

## Strategic Board Terms of Reference

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Name of author:	Katherine Sheerin, Simon Boycott
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## **Strategic Board Terms of Reference**

### **1. Introduction**

- 1.1 The Strategic Board of Leeds General Practice Confederation is responsible to the Membership for offering strategic oversight to the Executive.

### **2. Constitution**

- 2.1 The Strategic Board is established in line with the Company's Articles of Association.

### **3. Purpose**

- 3.1 The Strategic Board is part of the Confederation's integrated governance structure with the specific purpose of ensuring that the direction and decisions taken by the Executive are aligned to the challenges and opportunities faced by clinicians working in primary care. In particular the Strategic Board will be responsible for –

#### **Strategy, Planning and Delivery**

- Supporting the Executive in developing the vision and strategy for the Confederation for approval by the Membership
- Advising the Executive in the production of an annual business plan for approval by the Membership
- Advising on business opportunities in line with the Confederation strategy and objectives
- Providing input into the design of services to be delivered by the Confederation.
- Providing feedback on services delivered by the Confederation.

#### **Working with the Membership**

- Through the Locality infrastructure, acting as a key conduit for the development of effective relationships and communication between practice members and the Executive to secure their continuing support for the work of the Confederation.

#### **Partnership Working**

- Advising the Executive on opportunities for integration of health services where this would improve the quality or reduce inequalities
- Working with the Executive to ensuring the effective involvement of patient, their carers and representatives in the design of services

#### **Quality Improvement**

- Providing feedback on services delivered by the Confederation to ensure continuous improvements in their quality.
- Identifying opportunities for promoting and supporting continuous improvements in the quality of primary care services delivered by the Membership.

## **Governance**

- Confirming support for governance changes / changes to the Articles of Association for approval by the Membership.

## **HR Management and Remuneration**

- Advising the Executive on education and training requirements for primary care staff for delivery of Confederation objectives.

3.2. The Strategic Board will promote a culture of open and honest reporting and debate.

## **4. Chairing and Membership**

4.1 The Strategic Board shall be chaired by the Chair of the GP Confederation

4.2 Core membership shall consist of the Locality Leads. There will be one Locality Lead per Locality, appointed by a simple majority by their Locality.

4.3 A deputy chair shall be identified by the members of the Strategic Board.

## **5. Attendees**

5.1 Non-voting attendees may be invited to attend when it is deemed necessary by the Chair of the Strategic Board. This may include –

- Chief Executive
- Medical Director
- Nursing Director
- Finance Director
- Director of Workforce
- Transformation Director
- Delivery Director
- Company Secretary
- Administrative Support

## **6. Meetings and quorum**

6.1. The Chair will preside at all meetings; in circumstances where the Chair cannot attend the Deputy Chair shall preside.

6.2. A quorum shall be ten members of the Strategic Board, including either the Chair or the Deputy Chair and at least one executive director. If the Committee is not quorate the meeting may be postponed at the discretion of the Chair. If the meeting does take place and is not quorate, no decision shall be made at that meeting and such matters must be deferred until the next quorate meeting.

6.3 Members are expected to attend all meetings.

- 6.4 In the absence of any member, he or she will have the right to nominate a suitable person to attend the Committee on behalf of the absent member. Deputies must be an elected locality lead Nurse or Lead Practice Manager.
- 6.5 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he or she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the Committee's consideration has been completed.
- 6.6 Meetings will be held normally six times per year.
- 6.7 Special meetings of the Strategic Board can be arranged for specific purposes as necessary.
- 6.8 The Chair of the Strategic Board in consultation with the Deputy Chair may also act on urgent matters arising between meetings of the Committee. Any such action will be reported to the next meeting and be recorded in the minutes of that meeting.

## **7. Authority**

- 7.1 The Strategic Board's delegated decision making will be in accordance with the Confederation's scheme of delegation as approved by the Membership.
- 7.2 The Strategic Board is authorised by the Membership to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Strategic Board.

## **8. Administration arrangements**

- 8.1 The Strategic Board will receive appropriate administrative support. Duties will include:
- preparing and circulating the agenda and papers
  - maintaining accurate records of attendance, main discussion points and decisions taken and issue necessary action logs within five working days of the meeting
  - drafting minutes for circulation to the Chair within five working days of the meeting
  - maintaining an electronic record of any documents discussed and/or approved and recall them to the Strategic Board when due and filing and maintaining records of the work of the Strategic Board

## **9. Reporting**

- 9.1 The Strategic Board will provide a highlight report in writing to the Executive and the Membership following each meeting. The report records key issues, actions and decisions of the relevant item. There may be items which due to their confidential nature will not be included in such a report, matters which are

commercially sensitive. In such cases it will be noted that an item has been discussed but details will not be provided.

9.2 Minutes of the Strategic Board's meetings will be produced promptly for approval at the subsequent Strategic Committee meeting.

9.3 The effectiveness of the Strategic Board will be monitored by the Audit Committee and through an annual review.

## **10. Review of terms of reference**

10.1 The Strategic Board will review the terms of reference annually.