



Merton

Clinical Commissioning Group

## Report to the Merton Clinical Commissioning Group Governing Body

**Date of Meeting:** 18<sup>th</sup> July 2013

**Agenda No:** 7.3

**ATTACHMENT 08**

<p><b>Title of Document:</b> Merton Better Healthcare Closer To Home (BHCH) Programme Board - Terms of Reference</p>	<p><b>Purpose of Report:</b> For Ratification</p>
<p><b>Report Author:</b> Eleanor Brown Chief Officer, Merton CCG</p>	<p><b>Lead Director:</b> Eleanor Brown Chief Officer, Merton CCG</p>
<p><b>Executive Summary:</b> Terms of Reference, agreed by the last meeting of the Sutton and Merton BHCH Programme Board, for the Merton BHCH Programme Board. Accompanied by supporting paper explaining the objectives of the Board and how it will work with Merton CCG.</p>	
<p><b>Key sections for particular note (paragraph/page), areas of concern etc:</b> Page 4: Terms of Reference for Merton BHCH Programme Board</p>	
<p><b>Recommendation(s):</b> At the last meeting of the Sutton and Merton BCHC Programme Board (21.03.13) members of the Programme Board agreed to close the Sutton and Merton BCHC Programme Board. Each CCG agreed to set up its own arrangements for continuing the BHCH programme on a borough basis.</p> <p>The attached paper provides draft terms of reference for the Merton BCHC Programme Board.</p>	
<p><b>Committees which have previously discussed/agreed the report:</b> Sutton and Merton BHCH Programme Board – 21.03.13</p>	
<p><b>Financial Implications:</b> NA</p>	
<p><b>Other Implications:</b> (including patient and public involvement/Legal/Governance/Risk/ Diversity/ Staffing) It is envisaged that patient involvement will be within the sub-groups: e.g. Nelson Local Care Centre Project Group.</p>	
<p><b>Equality Analysis:</b> NA</p>	
<p><b>Information Privacy Issues:</b> NA</p>	
<p><b>Communication Plan:</b> (including any implications under the Freedom of Information Act or NHS Constitution) NA</p>	

## **Future of Sutton & Merton Better Healthcare Closer to Home (BHCH) Programme Board**

### **Introduction**

The MCCG membership has, for many years, supported the Sutton & Merton PCT BHCH programme. As a new CCG, Merton is pleased to take on part of the BHCH programme to provide 21st century health care designed around the needs of local people with respect to the development of Local Care Centres (Nelson and Mitcham). MCCG adopts the BHCH objectives of:

- improving outcomes for patients
- providing more care locally
- tackling health inequalities
- meeting changing demographics and healthcare needs
- modernising estates; and
- using resources more efficiently

In addition, we welcome the learning from the existing schemes such as the Jubilee Centre in Wallington.

Concurrently with colleagues in Sutton CCG, Merton CCG was authorised on 19.2.2013. As an authorised CCG Merton is focusing on Merton residents, whilst also working with other CCGs to ensure best use of resources and service development. At this time, Merton CCG is considering historical working with Sutton CCG and, in partnership, are agreeing where to continue joint working, e.g. continuing healthcare placements for children, or to work separately.

### **Recommendation**

- In discussion with Sutton CCG, Merton CCG suggests that the BHCH programme will continue to be implemented. However, due to the distinct developments within each of the boroughs, the CCGs recommend that the programme is continued via two separate workstreams.
- Merton CCG will continue with a BHCH Merton Programme Board. The Programme Board will consist of the local commissioners with representatives from Merton CCG, the Borough of Merton, and the NHS Commissioning Board London. The Board will oversee the work required to implement the BHCH programme relating to the Merton Local Care Centres and, when available, consider and performance manage the emergent Merton Out of Hospital (OOH) Strategy as appropriate/agreed. The Merton BHCH Programme Board will report to the Merton CCG Governing Body.
- The Merton BHCH implementation programme will be supported by a project management team comprising:
  - senior project management

- management support
- finance support
- technical and IT support

A capital programme had been submitted to NHSL which detailed the above requirements for both the Nelson and Mitcham schemes. The programme has not yet been approved.

In order to drive the development forward, the project team will be contracted and managed by the MCCG.

### **Terms of Reference**

The draft Terms of Reference for the Merton BHCH Programme Board are attached for information.

Sutton CG considers that BHCH has helped to deliver more suitable estate and the CCG will continue to develop OOH services through a BSBV programme and local workstreams.

### **Action**

The BHCH Programme Board is asked to note and agree the recommendation that the Sutton & Merton BHCH Programme Board cease as of 31.3.2013 and that a Better Healthcare Closer to Home Merton Board takes forward the BHCH developments in Merton.

# Better Healthcare Closer To Home Programme Board

## Terms of Reference

### Introduction

Merton CCG is establishing a Programme Board to oversee progress of the Better Healthcare Closer To Home (BHCH) programme for Merton, in partnership with MCCG local stakeholders.

The Merton BHCH Programme Board will comply with the MCCG Standing Orders and Standing Financial Instructions and will operate within the legislative framework to which the CCG is subject. It is also required to comply with the MCCG commissioning policies.

### Remit

The role of the Board is to oversee the strategic development and implementation of the Merton BHCH programme and, in doing so, ensure:

- that it supports the development of a BHCH work plan as part of the MCCG Out of Hospital strategy
- that the programme delivers on the strategic aims agreed by the MCCG, including those related to budgets, affordability and good value;
- that the Clinical Commissioning Group Governing Body and partners are fully informed of BHCH progress;
- that as much as possible the programme is aligned with and complementary to the strategic developments led by key local stakeholders, including *Better Services: Better Value*;
- that it performance manages the implementation of the Merton BHCH programme

### Membership of the Board

Vice Chair, MCCG (Chair)  
CO, MCCG (Vice-Chair)  
CFO, MCCG  
Director of Public Health, Merton  
Clinical Representative, MCCG  
Representative, London Borough of Merton  
Representative, Merton Healthwatch  
BHCH Project Management Senior Support  
Director of Commissioning & Planning, MCCG  
Merton Manager of NHS Property Services  
Community Health Partnerships (CHP)

### In attendance:

Representative, Epsom & St Helier NHS Trust  
Representative, South West London and St George's Mental Health Trust

Representative, Sutton & Merton Community Services (RMH)  
Chair of Mitcham LCC Project Group  
Chair of Nelson LCC Project Group  
Representative, LIFTCo (South West London Health Partnerships Limited)  
NHS Commissioning Board Representative – Primary Care

Additional non-voting members may be co-opted on to the committee from time to time at the discretion of the committee chair.

### **Quorum**

The Board will be quorate when 6 or more representatives (or their deputies) are present including at least one lay member, MCCG Executive Director and one MCCG clinician.

### **Committee Structure and Meeting Arrangements**

The Board will establish sub-groups to assist with the delivery of its delegated responsibilities and to progress its work plan as it sees fit. Such sub-groups do not have executive powers, unless this has been agreed in advance by the MCCG Governing Body.

The Board may hold commissioner-only meetings or parts of meetings as necessary. Quoracy for the meetings would be 5 members including a lay member, MCCG Executive Director and a MCCG clinician.

It is envisaged meetings will take place on a bi-monthly basis. Meetings will be structured in such a way to make best use of clinical time and to recognise the priority of clinical engagement and leadership. The Chair of the meeting will be responsible for ensuring papers are available for the meeting and that minutes are recorded and circulated in a timely manner.

### **Reporting to the Merton Clinical Commissioning Group Governing Body**

The Board will maintain minutes of all meetings and these will be provided to the Merton CCG Governing Body. The Board will report formally to the CCG on BHCH progress at least every 4 months.

### **Date for Review**

The terms of reference for the Board will be reviewed at least annually, and may be reviewed before that date to reflect changes in national or local policy or guidance as required.