



## **NHS LANARKSHIRE**

### **COMMUNITY HEALTH PARTNERSHIPS**

### **NORTH OPERATING MANAGEMENT COMMITTEE PERFORMANCE MANAGEMENT**

**Notes of Meeting Held On Monday 3<sup>rd</sup> April 2006  
Committee Room 1, Strathclyde Hospital**

**In attendance:** Mr John Anning, Non – Executive Director (Chair)  
Mr Colin M Sloey, Director CHP North  
Mrs A Armstrong, Nurse Director Primary & Community Care  
Mr Calvin Brown, Communications Manager CHP North and South  
Ms Mary Castles, Assistant Chief Executive, North Lanarkshire Council  
Mr Jim Dickie, Director of Social Work, North Lanarkshire Council  
Mr Iain Hair, Head of Planning and Performance, CHP North  
Dr Philip McMenemy, Associate Medical Director, CHP North  
Ms Jennifer Porteous, Divisional Director of HR, CHP North  
Ms Margie Taylor, Public Health

**Apologies:** Mr David Clark  
Ms Christine Jack

#### **1. Introduction**

As this was the inaugural meeting of the North CHP Operating Management Committee the chairman Mr John Anning welcomed everyone and invited general introductions. He set the context of this meeting as agreement of the Terms of Reference and membership of the group and how this would link to other standing committees of NHS Lanarkshire Board and how this would relate to partnership structures within the local authorities.

#### **2. Draft Terms of Reference**

Members had been provided with the latest iteration of the proposed Terms of Reference of both the Community Health Partnership Operating Management Committee and Joint Strategy and Development Implementation Committee. The membership remit and conduct of business for each of these was discussed in detail and Colin Sloey was invited to update the Terms of Reference in light of this

discussion submitting a final draft of these documents to the membership. Specific issues that were picked up within the meeting were the positioning of clinicians most specifically Independent Contractors on the CHP committee structures. Colin Sloey and Margie Taylor were invited to give consideration to how clinicians could provide their optimum input to the CHP committees and influence what is going on within CHP localities.

**Action: Colin Sloey and Margie Taylor**

### **3. Performance Against Targets and Reporting Arrangements**

The committee took an opportunity to reflect on the critical success factors which CHP's would be required to deliver on, specifically the Local Delivery Plan targets, the Joint Performance information and Assessment Framework targets together with the Key Service strategies for all community care groups together with the service contracts for general medical services, general dental services, pharmacy and optometry were considered. The committee agreed that Colin Sloey should prepare a framework document which highlights those particular service areas and Delivery Plan targets which should feature on each of the CHP Management Committee Agendas. It was also agreed that the committee would receive standing reports on finance and Human Resource issues together with an overview report from the CHP Director at each of its meetings.

**Action: Colin Sloey**

### **4. Representation from NHS greater Glasgow and Clyde**

The group discussed the representation from NHS Greater Glasgow and Clyde Health Board and it was agreed that this matter should be picked up directly with Mr Tom Divers.

**Action: Colin Sloey**

### **5. Format and Reporting Procedures**

Discussion took place over the 'House style' of reporting, which would highlight key issues and actions, and also the timescales expected of providing minutes to the group. When future meetings are arranged it is anticipated that all CHP groups should link to each other thus streamlining reporting within the system. It was agreed that a template should be developed and issued to all members.

### **6. Meeting Management**

The Committee endorsed the standards set out in the Terms of Reference regarding Agenda preparation; circulation of supporting papers and completion of minutes. The secretariat to the meeting will be responsible for ensuring that these standards are met.

**Action: Christine Jack**

### **7. Date of Next Meeting**

The next meeting will be held on Wednesday 3<sup>rd</sup> May in Committee Room 1, Strathclyde commencing at 1.00 pm