



NHS Sheffield CCG Co-commissioning Implementation Plan

Primary Care Commissioning Committee meeting



4 January 2017

Author(s)	Rachel Pickering, Primary Care Co-Commissioning Manager
Sponsor	Katrina Cleary, Programme Director Primary Care
Is your repor	t for Approval / Consideration / Noting

Noting

Are there any Resource Implications (including Financial, Staffing etc)?

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.

Audit Requirement

CCG Objectives

Which of the CCG's objectives does this paper support?

All 5 of the CCG objectives are met in the delivery of GP fully delegated commissioning.

Equality impact assessment

Have you carried out an Equality Impact Assessment and is it attached?

EIA was completed initially before the CCG took on the delegated responsibilities.

PPE Activity

How does your paper support involving patients, carers and the public?

Ongoing public discussions regarding the CCGs delegated responsibilities through our governance structures.

Recommendations

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

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

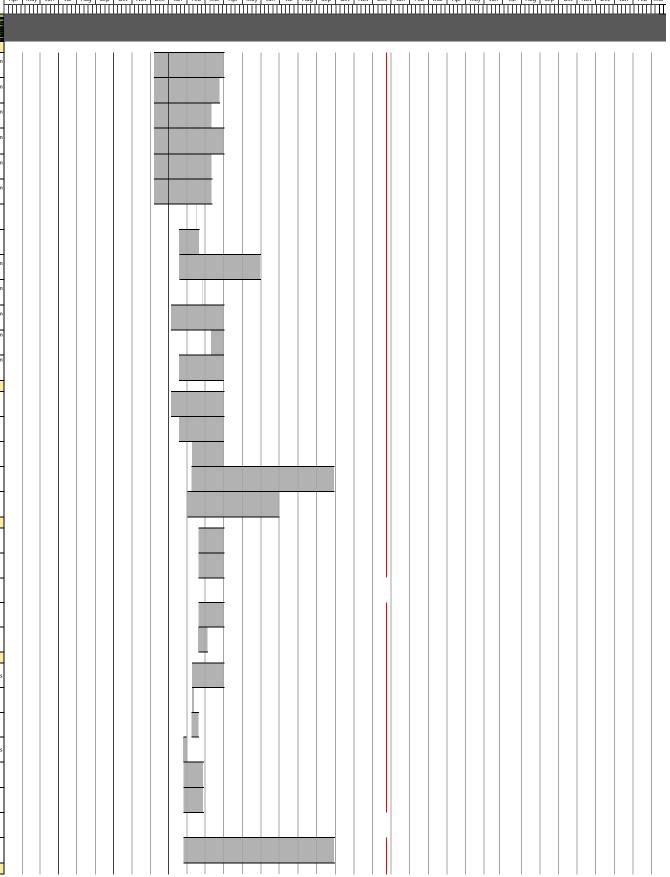
 Start Date:
 01/04/2015

 End Date:
 31/03/2017



End Date:	31/03/2017					ABBOORAG	Helping to deliv	er our priorities
Project (Column A must be populated)	Milestone	Action	Status	Issues	Start	Finish	Allowed Slippage Time	Responsible R
Finance	Confirm allocation for 16/17 Financial Year		Completed		7-Dec-2015	31-Mar-2016		Diane Mason / Sam Lindop
		Meet with NHSE to understand the background and process to recurrent and non-recurrent funding.	Completed		7-Dec-2015	24-Mar-2016		Diane Mason / Sam Lindop
		Discuss with NHSE the Ledger - clarify understanding	Completed		7-Dec-2015	11-Mar-2016		Diane Mason / Sam Lindop
	Confirm roles and responsibilities from the 01/04/2016		Completed		7-Dec-2015	31-Mar-2016		Diane Mason / Sam Lindop
		Go through the budget line by line to clarify roles and responsibilities from 01/04/2016	Completed		7-Dec-2015	11-Mar-2016		Diane Mason / Sam Lindop
		Discuss with NHSE the Ledger - clarify understanding	Completed		7-Dec-2015	11-Mar-2016		Diane Mason / Sam Lindop
		Participate in NHSE Webinar on Tuesday 16th February 2016 at 14.00-15.00	Completed		16-Feb-2016	16-Feb-2016		Sam Lindop
		Speak to Julia Newton about workload concerns	Completed		18-Jan-2016	19-Feb-2016		Diane Mason
		Review capacity of finance team - arrange meeting	Completed		18-Jan-2016	31-May-2016		Diane Mason / Sam Lindop
		Co-Commissioning meeting in Pontefract	Completed		26-Feb-2016	26-Feb-2016		Diane Mason / Sam Lindop
	Complete Budget setting for 16/17 FY		Completed		4-Jan-2016	31-Mar-2016		Diane Mason / Sam Lindop
	Understanding of CQRS		Completed		11-Mar-2016	31-Mar-2016		Diane Mason / Sam Lindop / Simon Kirby
		Diane Mason, Sam Lindop and Simon Kirby to liaise with Paul Barringer to understand how it operationally works	Completed		18-Jan-2016	31-Mar-2016		Diane Mason / Sam Lindop / Simon Kirby
Contracting								
Contracting	Meet with NHSE to clarify understanding further about specific details + issues relating to contracting.		In Progress		4-Jan-2016	31-Mar-2016		Kate Gleave
	Clarity around the point in which the CCG or NHSE need to be informed / involved / make a decision in regards to contracts		In Progress		18-Jan-2016	31-Mar-2016		Kate Gleave
		Conversation which NHSE about roles and responsibilities	In Progress		8-Feb-2016	31-Mar-2016		Kate Gleave
		Arrange regular meetings with NHSE to discuss contracts / contracting issues on a rolling basis	Completed		8-Feb-2016	1-Oct-2016		Kate Gleave
		Review meeting with NHSE about process to date, frequency on meetings, identify any issues to date.	In Progress		1-Feb-2016	1-Jul-2016		Kate Gleave
Quality								
Quality	Seek clarity over delegated roles and responsibilities relating to quality matters (QOF, DES, revalidation, patient experience and GP appraisals)		Completed		19-Feb-2016	31-Mar-2016		Sue Berry
		Arrange conversation / meeting with Barnsley CCG - gain experiences from co-commissioning	Completed		19-Feb-2016	31-Mar-2016		Sue Berry
		Meet with NHSE to go through current queries and questions	Completed		24-Feb-2016	31-Mar-2016		Sue Berry
	Seek clarity over PMS dashboard		Completed		19-Feb-2016	31-Mar-2016		Sue Berry
		Contact NHSE and gain feedback over PMS dashboard - does one currently exist	Completed		19-Feb-2016	4-Mar-2016		Chris Elliott / Sue Berry
Governance								,
Governance	Confirm all governance arrangements		In Progress		8-Feb-2016	31-Mar-2016		Margaret Saunders
		Meet with Margaret Saunders or Sue Laing to understand process of adding risks to Operational Risk Register	Completed		8-Feb-2016	11-Feb-2016		Chris Elliott
		Add risks to Operational Risk Register	Completed		8-Feb-2016	18-Feb-2016		Chris Elliott
		Participate in NHSE Webinar on Governance arrangements in relation to Co-Commissioning	Completed		25-Jan-2016	29-Jan-2016		Margaret Saunders
	Confirm delegation agreement with NHSE		Completed		25-Jan-2016	26-Feb-2016		Chris Elliott / Katrina Cleary
		Populate Delegation Agreement and get Maddy Ruff to sign document	Completed		25-Jan-2016	26-Feb-2016		Chris Elliott / Katrina Cleary
		Update Terms of Reference for the CCGs Constitution	In Progress		1-Nov-2016	2-Feb-2017		Jill Dentith / Sue Laing
		Review functions of Primary Care Commission Group	Completed		25-Jan-2016	1-Oct-2016		Katrina Cleary
Workforce Mat	ters							

		2015							2016											2017											2018					
nt	Qtr 1		Qtr 1 Qtr 2			Qtr 3				Qtr 4		Qtr 1				Qtr 2		Qtr 3			Qtr 4			Qtr 1				Qtr 2		Qtr 3			C	Qtr 4		
ities	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar



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Primary Care Co-Commissioning - Level 3 Delegation

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



	2015										2016											2017												2018		
nt		Qtr 1			Qtr 2			Qtr 3			Qtr 4			Qtr 1			Qtr 2			Qtr 3			Qtr 4			Qtr 1			Qtr 2			Qtr 3		(Qtr 4	
Time	Apr	Mav	Jun	Jul	Aua	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mav	Jun	Jul	Aua	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Mav	Jun	Jul	Aua	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Project							Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb
(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	
Cc	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 interst	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 Manager	
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					1	T T	<u> </u>
Procurement C	Confirm procurement training session for General Practices		In Progress	29-Feb-2016	8-Apr-2016	Phil Tolan / Chris Elliott	<u> </u>
		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	<u> </u>
		Seek feedback on topics from locality managers	In Progress	29-Feb-2016	18-Mar-2016	Chris Elliott	<u>]</u>
		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							<u> </u>
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	

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