

NHS Rotherham - CCG Primary Care Commissioning Sub-Group

TERMS OF REFERENCE

Contact Details:			
Executive Lead:	Chief Officer	Lead Officer:	Head of Commissioning
Lead Clinician:	SCE GP lead for Primary Care		

Purpose:
NHS England has delegated to the CCG authority to exercise the primary care commissioning functions set out in Schedule 2 in accordance with section 13Z of the NHS Act. A primary care sub-committee was established in March 2015 to exercise these functions. To support the committee, a primary care committee sub-group is being established to ensure the development and progression of the primary care agenda is appropriately governed.
Role of Sub-Group
The CCG has established the Rotherham CCG Primary Care Commissioning Committee . ("Committee") The Committee functions as a corporate decision-making body for the management of the delegated functions and the exercise of the delegated powers. The committee receives documents for discussion, noting and approval via a number of sources but predominantly from the primary care team. The intention of the primary care sub-group is to ensure an auditable trail of development and approval.

Responsibilities:
Strategic direction
<ul style="list-style-type: none"> To develop and implement the part of the commissioning plan that relates to Primary Care, including needs assessment for safe and sustainable Primary Care Commissioning. To manage the development and agreement of primary care contracts including local enhanced services and local incentive schemes To facilitate the development of the Primary care workforce To identify & recommend priorities for consideration by the Local Professional Networks To identify & recommend priorities for consideration by the PPE & Communications committee To consider implications and recommend solutions for resolving issues arising from the national, regional and local reviews To make recommendations to the Primary care sub-committee on all issues relating to Primary Care Development.
Quality & Performance Management
<ul style="list-style-type: none"> To manage individual contract performance on activity, finance and quality. To manage the Quality Outcome framework (QOF) and local incentive scheme (LIS). To review and recommend contract variations and to undertake reviews of primary care services where appropriate, within delegated functions. To consider and recommend issuing of contract breaches and appropriate

enforcement actions to the primary care sub-committee, on all issues to do with Primary Care.

- To oversee management and delivery of the QIPP programme relevant to primary care.
- Financial management of GP contracts for Core and enhanced services.
- Provision of a robust framework e.g. performance dashboard to ensure the primary care sub-committee is sufficiently assured and appropriate actions being taken with relevant practices.
- To consider independent reports e.g. CQC, Professional alerts, domestic homicide reviews etc. relating to services commissioned and make recommendations to ensure Rotherham CCG is compliant.
- To report to the Primary care sub-committee as appropriate on issues that need escalation.
- To receive papers via Operational Executive (OE) from Medicines Management Committee (MMC) and to deal with as appropriate.

General Issues

- To recommend key risks for inclusion in Risk Register for primary care commissioning.
- To coordinate issues for/and oversee negotiations with the Representative Body.
- To consider and act on the 'conflict of interest' of General Practitioners with reference to Primary care Commissioning.

Chair:

Head of Commissioning.

Vice Chair:

Senior Contracting & Service Improvement Manager.

Composition of group:

The membership shall consist of:

- Deputy Head of Financial Management.
- The Head of Commissioning.
- The Executive GP Lead for Primary Care (or deputy).
- Senior Contracting & Service Improvement Manager.
- Contracting & Service Improvement Manager.
- Senior Contract & Service Improvement Officer.

In Attendance:

- Other CCG Officers as required

Deputising:

GP Primary Care Lead – nominated deputy

Quorum:

- Executive GP lead for Primary care (or deputy)
- 1 senior officer

Members or appropriate deputies to attend at least 80% of all meetings throughout the year.

Accountability:

Primary Care Sub Group reports to Primary Care Committee. Minutes are shared with members on this group.

Frequency of meetings:

Monthly to support the primary care committee and otherwise when required.

Meetings of the Sub group shall:

Members of the sub-group have a collective responsibility for the operation of the meeting. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

The sub-group may delegate tasks to such individuals, create task/finish groups or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements.

The sub-group may call additional experts to attend meetings on an ad hoc basis to inform discussions.

It is envisaged that these Terms of Reference will be reviewed from time to time, reflecting experience of the group in fulfilling its functions.

Order of business:

Normal

Agenda deadlines:

Primary Care Sub Group is held 2 weeks prior to Primary Care Committee. Papers a due to the secretary by close of play on the Friday prior to Primary Care Sub Group.

Minutes:

Minutes are circulated as per administration below to members of the group.

Administration:

The Secretary to the Sub-group 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 3 days before the date of the meeting. When the Chair of the Sub-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.

Attendance:

Each core member or their deputy to attend 80% of meetings annually, to be audited on an annual basis, this to be included in the work plan.

Revision/Amendments since the last version – Date of Review	Amendment Details	Ratified & Approved by/Date
---	-------------------	-----------------------------

December 2018	Addition to responsibility and membership	Primary Care Sub Group 28/11/2018
---------------	---	--------------------------------------

Membership List

Attendees:

Dr Avanti Gunasekera	SCE GP Lead for Primary Care
Mr S Lakin or Mr G Bhogal	Head of Medicines Management
Mrs J Tuffnell	Head of Co-Commissioning (Chair)
Mrs L Jones	Deputy Head of Financial Management
Mrs S Hartley	Contracts & Service Improvement Manager
Ms R Garrison	Senior Contracting & Service Improvement Manager (Co-Commissioning)
Mrs J Murphy	Senior Contracts & Service Improvement Officer

Formatted Table