

## NHS Sheffield CCG Co-commissioning Implementation Plan

Primary Care Commissioning Committee meeting

4 January 2017

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<b>Author(s)</b>	Rachel Pickering, Primary Care Co-Commissioning Manager
<b>Sponsor</b>	Katrina Cleary, Programme Director Primary Care
<b>Is your report for Approval / Consideration / Noting</b>	
Noting	
<b>Are there any Resource Implications (including Financial, Staffing etc)?</b>	
Primary care commissioning resources for the CCG will continue to be monitored and discussed with PCCC as the work increases in relation to the CCG responsibilities under co-commissioning and GP Five Year Forward View (GPFV) delivery.	
<b>Audit Requirement</b>	
<b><u>CCG Objectives</u></b>  <b><i>Which of the CCG's objectives does this paper support?</i></b> All 5 of the CCG objectives are met in the delivery of GP fully delegated commissioning.	
<b><u>Equality impact assessment</u></b>  <b><i>Have you carried out an Equality Impact Assessment and is it attached?</i></b> EIA was completed initially before the CCG took on the delegated responsibilities.	
<b><u>PPE Activity</u></b>  <b><i>How does your paper support involving patients, carers and the public?</i></b> Ongoing public discussions regarding the CCGs delegated responsibilities through our governance structures.	
<b>Recommendations</b>	
The Primary Care Commissioning Committee is asked to note the completed actions	

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#### **1. Background and Introduction**

An action plan was developed as part of the CCG's fully delegated responsibilities for primary care commissioning from 1 April 2016.

Key services with an impact and role in the delivery and development of co-commissioning were part of the NHS England and Sheffield CCG group to develop the plan.

A core primary care team made up of primary care commissioning, programme director, finance, quality, contracting, and business intelligence has been established in the deployment of the work programme for primary care.

This plan is either fully complete or in progress.

It is essential to review the current position and resource capacity nine months into the role of CCG co-commissioning, which will be undertaken by the primary care team.

#### **2. Recommendations**

The Primary Care Commissioning Committee is asked to note the completed actions

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Paper prepared by Rachel Pickering, Primary Care Co-Commissioning Manager

On behalf of Katrina Cleary, Programme Director Primary Care

23 December 2016

## Primary Care Co-Commissioning - Level 3 Delegation

Start Date:	01/04/2015
End Date:	31/03/2017

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Start Date: 01/04/2015  
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Project (Column A must be populated)	Milestone	Action	Status	Issues	Start	Finish	Allowed Slippage Time	Responsible
Comms	Confirm whole Comms plan with NHSE + internally		Completed		16-Mar-2016	30-Apr-2016		Sarah Baygot
		Arrange either meeting or phone call with NHSE + CCG to understand workload from 01/04/2016	Completed		16-Mar-2016	31-Mar-2016		Sarah Baygot
		Finalise process for communications between SCCG & NHSE Local Team.& GP Practices	Completed		18-Jan-2016	31-Mar-2016		Katrina Cleary / Sarah Baygot
		Confirm process of how information will be shared with NHSE and CCG - including business intelligence , contracting, finance	Completed		18-Jan-2016	31-Mar-2016		Primary Care Co-Commissioning Group
Workforce		Participate in NHSE Webinar on Workforce Arrangements on Thursday 25th February 2016 at 10am-11am	Completed		25-Feb-2016	25-Feb-2016		Sue Berry
		Respond to which staffing model SCCG will be using in relation to Co Commissioning	Completed		7-Dec-2015	1-Oct-2016		Katrina Cleary
		CCG to nominate senior individual to liaise with Controlled Drugs Accountable Officer (CDAO) at NHSE	Completed		8-Feb-2016	31-Mar-2016		Katrina Cleary
	Confirm training needs for co-commissioning responsibilities		In Progress		28-Jan-2016	31-Mar-2016		Chris Elliott / Katrina Cleary
		Lay members to attend training session on conflict of interest	Completed		1-Feb-2016	1-Apr-2016		CCG Lay members
	Confirm roles and responsibilities for Locality Managers		In Progress		28-Jan-2016	31-Mar-2016		Katrina Cleary & Locality Managers
Recruitment	Recruitment of dedicated staff to deal with Primary Care		Completed		28-Jan-2016	29-Apr-2016		Katrina Cleary
		Complete job specification	Completed		1-Mar-2016	31-Mar-2016		Katrina Cleary
		Liaise with HR and put job out to advert	Completed		21-Mar-2016	8-Apr-2016		Chris Elliott / Jess Wilson
		Shortlisting for posts	Completed		1-Apr-2016	11-Apr-2016		Rachel Dillon, Katrina Cleary, Chris Elliott
		Interview panel for both roles	Completed		1-Apr-2016	1-May-2016		CCG & NHSE staff
		Finalise recruitment process and confirm appointments (if applicable)	Completed					
Procurement								
Procurement	Confirm procurement training session for General Practices		In Progress		29-Feb-2016	8-Apr-2016		Phil Tolan / Chris Elliott
		Speak to Victoria Lindon about who to contact over (NECS)	Completed		29-Feb-2016	29-Feb-2016		Phil Tolan / Chris Elliott
		Contact NHSE in relation to role of North of England Commissioning Support (NECS)	Completed		29-Feb-2016	14-Mar-2016		Phil Tolan / Chris Elliott
		Meeting with Phil + Chris to begin planning training session.	Completed		29-Feb-2016	4-Mar-2016		Phil Tolan / Chris Elliott
		Seek feedback on topics from locality managers	In Progress		29-Feb-2016	18-Mar-2016		Chris Elliott
		Follow up meeting with Phil to finalise topics / content of sessions	In Progress		29-Feb-2016	1-Apr-2016		Phil Tolan / Chris Elliott
HR / OD								
HR / OD	Confirm HR session for Practice Managers		Completed	Offered but not required at the time	29-Feb-2016	22-Apr-2016		Suzie Paradine / Chris Elliott
		Meeting with Suzie + Chris to confirm aim of session, content etc.	Completed		29-Feb-2016	18-Mar-2016		Suzie Paradine / Chris Elliott

