

HOW OUR BOARD MEETINGS WORK

NHS Bolton, the Primary Care Trust for the Borough, holds a Board meeting every month. The meetings are held in public, and this information sheet is designed to assist members of the public who attend.

At the start of the meeting the person chairing the meeting will invite everyone present to introduce themselves. This includes those attending as members of the public. If you are attending on behalf of an organisation, please could you say who you are representing.

The people sitting round the table include the Board members who have voting rights, and other members of the management team from the Primary Care Trust. The majority of Board members are Non-executive Directors. These are people from the local community, not employed by the Primary Care Trust, who are appointed by the independent Appointments Commission on behalf of the Secretary of State for Health to serve on the Board. The Board includes representatives from the Primary Care Trust's Professional Executive Committee or PEC, who are involved in the clinical care of patients.

There is an agenda for the meeting, and for each item on the agenda the Chair will invite the Board members and management team to make comments and ask questions. At the end of the discussion on each agenda item there will be an opportunity for members of the public to make comments and ask questions. Minutes of the meeting are formal, legal documents which record decisions made, but do not record details of the discussion or the names of those who contributed to the discussion. Any issues or questions relating to items on the agenda raised by members of the public or representatives of other organisations will be noted separately by the Communications Manager, to ensure an appropriate response.

If you have comments or questions about issues which are not on the agenda, please speak to the Communications Manager, or any member of the management team after the meeting is finished. If at any stage during the meeting you have difficulty hearing what is said, please let us know by raising your hand.

Sometimes a confidential agenda item needs to be discussed in private. This will be dealt with once the rest of the meeting is concluded. The decision to ask the public to leave for this item will always be made in public.

Overleaf you will find explanations of some of the words, phrases and abbreviations often used in our discussions which may not be familiar to everyone.

Glossary of Terms

PCT – Primary Care Trust

The body charged with improving the health and well being of the local population and ensuring the right health care is provided for local people by planning and commissioning services. NHS Bolton is now a “Teaching Primary Care Trust”. You may hear it referred to as either “the PCT” or “NHS Bolton” at Board meetings.

Acute Trust

An NHS Trust providing hospital services. Our local acute trust is Royal Bolton Hospital NHS Foundation Trust.

PEC – Professional Executive Committee

The committee which provides professional and clinical guidance to the Board.

SHA – Strategic Health Authority

The body co-ordinating and monitoring NHS services over a larger geographical area. Bolton comes under the North West SHA, also known as NHS Northwest. (Note - SHA can also mean Special Health Authority)

Transforming Community Services (TCS)

A plan to improve NHS services provided outside hospital. It includes ending the service provision role of PCTs, so directly provided services will leave the PCT and integrate with another organisation in 2011.

Clinical Governance

The systems and procedures we have for ensuring that the best quality of care and treatment is provided.

World Class Commissioning (WCC)

A national framework to ensure that PCTs have all the skills and capabilities they need to ensure excellent health services

GMS and PMS

Types of contracts for family doctors (GPs). Board members may also refer to PDS – a type of contract for dentists – and LPS – a type of contract for pharmacists.

Capital and Revenue

These are the two main types of funding. Capital is mainly for “one-off” large sums of money, needed for building new accommodation or purchasing large items of equipment. Revenue is for ongoing expenditure, for example on staff wages, prescription drugs, office supplies, heating bills, etc.

Local Health Economy (or Health and Social Care Economy)

We use these terms to refer to all the organisations involved in providing care in the Bolton area.

NICE – National Institute for Health and Clinical Excellence

The organisation which evaluates the effectiveness of treatments so as to provide consistent national advice on which treatments should be provided in which circumstances.

Care Quality Commission (CQC)

The organisation which monitors and reports on standards in the NHS and social care.

QIPP – Quality, Innovation, Productivity and Prevention

Key priorities for the NHS in 2010 and beyond.

CIP (Cost Improvement Programme) and CRES (Cash-Releasing Efficiency Savings)

Targets for saving money to ensure budgets are balanced and invest in developments.

RTT – Referral to Treatment Time

Waiting list targets.

PBC – Practice-based Commissioning

A system whereby a GP practice or group of practices plans and commissions local services for their own patients.

LINK – Local Involvement Network

A way that individuals and groups can help to influence and improve local services.

LMC – Local Medical Committee.

Representative body of local GPs.

Managers and Directors preparing reports for the Board are required to include explanations of all abbreviations. Please alert the Communications Manager if you notice instances where this is not the case.