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NHS Rotherham - CCG Primary Care Commissioning Sub-Group

TERMS OF REFERENCE

Contact Details:			
Lead O.E. / Clinician:	Chris Edwards	Lead Officer:	Jacqui Tuffnell
Title:	Chief Officer	Title:	Head of Co-commissioning

Introduction
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 the 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.
Geographical area
The sub-group will comprise the Rotherham CCG area.

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.

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Quality & Performance Management

- 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.

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.
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Membership:

The membership shall consist of:

- ~~The Deputy Chief Finance Officer~~ 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
- ~~Primary Care Officer~~ Senior Contract & Service Improvement Officer
- IT representative
- Other CCG Officers as required

Chair:

Head of Commissioning

Vice chair:

Senior Contracting & Service Improvement Manager

Meetings and Voting

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.

<p>Quorum</p> <ul style="list-style-type: none"> • 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.
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<p>Deputising:</p> <p>GP Primary Care Lead – nominated deputy</p>
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<p>Frequency of meetings</p> <p>Monthly to support the primary care committee and otherwise when required.</p> <p>Meetings of the Sub group shall:</p> <p>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.</p> <p>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.</p> <p>The sub-group may call additional experts to attend meetings on an ad hoc basis to inform discussions.</p> <p>It is envisaged that these Terms of Reference will be reviewed from time to time, reflecting experience of the group in fulfilling its functions.</p>

<p>Review Date:</p> <p>September 2019</p>
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<u>Revision/Amendments since the last version – Date of Review</u>	<u>Amendment Details</u>	<u>Ratified & Approved by/Date</u>
September 2018	Updated membership	
November 2018	Updated membership	

<p>Next review Date:</p> <p>November 2019</p>
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