

Next steps towards primary care co-commissioning: Annex B

Submission proforma for delegated commissioning arrangements

December 2014 (Final)



Introduction

The following proforma should be completed by CCGs and area teams where a CCG wishes to implement a delegated commissioning arrangement.

Part one is for completion by the CCG. It requires CCGs to:

- review and revise its conflicts of interest management policy in light of new NHS England statutory guidance;
- describe the intended benefits of co-commissioning arrangements;
- detail the finance arrangements of the delegated budget; and
- complete and sign a declaration.

Part two is for completion by the area team. It requires the area team to:

- confirm that the CCG meets the required assurance thresholds;
- confirm that the CCG meets the required conflicts of interest management thresholds;
- confirm that the CCG demonstrates appropriate levels of sound financial control and meets all statutory and business planning requirements; and
- complete and sign a declaration.

CCGs and area teams are encouraged to take note of the supporting annexes in the *Next steps towards primary care co-commissioning* document, specifically the model wording for constitutional changes (Annex C) and model terms of reference (incorporating the scheme of delegation) for delegated commissioning (Annex F) when completing this proforma.

CCGs and area teams should submit the following to

england.co-commissioning@nhs.net by **noon on Friday 9 January 2015**

1. This form, with parts I and II completed
2. Conflicts of interest policy (draft or ratified version)
3. CCG governance structure, including any terms of reference and scheme of delegation
4. Copy of the CCG's most up to date IG Toolkit
5. CCG constitution or proposed constitutional amendment submitted

Please note that any necessary constitutional amendments should also be sent to the **relevant regional office**.

PART I: TO BE COMPLETED BY THE CCG




A	Conflicts of interest
	<p>CCGs have a statutory requirement to:</p> <ul style="list-style-type: none">• Maintain one or more registers of interest of: the members of the group, members of its governing body, members of its committees or sub-committees of its governing body, and its employees.• Publish, or make arrangements to ensure that members of the public have access to these registers on request.• Make arrangements to ensure individuals declare any conflict or potential conflict in relation to a decision to be made by the group, and record them in the registers as soon as they become aware of it, and within 28 days.• Make arrangements, set out in their constitution, for managing conflicts of interest, and potential conflicts of interest in such a way as to ensure that they do not and do not appear to, affect the integrity of the group's decision-making processes. <p>Conflicts of interest, actual and perceived, need to be carefully managed within co-commissioning. New statutory guidance for conflicts of interest management in primary care co-commissioning has been developed in partnership with NHS Clinical Commissioners and with formal engagement of Monitor, HealthWatch and the National Audit Office and was published in December 2014.</p> <p>The guidance includes a strengthened approach to:</p> <ul style="list-style-type: none">• the make-up of the decision-making committee;• national training for CCG lay members;• external involvement of local stakeholders;• register of interest; and• register of decisions. <p>Further detail is also set out in of the conflicts of interest section in the <i>Next steps towards primary care co-commissioning</i> document.</p> <p>The CCG declaration (below) confirms that the CCG has reviewed and revised its conflicts of interest management processes and procedures in light of the new NHS England statutory guidance on managing conflicts of interest to ensure that it meets the requirements.</p>

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	<p>CCGs must attach a copy of its revised conflicts of interest policy.</p> <p>Draft versions will be accepted, although confirmation that the CCG governing body has ratified the updated policy is required by 30 January 2015.</p>
B	<p>CCG supporting statement to describe the intended benefits to patients through delegated co-commissioning arrangements</p> <p><i><maximum 400 words></i></p>
	<p>Delegated responsibility for commissioning supports delivery of our strategic plan, giving us the ability to shift resources into primary care and ensure we are able to design and implement effective incentive systems that enable us to control secondary care spending and reallocate funding to our out of hospital strategies. It gives us the key to successfully implementing our five year strategic plan and shorter term delivery plan to fully integrate primary, community and social care services, including mental health services, within neighbourhoods based around groups of GP Practices and larger population based delivery of care. Extending the role of primary care increases the local offer to our resident population.</p> <p>Our neighbourhood teams will have close links to local community and voluntary services, allowing us to fully realise the benefits of an active voluntary sector and maximise patient and public involvement in developing services for their neighbourhoods which is fully supported by our member practices, Blackpool Council and the Health and Wellbeing Board to improve health outcomes, equity of access and reduced inequalities.</p> <p>Delegated responsibility will enable us to move at pace, removing the barriers which the current commissioning arrangements of multiple, separate commissioners put into the system and ensure formal contractual and financial arrangements are fully aligned. We plan to develop new local enhanced services and take the opportunity to vary existing contracts to deliver our strategy.</p> <p>We will work closely with practices, using robust data to benchmark quality outcomes and, where appropriate, to support practices and neighbourhoods to improve quality, reduce variation and improve the patient experience. We have a track record of using this approach combining regular supply of benchmarked data as well as individual practice visits reviewing clinical outcomes, prescribing information and utilisation of resource.</p> <p>The CCG retained some former PCT staff involved in primary care commissioning who possess the necessary skills, experience and background to take on this challenge. The CCG has an established primary care development work stream within its existing structure which benefits the whole system through primary care expertise and local knowledge to help shape the overall strategy. We have actively engaged constituent practices and have well established means of communication and involvement with Practice Managers, Practice Nurses and GPs. We have discussed the principles of co-commissioning primary care services with practices and have their overwhelming support and confidence of our ability to deliver this.</p>

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C Finance template for delegated budgets: to be completed by CCGs on or before noon on 9 January 2015				
Notes for completing the finance template:				
<ol style="list-style-type: none"> 1. Double click into the table to complete the excel template. 2. Please enter the notified numbers for your CCG. 3. Please enter how you intend to spend the delegated budget in 2015/16. If your proposal is approved you will need to submit the detail of your planned spend as set out in the planning guidance. 4. Please include any additional investment the CCG is planning to make in primary care services from other areas of spend. 				
Enhanced services	1287			1287
QOF	2741			2741
Other GP services	518			518
Primary care NHS property services - GP	750			750
2015/16 growth				0
Sub Total GP services	21787	0	0	21787
	N/A	+	-	+/-
Acute services				0
Mental health services				0
Community health services				0
Primary care services				0
Continuing care services				0
Other care services				0
Sub total CCG programme costs		0	0	0
Total	21787	0	0	21787
Please provide a description in the change in spend detailed above				
<p>Figures provided above are based on information provided by the Area Team. Further work needs to be done to understand the makeup of these figures and to reconcile them with the notified allocation for GP services. The overall plan for 15/16 has not yet been agreed and therefore we are not in a position to identify changes to the primary care spending yet.</p>				

D	CCG declaration
	<p>I hereby confirm that NHS Blackpool CCG membership and governing body have seen and agreed to all proposed arrangements in support of taking on delegated commissioning arrangements for primary medical services on behalf of NHS England for 2015/16.</p> <p>Signed on behalf of NHS Blackpool CCG governing body</p> <p> Name: Roy Fisher Position: CCG Chairman Date: 9 January 2015</p> <p>I hereby confirm that the CCG has in place robust conflicts of interest processes which and have been reviewed in light of the CCG's statutory duties set out in the NHS Act 2006 (as amended by the Health and Social Care Act 2012), and the NHS England statutory guidance on managing conflicts of interest, prior to submission.</p> <p>Signed by Blackpool CCG Audit Committee Chair</p> <p> Name: David Edmundson Position: Chairman, CCG Audit Committee Date: 9 January 2015</p> <p>Signed by Blackpool CCG Accountable Officer</p> <p> Name: Dr Amanda Doyle Position: CCG Accountable Officer Date: 9 January 2015</p>

PART II: TO BE COMPLETED BY AREA TEAM

Assurance domains	Current Level
<i>To be pre-populated by Area Team from 2014/15 Q2 data</i>	
Domain 1: Are patients receiving clinically commissioned, high quality services?	
Domain 2: Are patients and the public actively engaged and involved?	
Domain 3: Are CCG plans delivering better outcomes for patients?	
Domain 4: Does the CCG have robust governance arrangements?	
Domain 5: Are CCGs working in partnership with others?	
Domain 6: Does the CCG have strong and robust leadership?	
Additional assurance	
Area team confirms the CCG is capable of taking on delegated functions.	<i>[please tick]</i>
Area team confirms the CCG meets the required conflicts of interest management thresholds in line with the new NHS England statutory guidance.	<i>[please tick]</i>
Area team confirms the CCG demonstrates appropriate levels of sound financial control and meets all statutory and business planning requirements.	<i>[please tick]</i>
Any additional comments	

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Area team declaration

I hereby confirm, on behalf of NHS England, that NHS **[insert name]** CCG meets the required conflicts of interest management, finance and assurance thresholds to proceed with delegated commissioning arrangements.

Signed on behalf of the NHS England [insert name] Area Team

Name:

Position:

Date:

PART III: FOR NHS ENGLAND OFFICE USE ONLY

NHS England Commissioning Committee

This serves as confirmation that, following a meeting of the NHS England Commissioning Committee on **[insert date]**, NHS **[insert name]** CCG has been approved to proceed with delegated commissioning arrangements for 2015/16, having met the required conflicts of interest management, finance and assurance thresholds.

Name:

Position:

Date:

Confirmation of financial arrangements

Signed on behalf of the NHS England

Name:

Position:

Date: