

South West Family Health Services Project Steering Group

Terms of Reference

Purpose

The purpose of the South West Family Health Services (FHS) Project Steering Group is:

- To provide a channel for input from all PCT boards and key stakeholders in the development of a proposal by NHS SBS to deliver FHS across the South West Region.
- To ensure that all PCT boards and key stakeholders are fully engaged in the development of a proposal by NHS SBS to deliver FHS across the South West Region.
- To ensure that all PCT boards and key stakeholders are fully briefed and receive regular consistent communications throughout the life of the project.
- To ensure that the key milestones are understood and communicated to PCTs and the agreed project time-line is achieved.
- To provide recommendations relating to the FHS proposal to PCT boards so that they can make an informed decision on how or not to proceed with the proposal.

Scope

- Review of the current South West FHS operation (currently operating out of 7 operational centres covering a population of 5.3m)

Regularity of Meetings

- The group will meet 3 times before the 30th of March 2011. At that point frequency will be reviewed again.

Membership

Member	Description
Chairman	Steve Wallwork - Director of Finance and Deputy Chief Executive (Torbay Care Trust)
Members	PCT CEO, PCT NED, SHA HR Associate Director, SHA Assistant DoF, SHA Assistant Director of Commissioning Development, SHA Cancer Screening Programme
Regular Attendees	XXXX, Business Development NHS SBS, XXXX, Director of FHS NHS SBS, XXXX, FHS General Manager NHS SBS

Powers

- To submit papers and recommendations to PCT boards;
- To require senior staff from the PCTs and NHS SBS to attend meetings where appropriate, and the Steering Group will be afforded suitable priority by those staff;

- To share its minutes with South West PCTs