# Practice Leadership Team (PLT)

# Terms of Reference (TOR)

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| 1.0 | Dixine Douis | 9th May 2022 |
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## Purpose

The Practice Leadership Board will hold responsibility for the safe and effective delivery of services run from The Homeless Health Service

The format of this meeting will be in the form of a weekly meeting, ensuring time is adequately afforded to addressing risks, issues and celebrating successes.

## Responsibilities

The PLT will hold responsibility and perform seven key functions:

### 1. Leadership

* Provide leadership by discussing issues of concern and formulating clear action plans to bring about improvement.
* Provide clear communication on the outcomes of PLT to senior management and all staff as appropriate and necessary.
* Issues of concern to be fed up to the Practice Services Leadership Operational Board (PSLOB) for support and guidance, when and if necessary.
* Ensure and monitor compliance with business plans, service objectives, KPIs (Key Performance Indicators), policies and procedures

### 2. Culture

* Ensure the Board agenda, outcomes and leadership is consistent with the values of Brisdoc.

### 3. Strategy

* Act as a decision-making body, stimulate and consider new ideas and suggestions and ensure they are taken forward where appropriate.
* Discuss and make decisions about any current clinical / operational issues and any policy improvement and changes that may be necessary. Prepare action plans to facilitate change.
* Review service level performance against key targets (QOF, CQC (Care Quality Commission), ES (Enhanced Services), PCN (Primary Care Network), other…) and initiate appropriate actions for improvements.
* Discuss service risks in relation to service delivery and finance and formulate action plans for improvement in liaison with senior leadership delegate.
* Feedback to the wider PSLOB agenda areas for discussion and support.
* Ensure all actions and changes are documented and clearly communicated to wider practice team.
* Monitor and discuss staff wellbeing and consider ways to improve staff morale.

### 4. Governance

* Ensure compliance with the relevant statutory requirements, i.e. CQC, PCN and contractual obligations
* Ensure that the Service functions effectively, efficiently, and economically.
* Feedback concerns to PSLOB and Senior management delegate when they become apparent.

### 5. Quality

* To embrace and deliver a continuous improvement approach, e.g., in response to need, incident or innovation.
* To ensure issues and service improvements are shared with the Senior Leadership associated with the service.
* To report any shared learning opportunities with the PSLOB
* To review the risk register & quality dashboard prior to the PSLOB

### 6. Risk Management

* To discuss any risks identified by staff or leadership team, discuss, and formulate an action plan and feed into the corporate risk register.

### 7. Communication

* Ensure effective communication occurs between PLT, PSLOB, staff, patients, other Brisdoc boards and wider PCN as necessary and appropriate.
* Feed up to PSLOB for discussion at wider meeting any issues, concerns, service improvements, celebrations as necessary and appropriate.

## Co-owners Council Engagement

The PLT will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions.

## Membership

The membership of the Board will be comprised of:

* GP Lead
* Nurse Lead
* Practice Manager
* CHART Manager
* Senior Leadership delegate (Deputy Medical Director – Practice Service and Director of Nursing, AHPs and Governance)

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members. This includes a representative of the co-owners’ council if required or is requested by the council.

## Frequency

The PLT will meet on a weekly basis. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of three members to be present for a decision to be made.

## Reporting and Accountability

The PLT is accountable to the SLT/BBM. The Chair will also report to the PSLOB on the activity and outputs of the PLT, providing assurance on service performance and safety.

## Review

The TOR for the PLT will be reviewed annually.

### Version Control

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 09/05/2022 | Dixine Douis | First design |
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## Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Apologies | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Various - topics added by leadership team | Team Lead |
| 5 | Performance against targets | Practice Manager |
| 6 | Finance | Practice manager |
| 7 | Staff wellbeing | General |
| 8 | AOB | General |