

NHS North Cumbria CCG Primary Care Commissioning Committee	Agenda Item
11th May 2017	5.2

NHS North Cumbria CCG Primary Care Operational Group Terms of Reference

Purpose of the Report								
This report provides the Primary Care Commissioning Committee with a copy of the terms of reference for the Primary Care Operational Group.								
Outcome Required:	Approve	X	Ratify		For Discussion	X	For Information	
Assurance Framework Reference:								

Recommendation(s):
The Primary Care Commissioning Committee is asked to note the content of the Terms of Reference for the Primary Care Operational Group.

Executive Summary:
<p>Key Issues: North Cumbria CCG received delegated responsibility for Primary Care Co-Commissioning from 01 April 2017 and as a condition of the delegation is required to establish a Primary Care Commissioning Committee. The Primary Care Operational Group has been established as a sub-group of the Primary Care Commissioning Committee and will support the Committee in discharging its delegated responsibilities.</p> <p>Key Risks: North Cumbria CCG operates within a clear governance structure. Risks associated with Primary Care Co-Commissioning are to be managed by the Governing Body agreeing the Terms of Reference for the Primary Care Commissioning Committee. If the Primary Care Operational Group is to support the Committee discharge its delegated responsibilities then the Primary Care Committee is asked to approve the Terms of Reference for work undertaken by the Operational Group on its behalf.</p> <p>Implications/Actions for Public and Patient Engagement:</p>

There are no direct implications for Public and Patient Engagement arising from the issues contained within this paper.

Financial Impact on the CCG:

There are no direct financial implications arising from the issues contained within this paper.

Strategic Objective(s) supported by this paper:	Please select (X)
Support quality improvement within existing services including General Practice	X
Commission a range of health services appropriate to Cumbria's Needs	X
Develop our system leadership role and our effectiveness as a partner	X
Improve our organisation and support our staff to excel	X

Impact assessment: (Including Health, Equality, Diversity and Human Rights)	None Applicable
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Conflicts of Interest Describe any possible Conflicts of interest associated with this paper, and how they will be managed	The attached Terms of Reference address the management of any conflicts of interest.
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Date Report Written	04 th May 2017

NHS North Cumbria Clinical Commissioning Group Primary Care Operational Group Terms of Reference April 2017

1. Introduction

- 1.1 NHS North Cumbria Clinical Commissioning Group (CCG) was approved by NHS England for delegated primary care commissioning arrangements from 1 April 2017.
- 1.2 The North Cumbria CCG Primary Care Commissioning Committee functions as a corporate decision-making body for the management of the delegated functions and the exercise of the delegated powers.
- 1.3 The Primary Care Operational Group supports the Primary Care Commissioning Committee and will:
- Provide a strategic forum to develop commissioning plans and commissioning opportunities for the development and delivery of high quality local primary care services.
 - Oversee and co-ordinate the delegated arrangements, ensuring delivery of the delegated functions in line with the statutory framework.
 - Manage the day to day business associated with the commissioning and contracting of primary care in line with the statutory framework.

2. Role of the Group

- 2.1 The group is responsible for supporting the Primary Care Commissioning Committee to deliver its delegated responsibilities as detailed in the terms of reference and to progress delivery of the primary care work plan.
- 2.2 It is the forum through which the commissioning, quality assurance and contract monitoring function of the primary medical services contractors is managed.
- 2.3 The group will provide specialist knowledge and advice in relation to all aspects of primary care medical services commissioning, contracting, performance management and quality assurance to the Primary Care Commissioning Committee.

- 2.4 The group will receive and recommend arrangements for local implementation of recommendations from the national primary care team; including the receipt of budgetary / financial information in relation to primary medical care contracts from NHS England Finance Team.
- 2.5 The group will make commissioning recommendations to the Primary Care Commissioning Committee regarding the following:
- Strategy development
 - Premises
 - Workforce
 - PMS reviews
 - Core, enhanced and locally commissioned services
 - Performance and Quality Development
 - Information Technology
 - Information Sharing
 - Operational Resilience
 - Service Development
- 2.6 The group will manage the process and make recommendations in respect of matters relating to the maintenance of GP patient lists, including practice mergers and closures, patient allocations, list closures and zero tolerance.
- 2.7 The group will ensure that patients and relevant stakeholders are consulted where appropriate and their views are considered by the group when assessing changes to services.
- 2.8 The agenda for primary care and co-commissioning is evolving and the remit of this group will remain flexible to accommodate new and emerging priorities.

3. Membership

- 3.1 The Group shall consist of:
- CCG Director of Primary Care & ICC Development (Chair)
 - The Clinical Lead for Primary Care & ICC Development (Vice Chair)
 - The Chief Clinical Information Officer
 - CCG Primary Care & Medicines Lead
 - CCG Primary Care Lead
 - CCG Primary Care & ICC Development Senior Manager
 - CCG General Practice Commissioner
 - CCG Primary Care & ICC Development Engagement Officer
 - NHSE Primary Care Commissioning Manager
 - NHSE Primary Business Manager

<p>NHSE Primary Care Locality Finance Manager</p> <p>3.2 Others in attendance CCG Primary Care & ICC Senior Administrator</p> <p>3.3 If unable to attend, members will send a representative as appropriate given the agreed agenda items.</p> <p>3.4 Other attendees will be invited on an ad hoc basis to provide input and expertise to discussions on specified agenda items.</p>
<p>4. Meetings and Voting</p>
<p>4.1 Agendas will be agreed jointly between the CCG Director of Primary Care & ICC Development and the Clinical Lead for Primary Care & ICC Development.</p> <p>4.2 The CCG Primary Care and ICC Senior Administrator will act as secretary to the Group, and will be responsible for giving notice of meetings. This will be accompanied by an agenda and supporting papers and sent to each member representative no later than 7 days before the date of the meeting. When the Chair of the Group deems it necessary in light of the urgent circumstances to call a meeting at short notice, the notice period shall be such as s/he shall specify.</p>
<p>5. Quorum</p>
<p>5.1 The meeting will be quorate when four members are present.</p>
<p>6. Frequency of Meetings</p>
<p>6.1 Meetings will take place monthly and will be scheduled at the beginning of the financial year.</p>
<p>7. Accountability of the Group</p>
<p>7.1 The Group will report directly to the Primary Care Commissioning Committee.</p>

8. Approval and Review

8.1 The group will review its terms of reference on an annual basis and more frequently if required.

Date approved by Committee:

11th May 2017

Date approved by Governing Body:

Not applicable

Review date:

May 2018

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