

## **HUMBER PRIMARY CARE COLLABORATIVE**

### **TERMS OF REFERENCE V5**

#### **1. Purpose and Duties**

- To join together all primary care stakeholders at a Humber level (East Riding, Hull, North Lincolnshire, North East Lincolnshire), including GPs, Federations, Primary Care Providers, Pharmacy, Optometrists, Dentistry and Community Services.
- To act as a single point of contact for primary care engagement in the Humber area to enable membership to contribute and respond to all Integrated Care System (ICS) developments from now until April 2022.
- To develop mechanisms to ensure that primary care can effectively influence the ICS changes and has a clear and co-ordinated voice when participating at the ICS, Place and neighbourhood level.
- To consider the purpose and requirement for a Humber Primary Care Collaborative beyond April 2022.

#### **2. Powers and Authority**

The Humber Primary Care Collaborative will have the mandate to act on behalf of its membership in an advocacy and advisory role for primary care, influencing the developments of the emerging ICS and proposing primary care representation at all ICS levels of operation. It will not have any delegated authority to act in a commissioning capacity or replace existing governance, engagement or partnership structures within the Humber Coats and Vale area.

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

#### **3. Membership**

The membership will be through self-nomination to provide representatives from the following stakeholders:

- Humberside LMCs (Chair and point of contact for ICS)
- GP, Practice Manager and PCN Representation (East Riding, Hull, North Lincolnshire, North East Lincolnshire)
- Wider GP representation from providers including Yorkshire Health Partners, City Healthcare Partnership, Humber Teaching Foundation Trust and Safecare to represent Primary Care
- Dental representation
- Optometrist representation
- Pharmacy representation
- Federation representation

All Members should make an effort to attend or send a suitable representative to the meetings.

#### **Co-opted Members**

- Primary Care Commissioning Leads and Medical Directors – CCG
- Head of Primary Care – NHSE/I

#### 4. Quoracy

A minimum of five members must attend. This must include GP representation from at least three of the four Place areas, one representative from either Dental, Optometry or Pharmacy and one LMC representative.

#### 5. Voting Arrangements

All members are entitled to vote. Allocated votes are as follows:

Organisation	Location & level	Votes
Primary Care Network	GP Hull - Place	Three votes
Primary Care Network	GP East Riding of Yorkshire - Place	Three votes
Primary Care Network	GP North Lincolnshire - Place	Three votes
Primary Care Network	GP North East Lincolnshire - Place	Three votes
Primary Care Network	PM Place – Humber North bank	One vote
Primary Care Network	PM Place – Humber South bank	One vote
Dental	Humber system level	Two votes
Optometry	Humber system level	Two votes
Community Pharmacy	Humber system level	Two votes
Humberside LMC	Humber system level	Casting vote in event of equality

Decisions must be decided by a majority vote. 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.

#### 6. Meeting Arrangements

The Collaborative shall meet monthly with adhoc meetings arranged, as necessary, to respond to engagement requests. The LMC will initially provide the Chair. Funding for representation and administration support will be provided. Meetings will be virtual (MS Teams) until September 2021 when this arrangement will be reviewed.

Production of agenda will be within 5 working days prior to meetings, for agenda items. Production of draft minutes and action points to be issued within 5 working days of the meeting. The minutes will then be considered for approval at the next meeting.

#### 7. Accountability and Reporting Arrangements

The Collaborative is accountable to its members, those delivering primary care services in the Humber region. Feedback from the Collaborative will be fed into the ICS through the Primary Care Collaborative Executive, Place and Neighbourhood planning process.

The Collaborative will be the primary point of contact for all ICS development engagement for Primary Care.