

BIRMINGHAM EAST AND NORTH PROVIDER SERVICES PROGRAMME BOARD

Terms of Reference

The overall purpose of the Provider Services Programme Board (“the Board”) is to oversee the achievement of the PCT’s corporate objective to show separation in the supply of community health services and its commissioning function, and to do this in such a way that sustainable and fit for purpose supply arrangements are put in place.

As part of this, the Board will oversee a programme aimed at transforming its current provider arm (the “Programme”), so that it is able to thrive under the arms-length arrangements that will be put in place between it and the PCT.

The Board’s Terms of Reference are:

- To determine a provider development strategy that, informed by the plans, priorities and views of commissioners, service users and the public, identifies those community health services that the provider arm will seek to supply in the medium to long term;
- Examining and agreeing the decision support framework, such as criteria setting and assessment processes, by which the provider development strategy and provider development plans are determined and formulated;
- To examine organisational options by which the provider arm could supply community health services in the future and, informed by the plans and priorities of service partners, including the Local Authority and the voluntary sector, identify the preferred organisational option(s);
- To undertake organisational development and start-up activities that lead to the launch of the arms-length organisation(s);
- To examine the options available for organising corporate and business services to/from the provider arm and to determine the most suitable way of doing this;
- To determine, with commissioners and in the light of emerging Department of Health policies, the contractual arrangements to be put in place that will govern the commissioning and provision of community health services by the arms length organisation to the PCT;
- To administer the stakeholder management, staff and service consultation and communications consequences of the Programme;
- To establish and administer a budget to support the completion of the Programme;
- To procure, appoint and administer contracts with suitable third-party advisers to assist in the completion of the Programme.
- To provide senior leadership activities as required of the programme

In discharging these Terms of Reference, the Board will create a Programme management team. This team will have day-to-day responsibility for completing the Programme, including instructing and managing the input of third-party advisers.

2. Duration of the Board

It was agreed at the December meeting of the PCT Board that the Board will be established in January 2008 for an initial period of 6 months

3 Accountability of the Board

The Board will be directly accountable to the PCT Board.

4. Membership of the Board

The membership of the Board will comprise the following (Subject to Board approval):

Role	Named Member
Non Executive (Chair)	Sue Nixon
PCT Chief Executive (SRO)	Sophia Christie
PCT Director of Redesign and Commissioning	Andrew Donald
PCT Director of Resources	Jonathan Tringham
Director of Operations (Programme Director)	Louise Pritchard
Director of Performance and OD	Julian Simcox
Head of Human Resources	Sue Rose
Clinical Director	Kevin Ratcliffe
Staff Side Representative	Liz Shrive
Project Manager & Board Secretary	Stephen Eaves
Partnerships UK	Danielle Procter / David Harrison

The Project Manager will act as Secretary to the Board.

5. Quorum

The Board will be quorate with a minimum of 3 members present excluding any from PUK. The 3 members will include 2 executives, one of whom will be either the Director of Operations or the Chief Executive.

6. Procedures

The Board will meet monthly or more frequently as required. Board meetings will be convened by the Board Secretary. Papers will be circulated electronically at least 3 working days in advance of Board meetings.

The Board will meet monthly or at key decision points in the programme. Board meetings will be convened by the Board Secretary. Papers will be circulated electronically at least 3 working days in advance of Board meetings.

7. Reporting

The Chair supported by the Chief Executive as SRO will deliver a progress report on the Programme to each PCT Board meeting.