

**TERMS OF REFERENCE  
Primary Dental Services Group**

Document Control		
<b>Title</b>	Terms of Reference for Primary Dental Services Group	
<b>Document Reference</b>		
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<b>Approved By</b>	Primary Care Commissioning Committee	
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0.1	24/04/23	Original draft

1. Purpose	
1.1	The group will provide expert advice and recommendations on commissioning matters relating to delegated primary dental services for the Primary Care Commissioning Committee
1.2	It will make decisions as articulated within the decision making matrix or as delegated to it by the Primary Care Commissioning Committee

2. Scope	
2.1	The group's remit covers decision making and expert advice on the delivery assurance of delegated primary dental services.

3. Roles and Responsibilities	
3.1	<ul style="list-style-type: none"> <li>• Make decisions in accordance with the decision making matrix or as delegated to it by the Primary Care Commissioning Committee</li> <li>• Provide expert advice on matters outside of its delegated authority that are due to be considered by the Primary Care Commissioning Committee</li> <li>• Monitor the delivery of primary dental services and locally commissioned/enhanced services</li> <li>• Ensure the delivery of high quality, evidence-based service provision through contract monitoring</li> <li>• Ensure that all decisions taken and advise given on contractual issues are</li> </ul>

	<p>in-line with the Primary Dental and Prescribed Dental Services Regulations, The NHSE Primary Dental Care Policy and Guidance Manual, Public Contract Regulations, the ICB's Standing Financial Instructions (SFIs)</p> <ul style="list-style-type: none"> <li>• To ensure consistency in decisions made and advice given where the Primary Dental Care Policy and Guidance Manual and regulations allows for 'local discretion'</li> <li>• Identification and management of contract performance or quality issues, escalating concerns to the Primary Care Commissioning Committee (PCCC), Quality Committee or Finance and Performance Committee as relevant</li> <li>• Work in close collaboration with the Local Representative Committee</li> <li>• Any other items that are appropriate in respect of delegated primary medical services and system wide locally commissioned/enhanced services quality, performance, contracting and finance issues</li> <li>• To identify and review risks on the Corporate Risk Register which relate to the effective and safe delivery of Primary Care services, escalating significant risks to the PCCC and support the PCCC as requested to manage and monitor specific risks</li> <li>• To complete and review the quarterly assurance framework</li> <li>• To ensure any decision made are in line with agreed allocated service lines within budgets</li> </ul>
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<b>4. Decision Making and Voting</b>	
4.1	The group will aim to make decisions by consensus wherever possible.
4.2	Where consensus is not achieved a decision will be made by a simple majority of members with the Chair having a casting vote. The Chair may escalate any matters to the Primary Care Commissioning Committee, the Quality Committee or Finance and Performance Committee.

<b>5. Membership</b>	
5.1	<p>The group shall consist of the following members:</p> <ul style="list-style-type: none"> <li>• Associate Director Primary Care (Chair)</li> <li>• Head of Delivery Assurance (Vice Chair)</li> <li>• Delivery Assurance Senior Manager</li> <li>• Delivery Assurance Manager</li> <li>• Primary Care Commissioning Lead representative- Blackpool, Lancashire (North), South Cumbria</li> <li>• Primary Care Commissioning Lead representative- Lancashire (Central)</li> <li>• Primary Care Commissioning Lead representative- Blackburn with Darwen, Lancashire (East)</li> <li>• Finance Lead</li> </ul> <p>The following people will be in attendance:</p> <ul style="list-style-type: none"> <li>• Delivery Assurance Team members</li> <li>• Quality Representative</li> <li>• Clinical Adviser</li> <li>• LRC representative</li> </ul>

	<ul style="list-style-type: none"> <li>• LPN representative</li> <li>• Dental Finance Analyst</li> </ul>
5.2	The group may co-opt other members as appropriate in agreement with the Primary Care Commissioning Committee
5.3	Administrative support shall be provided from the delivery assurance team

<b>6. Quorum</b>	
6.1	The group shall be quorate with the following attendance: <ul style="list-style-type: none"> <li>• Associate Director Primary Care or Head of Delivery Assurance</li> <li>• Delivery Assurance Senior Manager or Delivery Assurance Manager</li> <li>• Finance Lead</li> <li>• Primary Care Commissioning Lead</li> </ul>
6.2	Where a member cannot attend they should send a nominated deputy which should be by exception. The group's administrator will ensure that the nominated deputies are included in the group's register of interest.

<b>7. Frequency of Meetings</b>	
7.1	Meetings will be held at least monthly

<b>8. Meeting arrangements and administration</b>	
8.1	The agenda and supporting papers will be circulated at least five working days prior to the meeting.
8.2	All papers should be received by the appointed administrator to the group a minimum of seven working days in advance of the meeting.
8.3	Items that are late but urgent and important for circulation outside of the above can be done so with approval from the Chair.
8.4	Full minutes alongside and an action and decision log will be captured at each meeting and circulated prior to the next meeting.
8.5	A triple A report of the meeting will be produced within 7 days of the meeting. Once approved by the chair the report will be sent to the Primary Care Commissioning Committee at its next available meeting
8.6	The meeting shall have administrative lead
8.7	The meeting shall have the following standard agenda items: <ul style="list-style-type: none"> <li>• Declarations of interest</li> <li>• Contractual decisions</li> <li>• Contract delivery assurance</li> </ul>
8.8	The group may choose to hold a private meeting of only members where items are deemed sensitive

<b>9. Governance and Reporting</b>	
9.1	Following each meeting, the group shall report to the next available Primary Care Commissioning Committee meeting.
9.2	For strategic significance, regular reviews by the group's Chair will be undertaken to ensure matters are reported at the appropriate level.

9.3	The Chair of the Primary Care Commissioning Committee will hold quarterly reviews with the group Chair.
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<b>10. Conflicts of Interest</b>	
10.1	Individuals who are members of the group will comply with the group's standard of business conduct policy including the requirements for declaring conflicts of interest.
10.2	In order to facilitate this process, 'Declarations of Interest' will be a standing item on all agendas. Any interested declared, and how these are managed should be sent to the PCCC administrator for inclusion on the corporate register.
10.3	All new declarations of interest must be notified to the Chair within 28 days of a member taking office of any interest requiring registration, or within 28 days of a change to a member's registered interest.
10.4	Where a member of the group has a conflict of interest, this must be brought to the Chair's attention before, if possible, or at the start of, or during, the meeting. The conflict should also be recorded in the minutes of the meeting. The Chair will be required to decide upon the individual's contribution and involvement in the meeting.

<b>11. Review of Terms of Reference</b>	
11.1	These Terms of Reference and membership will be reviewed annually.