccination group
Donald Wilson, Lead for IT / Digital Workstream	<ul style="list-style-type: none"> Link to IT/Digital group Coordinate IT/digital planning
Colin Lauder, Lead for Premises Workstream	<ul style="list-style-type: none"> Link to premises group Coordinate premises requirements
Calvin Brown, Lead for Communications Workstream:	<ul style="list-style-type: none"> Link to Comms and engagement group Coordinate communications and engagement requirement

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

7. Chair

The Medical Directors of the South and North Lanarkshire HSCTs shall act as Co-Chairs with the GP-sub representative as Vice Chair and with the authority to nominate a deputy if required.

8. Decision Making

The three year action plans for all work streams will be developed with the project leads and subject matter experts. Following an iterative development process, these will be collated into the Primary Care Improvement Plan (PCIP). Changes to the PCIP will be through the GMS Oversight Group and identified lead author. Any such change shall only become operative after approval of the Chair of the Group in consultation with the Primary Care Strategy Board (PCSB).

The GMS Oversight Group will take decisions as often as possible within the Group to ensure progress of work streams in accordance with the established principles of implementation, as agreed by PCSB. Where sufficient clarity does not exist, decisions will be required by the PCSB. It is hoped that by including the key responsible officers within the meeting, there will be sufficient capacity to agree a way forward.

9. Frequency of Meetings

Meetings will take place four weekly with a review of the frequency taking place by the Chair at an appropriate stage. Meetings will be two weeks after and two weeks before the PCSB. Meetings of this group will last approximately 2 hours and the appropriate quorum of membership is at the discretion of the Chair. Initial meetings will be scheduled for the third Wednesday of each month. (PCSB on first Wednesday of each month). Room availability is a problem till later 2018, so in initial invitee list will be reduced to max 14.

Decisions and actions from the meeting will be recorded within an action and decision log. It is the responsibility of each of the members to ensure actions assigned to them are completed and an update provided.

10. Papers

The Project Officer Support will be responsible for the production of agendas and a meeting action and decision log. The agenda will be managed by the Chair with input from Vice Chair and agenda items shall be given one week in advance of the meeting. A Highlight Report updating the progress of each of the workstream groups will be circulated prior to each meeting. Detailed minutes will not be produced; rather action points and timescales will be circulated within one week of the meeting.

11. Confidentiality

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

12. Lifespan

This group will meet until 2021 in line with the timescales set out within the GMS2018 contract.

13. 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 Group.

Terms of Reference Agreed: _____

Date: _____

Terms of Reference Appendix A

Lanarkshire GMS Oversight Group Meeting Schedule (2018/19):

Meeting Day	Meeting Date	Time	Location
Wednesday	16 th May 2018	1pm – 3pm	Kirklands Meeting Room 3
Thursday	7 th June 2018	2pm – 4pm	tbc
Wednesday	20 th June 2018	2pm – 4pm	tbc
Wednesday	18 th July 2018	2pm – 4pm	Kirklands Meeting Room 3
Wednesday	15 th August 2018	2pm – 4pm	Kirklands Meeting Room 3
Wednesday	19 th September 2018	2pm – 4pm	Kirklands Meeting Room 3