

Nottingham North and East Clinical Commissioning Group

Meeting Title:	Open Primary Care Commissioning Committee	Date: 07 March 2019						
Paper Title:	Revised Terms of Reference	Paper Reference: PCCC/19/008						
Sponsor:	Lucy Branson – Corporate Director, Greater Nottingham Clinical Commissioning Partnership							
Previous Related Papers:	15 January 2019 Governing Body Meeting							
Recommendation:	Approve	<input type="checkbox"/>	Endorse	<input type="checkbox"/>	Review	<input type="checkbox"/>	Receive/Note for:	<input checked="" type="checkbox"/>
							<ul style="list-style-type: none"> • Assurance • Information 	
Summary Purpose of Paper:	<p>The following amendments to the terms of reference for the Primary Care Commissioning Committee were received and approved at the Governing Body meeting on 15 January 2019.</p> <ul style="list-style-type: none"> • The terms of reference have been developed to be more consistent with the wording from the latest version of the national model terms of reference. • The proposed membership of the Committee is based on the national primary care commissioning guidance and managing conflicts of interest guidance. • It is proposed that an independent GP member is included within the Committee's membership in line with the statutory guidance recommendation. This ensures appropriate clinical input, whilst minimising the risk of conflicts of interest, and can be either an out-of-area GP or a recently retired GP. It is proposed that the same individual be appointed to all four committees. • A GP from the CCG's locality and a representative from the Nottinghamshire Local Medical Committee (LMC) will have a standing invitation to attend meetings, along with the other mandated attendees (i.e. HealthWatch, Health and Wellbeing Board). • The guidance is clear that the arrangements should not preclude GP participation in strategic discussions on primary care issues. The Committee will have a responsibility to ensure that appropriate GP and member practice engagement has been undertaken when necessary and this will be integral to its decision-making. • The CCG has certain limitations placed on it in relation to its delegated functions, which need to be kept in mind when decisions are being made. Essentially, any decisions that fall into three specific categories can only be taken following the receipt of prior approval from NHS England and with the involvement of either the Accountable Officer or Chief Finance Officer. These categories relate to: <ul style="list-style-type: none"> - Taking any step or action in relation to the settlement of a claim, where the value of the settlement exceeds £100,000. - Any matter in relation to the delegated functions which is novel, contentious or repercussive. - The entering into any Primary Medical Services Contract, which has, or is capable of having, a term which exceeds five years. 							

The proposed quorum for the Committee has been determined with this in mind.
 The terms of reference were approved at each of the Greater Nottingham Governing Body meetings with the caveat that the standing invitation to the LMC is removed and the requirement for a clinical member to be part of the quoracy added.

Work is underway for the Primary Care Commissioning Committees to begin to meet in common.

The proposed membership and quoracy is summarised below:

	Current Terms of Reference	Proposed Terms of Reference
Membership	<ul style="list-style-type: none"> • Two Lay Members • Two GPs • Deputy Chief Officer • Deputy Chief Finance Officer • Head of Quality, Patient Safety and Experience <p><u>In attendance:</u></p> <ul style="list-style-type: none"> • Healthwatch Nottingham and Nottinghamshire • Nottinghamshire Local Medical Committee Representative • Nottingham County Health and Wellbeing Board Representative • Primary Care Contracting Team of NHS England 	<ul style="list-style-type: none"> • Two Lay Members • Independent GP Advisor • Accountable Officer • Chief Finance Officer • Chief Operating Officer • Chief Nurse • Director of Primary Care <p><u>In attendance:</u></p> <ul style="list-style-type: none"> • Locality GP Representative • Healthwatch Nottingham and Nottinghamshire • Nottingham County Health and Wellbeing Board Representative • Primary Care Contracting Team of NHS England • Other CCG officers (as necessary) in line with their expertise/ responsibilities
Quoracy	A minimum of five members, to include two lay members and two executive members	A minimum of five members, to include at least one lay member, a clinical member and either the Accountable Officer or Chief Finance Officer. Executive members will have the ability to nominate a deputy if unable to attend.

If paper is for Approval/Endorsement, have the following impact assessments been completed?

Equality / Quality Impact Assessment	Yes	<input type="checkbox"/>	Data Protection Impact Assessment	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>		No	<input type="checkbox"/>
	N/A	<input checked="" type="checkbox"/>		N/A	<input checked="" type="checkbox"/>

Conflicts of Interest: Please consider whether there are any conflicts of interest considerations relevant to paper authors or members.

- No conflict identified
- Conflict noted, conflicted party can participate in discussion and decision
- Conflict noted, conflicted party can participate in discussion, but not decision
- Conflict noted, conflicted party can remain, but not participate in discussion or decision
- Conflicted party to be excluded from meeting

Have All Relevant Implications Been Considered? (please tick where relevant)

Clinical Engagement	<input type="checkbox"/>	Patient and Public Involvement	<input type="checkbox"/>
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Quality Improvement	<input type="checkbox"/>	Equality, Diversity and Human Rights	<input type="checkbox"/>
Integration	<input type="checkbox"/>	Innovation / Research	<input type="checkbox"/>
Improving Health Outcomes / Reducing Health Inequalities	<input type="checkbox"/>	Patient Choice / Shared Decision Making	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>	Corporate Governance	<input type="checkbox"/>
Is the Information in this paper confidential? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please state reason why:			
Risk: <i>(briefly explain any risks associated with the paper)</i>			
Recommendation:	The Committee is asked to: <ul style="list-style-type: none"> • RECEIVE/NOTE the revised terms of reference for the Primary Care Commissioning Committee. 		