

EXTRAORDINARY BOARD MEETING

19 June 2008
 Item No 08/06/19/AOB

**Darlington PCT Provider Committee
 Revised Terms of Reference**

1. Introduction/ Summary of Scheme/Report

The initial purpose of the Provider Committee was to ensure the provider arms of both Darlington and County Durham PCTs followed the strategic direction set by the Trust Boards; oversaw the development of the provider arm to a point where it was fit to stand alone; and monitored the performance of the provider arm in relation to the Service Level Agreements with its PCT and Practice Based commissioners.

As from 1 August 2008 Darlington PCT will become the host organisation for a County Durham and Darlington provider function. The terms and conditions of the Provider Committee therefore need to reflect this change and the need to establish the provider directorate as a distinct operating directorate of Darlington PCT in line with Department of Health policy requirements.

The report outlines a revised Terms of Reference for a new Darlington Provider Committee.

2. Implications and Risks

<i>Will there be a significant impact on patients or patient care?</i>	<i>No</i>
<i>Are there any financial implications to implementing this item?</i>	<i>No</i>
<i>Will there be an impact on Equality, Diversity or Human Rights?</i>	<i>No</i>
<i>Does this item form an essential part of quality or performance standards e.g. Healthcare Commission, NHS Litigation Authority? If yes, detail which standard.</i>	<i>Yes essential element of corporate governance requirements</i>

3. Recommendation

The Board is requested to disestablish the current Provider Committee with effect from 1 August 2008 and to establish a new Darlington Provider Committee with effect from 1 August 2008. It is proposed that the new Provider Committee operate in shadow form with immediate effect to monitor the arrangements relating to the transfer of staff and responsibilities to Darlington PCT.

4. Submitted by

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Title: Director of Service Provision
Date: June 2008

5. Purpose of the Paper

Information sharing Development/discussion Decision/action

Darlington PCT Provider Committee

Terms of Reference

Background

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Purpose

The purpose of the Provider Committee will be to provide direction, monitor the performance of the provider directorate and provide assurance to the Darlington PCT Board especially relating to risk management within the Provider Services directorate.

Duties

The delegated duties of the Provider Committee will be to:

- Set the overall strategic direction and objectives for the Provider Directorate in context of defined service requirements of the PCT.
- Oversee the Provider Services Development Strategy and Integrated Business Plan. This will include defining the scope of provider services, identifying core business and exploring opportunities for service expansion according to the strategic commissioning intentions of the PCTs.
- Monitor delivery of the Provider Organisational Development Plan, to ensure provider services are of the highest quality, fit for purpose, value for money and are suitable for exposure to contestability as and when required.
- Ensure public, service user, staff and stakeholder engagement (involvement and consultation) is effectively exercised and the outcomes are communicated and responded to.
- Establish, monitor and maintain robust governance arrangements within the provider directorate.

- Report to the Darlington PCT Board providing on-going assessments of fitness for purpose, performance against contract and progress towards a future provider configuration.
- Report on those areas delegated by the PCT Board to provide full assurance in fulfilling their statutory duties for example Health and Safety, infection control
- Ensure robust financial management systems are in place and resources are managed effectively.
- Ensure a detailed programme of work is undertaken in relation to provider leased premises and the wider issue of estates.
- Ensure work is undertaken to identify priorities and programmes for capital investment for provider services.

Constitution and membership

The Provider Committee is a formal committee that has been appointed by the Darlington PCT Board and consists of six voting members with the Chair having a casting vote where appropriate:

- 1 Non Executive Chair – to be appointed by the PCT Board - voting
- 1 Non Executive Directors - voting
- 1 Director of Service Provision (or nominated deputy) – voting
- 1 Director of Finance & Corporate Services - voting
- 1 Local Authority Representative – County Durham – voting
- 1 Local Authority Representative – Darlington – voting

There will also be a number of members who will sit on the committee in an advisory role:

- 5 Provider Directorate Assistant Directors – adults, children, specialist, business support, prisons - advisory
- 1 Director of Nursing and Patient Safety- advisory
- 1 HR provider lead – advisory

Additional officers may be co-opted to attend as necessary e.g. Public Health.

The minimum quorum attendance of the Provider Board will be four members, including one non executive director.

Meetings

Meetings shall normally be held every two months in the alternate month to the PCT Board.

Authority

The Committee is authorised by the PCT to pursue any activity within its Terms of Reference. It is authorised to seek any information it requires and all employees are directed to co-operate with any reasonable request made by the Committee.

Accountability

The Provider Committee will be a committee of and directly accountable to Darlington PCT Board. The minutes of the Provider Committee will be presented the Board for approval and items requiring ratification by the Board will be clearly highlighted.

The Chief Executive of Darlington PCT will continue to retain accountable officer status for the Provider Directorate and service provision.

Carole Harder
Director of Service Provision
June 2008