

## Change to Terms of Reference

Primary Care Commissioning Committee meeting

**F**

25 September 2017

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<b>Purpose of Paper</b>	
<p>To request that Primary Care Commissioning Committee (PCCC) recommend to Governing Body a change in the committee's Terms of Reference to include the CCG's Clinical Director for Care Outside of Hospital, to become a non voting member of PCCC.</p>	
<b>Key Issues</b>	
<p>The CCG has a number of GPs appointed and employed on a part time basis as Clinical Directors. The Clinical Directors are part of the CCG's Clinical Senior Management Team and are aligned to the CCG's commissioning programmes and portfolios to ensure that we have dedicated clinical leadership and input to the services that we commission.</p> <p>The CCG's PCCC considers all commissioning in relation to primary care services and as part of this increasingly considers this in the context of the wider "care outside of hospital" strategy. In this context it is recommended that the Clinical Director with these responsibilities should attend PCCC as a non-voting member to support the commissioning discussions where appropriate.</p> <p>As the Clinical Director will be a GP and as such may also be a GP who is a partner in a Member general practice in Sheffield, the Clinical Director would need to carefully consider and declare any conflicts of interest and potentially not take part in some discussions, consistent with the approach for the two Governing Body GPs who are already non voting members of PCCC.</p>	
<b>Is your report for Approval / Consideration / Noting</b>	
<b>Approval</b>	
<b>Recommendations / Action Required by the Primary Care Commissioning Committee</b>	
<p>The Primary Care Commissioning Committee is asked to recommend to Governing Body a change to its Terms of Reference to include the CCG's Clinical Director – Care Outside of Hospital as a non voting member of Primary Care Commissioning Committee.</p>	

**The latest version of the Governing Body Assurance Framework can be found at M:\Corporate\BAF & Risk Register or contact Sue Laing 0114 305 1092 or [suelaing1@nhs.net](mailto:suelaing1@nhs.net))**

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

Strategic Objective 5.

Organisational development to ensure the CCG can achieve its aims and objectives and meet national requirements.

Principal Risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage

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

None other than this will be a commitment against the designated days of the Clinical Director – Care outside of hospital.

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

***Please attach if completed. Please explain if not, why not***

Not applicable

(the template can be found at <http://www.intranet.sheffieldccg.nhs.uk/equality-impact-assessments.htm>)

**Have you involved patients, carers and the public in the preparation of the report?**

Not applicable

## Terms of Reference

<b>Name of Committee/Group</b>	Primary Care Commissioning Committee
<b>Type of Committee/Group</b>	Committee of Governing Body

<b>1. Purpose of Committee/Group</b>
<p>In accordance with its statutory powers under section 13Z of the National Health Service Act 2006 (as amended), NHS England has delegated the exercise of the functions specified in Schedule 2 to these Terms of Reference to NHS Sheffield CCG. The delegation is set out in Schedule 1.</p> <p>The CCG has established the NHS Sheffield CCG Primary Care Committee (hereafter known as “the Committee”). The Committee will function as a corporate decision making body for the management of the delegated functions and the exercise of the delegated powers and for the management and exercise of functions and powers delegated by the Governing Body to the Committee in relation to the CCGs responsibilities for primary care, where the Governing Body determines that conflicts of interest prevent decisions being taken by the Governing Body as set out in the CCG’s Standing Orders.</p> <p>It is a committee comprising representatives of the following organisations:</p> <ul style="list-style-type: none"> <li>• NHS Sheffield Clinical Commissioning Group</li> <li>• NHS England</li> </ul>

<b>2. Authority/Accountability</b>
<p>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.</p> <p>Arrangements made under section 13Z may be on such terms and conditions (including terms as to payment) as may be agreed between the Board and the CCG.</p> <p>Arrangements made under section 13Z do not affect the liability of NHS England for the exercise of any of its functions. However, the CCG acknowledges that in exercising its functions (including those delegated to it), it must comply with the statutory duties set out in Chapter A2 of the NHS Act and including:</p> <ol style="list-style-type: none"> <li>a) Management of conflicts of interest (section 14O);</li> <li>b) Duty to promote the NHS Constitution (section 14P);</li> <li>c) Duty to exercise its functions effectively, efficiently and economically (section 14Q);</li> <li>d) Duty as to improvement in quality of services (section 14R);</li> <li>e) Duty in relation to quality of primary medical services (section 14S);</li> <li>f) Duties as to reducing inequalities (section 14T);</li> </ol>

- g) Duty to promote the involvement of each patient (section 14U);
- h) Duty as to patient choice (section 14V);
- i) Duty as to promoting integration (section 14Z1);
- j) Public involvement and consultation (section 14Z2);

The CCG will also need to specifically, in respect of the delegated functions from NHS England, exercise those set out below:

- Duty to have regard to impact on services in certain areas (section 13O);
- Duty as respects variation in provision of health services (section 13P).

The Committee is established as a committee of the NHS Sheffield Clinical Commissioning Group Governing Body in accordance with Schedule 1A of the “NHS Act”.

The members acknowledge that the Committee is subject to any directions made by NHS England or by the Secretary of State.

#### ACCOUNTABILITY OF THE COMMITTEE

Responsibility of this Committee is outlined within the Sheffield Clinical Commissioning Group’s Constitution. The Committee is accountable to the Governing Body of the NHS Sheffield Clinical Commissioning Group.

The Committee is responsible for both overseeing the management of primary care delegated budgets and ensuring decisions made do not exceed the primary care delegated budget for the CCG.

The Committee will ensure that patient/public consultation is considered and undertaken when appropriate to aid decision making.

For the avoidance of doubt, in the event of any conflict between the terms of these Terms of Reference and the Standing Orders or Prime Financial Policies of the CCG, the latter will prevail.

#### PROCUREMENT OF AGREED SERVICES

The Committee will make procurement decisions relevant to the exercise of the delegated functions in accordance with the detailed arrangements regarding procurement set out in the Delegation Agreement between the CCG and NHS England.

#### DECISIONS

The Committee will make decisions within the bounds of its remit and decisions will be aligned with the CCG’s Commissioning Plan.

The decisions of the Committee shall be binding on NHS England and NHS Sheffield CCG.

### 3. Objectives of Committee/Group

#### ROLE OF THE COMMITTEE

1. The Committee has been established in accordance with the above statutory provisions to enable the members to make collective decisions on the review, planning and procurement of primary care services in Sheffield under delegated authority from NHS England.
2. In performing its role, the Committee will exercise its management of the functions in accordance with the agreement entered into between NHS England and NHS Sheffield Clinical Commissioning Group, which will sit alongside the delegation and terms of reference.
3. The functions of the Committee are undertaken in the context of a desire to promote increased co-commissioning to increase quality, efficiency, productivity and value for money and to remove administrative barriers.
4. The Governing Body has approved the CCG's Primary Care Strategy. The Committee will monitor delivery of the Strategy on behalf of the Governing Body through a quarterly review. The Committee will also receive regular updates on the work plan for primary care.
5. The role of the Committee shall be to carry out the functions relating to the commissioning of primary medical services under section 83 of the NHS Act.
6. This includes the following:
  - GMS, PMS and APMS contracts (including the design of PMS and APMS contracts, monitoring of contracts, taking contractual action such as issuing branch/remedial notices, and removing a contract);
  - Newly designed enhanced services ("Local Enhanced Services" and Directed Enhanced Services");
  - Design of local incentive schemes as an alternative to the Quality Outcomes Framework (QOF);
  - Decision making on whether to establish new GP practices in an area;
  - Approving practice mergers; and
  - Making decisions on 'discretionary' payment (e.g. returner/retainer schemes)
7. The CCG will also carry out the following activities:
  - a) To plan, including needs assessment, primary care services in Sheffield;
  - b) To undertake reviews of primary care services in Sheffield;
  - c) To co-ordinate a common approach to the commissioning of primary care

services generally;

d) To manage the budget for commissioning of primary care services in Sheffield.

e) Approval of the recommendations from the special cases advisory group

8. The CCG also intends that the Committee will take responsibility for conducting the review of the redistribution of the PMS premium funding subject to the subsequent approval of the application for Delegated Commissioning as per paragraph 6 above.

#### GEOGRAPHICAL COVERAGE

9. The Committee will comprise NHS England – North (Yorkshire and Humber) or successor organisation) and NHS Sheffield CCG. It will undertake the function of jointly commissioning primary medical services for the population of Sheffield.

#### 4. Membership

Note: Members should be referred to by title not name. Chair of Committee/Group should be stated. Minute taker should be stated either as member or in attendance.

The Committee is constituted to have a lay and executive majority, where lay refers to non-clinical. This ensures that the meeting will be quorate if all GPs have to withdraw from the decision-making process due to conflicts of interest.

The Committee shall consist of:

Status	Role	Organisation	Position
Voting Member	Lay Chair of committee	NHS Sheffield CCG	Lay Member of Governing Body
Voting Member	Lay Deputy Chair of committee	NHS Sheffield CCG	Lay Member of Governing Body
Voting Member	Lay member of committee	NHS Sheffield CCG	Lay Member of Governing Body
Voting Member	Officer member of committee	NHS Sheffield CCG	Accountable Officer
Voting Member	Officer member of committee	NHS Sheffield CCG	Director of Finance
Voting Member	Officer member of committee	NHS Sheffield CCG	Chief Nurse
Voting Member	Officer member of committee	NHS Sheffield CCG	Director of Delivery – Care Outside Hospital
Non-voting Member	Officer member of committee	NHS Sheffield CCG	Medical Director
Non-voting Member	Officer member of committee	NHS Sheffield CCG	Programme Director Primary Care

Non-voting Member	Governing Body GP	NHS Sheffield CCG	Governing body GP
Non-voting Member	Governing Body GP	NHS Sheffield CCG	Governing body GP
Non-voting Member	Secondary Care Doctor	NHS Sheffield CCG	Secondary Care Doctor
Non-voting Member	NHS England representative	NHS England	Head of Co-Commissioning
<u>Non-voting Member</u>	<u>CCG employed GP</u>	<u>NHS Sheffield CCG</u>	<u>Clinical Director – Care Outside of Hospital</u>

The Chair of the Committee shall be a Lay Member of NHS Sheffield CCG

The Deputy Chair will be a Lay Member of the NHS Sheffield CCG.

In exceptional circumstances, deputies (with comparable qualifications to the respective member of the committee) may be nominated to attend prior to the meeting, with the Chair's approval.

Member of the committee, both voting and non-voting, deputies and those in attendance or with a standing invitation to attend will be required to comply with the CCG's Conflicts of Interest Protocol.

Only Voting Members of the Committee will be allowed to vote. Each Voting Member of the Committee shall have one vote. The Committee shall reach decisions by a simple majority of Voting Members present, but with the Chair having a second and deciding vote, if necessary. However, the aim of the Committee will be to achieve consensus decision-making wherever possible.

## 5. Attendees

Note: Attendees should be referred to by title not name. Minute taker should be stated either as member or in attendance.

Status	Role	Organisation	Position
In attendance (non-voting)	Committee Administration	NHS Sheffield CCG	Committee Administrator / PA to Director of Finance
Standing Invitation(non-voting)		Sheffield City Council	Representative of the Health and Wellbeing Board
Standing Invitation(non-voting)			Representative of Healthwatch
Standing Invitation(non-voting)			Representative of LMC

A standing invitation will be made to representatives from the following organisations,

although those representatives will not form membership of the committee, be permitted to vote or form part of the quorum of meetings. They will also, where appropriate, be allowed to remain where the public are excluded for reasons of confidentiality, and subject to Section 7 point 5 below. Deputies of such representatives will be allowed.

Representation from Healthwatch  
Representation from the Health and of Wellbeing Board  
Representation from the Local Medical Committee

Those in attendance or with a standing invitation to attend will be required to comply with the CCG's Conflicts of Interest Protocol.

## **6. Quorum**

Attendance by four (4) members entitled to attend and to vote on the business to be transacted (or a validly appointed deputy for a member) including the Chair or Deputy Chair (thus ensuring a Lay Member present) and two (2) CCG Voting Officer Members.

## **7. Frequency and Notice of Meetings**

1. The Committee will operate in accordance with the CCG's Standing Orders.
2. The Committee shall meet as frequently as necessary to effectively undertake its business and at least six (6) times per year.
3. Agendas will be generated by the Committee Administrator and shared with the Committee Chair for approval. The Committee Administrator 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 five days before the date of the meeting. When the Chair of the Committee 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.
4. Meetings of the Committee shall, subject to the application of paragraph 5 below, be held in public. Notice of meetings shall be published via the NHS Sheffield CCG internet.
5. The Committee may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.
6. Members of the Committee shall have a collective responsibility for the operation of the Committee. 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.

7. The Committee may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by terms of reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.
8. The Committee may call additional experts to attend meetings on an ad hoc basis to inform discussions.
9. Members of the Committee shall respect confidentiality requirements as set out in the CCG's Standing Orders referred to above.

#### **8. Minutes and Reporting Arrangements**

1. The Committee will present its minutes to NHS England – North (Yorkshire and Humber) and the governing body of NHS Sheffield CCG each month for information, including the minutes of any sub-committees to which responsibilities are delegated under Section 7 paragraph 7 above.
2. The CCG will also comply with any reporting requirements set out in its constitution.

#### **9. Meeting Effectiveness Review**

As part of the Governing Body's annual performance review process, the committee shall review its collective performance and that of its individual members and will provide an annual report on the work of the committee for the CCG's Annual Report.

#### **10. Review to be conducted by Committee/Group Chair**

<b>Date Committee/Group established</b>	
<b>Terms of Reference to be reviewed</b>	It is envisaged that these Terms of Reference will be reviewed from time to time, and at least annually, reflecting experience of the Committee in fulfilling its functions. NHS England may also issue revised model terms of reference from time to time. The terms of reference of the committee shall be reviewed by the Governing Body.
<b>Date of last review</b>	November 2016
<b>Date of next review</b>	November 2017