

# Draft Joint Committee Working Group Structure

9 July 2015

Paper 4

# Update on Working Groups

This paper provides an update on the progress in establishing:

- 6 CCG Working Groups:
  - Croydon CCG Working Group,
  - Kingston CCG Working Group,
  - Merton CCG Working Group,
  - Richmond CCG Working Group,
  - Sutton CCG Working Group,
  - Wandsworth CCG Working Group
- 5 Workstream Working Groups:
  - Finance Working Group,
  - Contractual Action Working Group
  - Quality Improvement Working Group
  - Innovation Working Group
  - Estates Working Group

These Working Groups were agreed in the Memorandum of Understanding for the Joint Committee as outlined in the diagram.



# Update on CCG Working Groups

Each CCG has been asked to establish their CCG Working Group, including

- identify suitable membership for the Working Group
- provide details of their membership, terms of reference, lead/liaison point and workplan

This information was due to be provided to the Joint Committee governance support, through the completion of a proforma by **Tuesday 30<sup>th</sup> June 2015 at 5pm.**

It is suggested that a helpful reference point for these working groups would be to reflect the governance structures required for delegated commissioning, as these committees operate on a CCG basis.

## Guidance issued to CCGs

- As agreed in the operating model of the Joint Committee (JC), a working group will be established in each CCG to support the majority of the primary care commissioning work.
- The role of each CCG Working Group will be to support the Joint Committee in carrying out its function, in line with the agreed workplan of the JC.
- Remit of these groups is to provide local understanding and knowledge into the wider perspective of the Joint Committee on specific local issues relevant to the CCG area.
- In particular, each CCG Working Group will undertake the following activities:
  - Liaise with GP practices and other primary care providers (as required) in conjunction with NHSE representation on issues arising for practices in each CCG.
  - Provide the relevant data and information on issues to be discussed as per the agenda of each JC.
  - Identify and discuss with their CCG members, any particular matters on the agenda which are of a sensitive or confidential nature and which would be prejudicial to public interest, and make this known to the JC governance support, for consideration by the JC.

# Update on CCG Working Groups

## Guidance issued to CCGs (cont.)

Members of each CCG Working Group have a collective responsibility for the successful operation of the Working Group and will have an appropriate level of experience and expertise to participate in discussions, provide local intelligence and information, review evidence and provide expert input to the activities of the working group.

- The membership of each CCG Working Group should consist of:
  - a) The three CCG representative members of the Joint Committee
  - b) A Chair and Vice-Chair to be agreed at the first meeting of the working group for example the Director of Commissioning or other relevant lead within the CCG
  - c) Clinical representative (if not included in the above)
- Each CCG Working Group will develop their terms of reference and a workplan, which will agree the frequency and agenda of meetings required to enable delivery of its objectives and the process by which they will report to the JC. The workplan will include details of meeting dates and reflect the agreed workplan of the JC.
- The CCG Working Groups are not decision making bodies, but will make recommendations for decisions to be taken by the JC, within the bounds of their remit.

# Update on Workstream Working Groups

## Update on Finance Working Group

- The Finance Working Group have met on two occasions, firstly in April 2015 and again in June 2015. The next meeting is proposed on 22 July 2015.
- The Finance Working Group arranged a Finance Seminar for members of the Joint Committee, held on Wednesday 1<sup>st</sup> July 2015, to provide information and understanding of the technical detail relating to Primary Medical Services Finance.

## Update on the Workstream Estates Working Group

- It is proposed that the SWL-wide workstream Estates Working Group will now be known as the Capital and Estates Forum. It will have as part of its remit a focus on SWL primary care estate and will be chaired by Hardev Virdee. As the workplan for this group is being established, the requirements of primary care estates will be identified and incorporated, including clarification of membership.
- The SWL-wide Capital and Estates Forum, met on 2<sup>nd</sup> July 2015.

# Update on Workstream Working Groups

In this period of establishing the Working Groups, efforts will be made to identify an appropriate membership for each Working Group. The membership of HealthWatch and Health and Wellbeing Boards will be discussed with the nominated leads to agree the best way to manage attendance and input to Working Group meetings.

Working Groups	Proposed Membership	Non voting attendees
<b>Finance</b> incl. financial planning, risks, and non-contractual funding	<ul style="list-style-type: none"> <li>NHSE: Toyin Akinyemi (another NHSE staff member &amp; representatives from NHSE London Regional Team being appointed)</li> <li>CCGs: 1 Clinical Lead &amp; Lay member (with knowledge of primary care finance)</li> <li>SWL Collaborative Commissioning: 1 representative currently being identified</li> </ul>	<ul style="list-style-type: none"> <li>Yinka Alowooya (Healthwatch, Croydon)</li> <li>Health and Wellbeing Board representatives</li> </ul>
<p><b>Please note:</b> The Finance Working Group had their first meeting on Wednesday 24 June 2015. The next meeting is proposed on 22 July 2015.</p>		
<b>Contractual Action</b> incl. performance management	<ul style="list-style-type: none"> <li>NHSE: William Cunningham-Davis (another NHSE staff member being appointed)</li> <li>CCGs: 1 Clinical Lead &amp; Lay member</li> <li>SWL Collaborative Commissioning: 1 representative currently being identified</li> </ul>	<ul style="list-style-type: none"> <li>Paul Pagdon-Smith (Healthwatch, Richmond)</li> <li>Health and Wellbeing Board representatives</li> </ul>
<b>Innovation</b> incl. LIS, new procurement, mergers, IT PMCF, PMS review and workforce	<ul style="list-style-type: none"> <li>NHSE: Toyin Akinyemi (Anna Rissen, Transformation Team) nominating another NHSE staff member being appointed)</li> <li>CCGs: 1 Clinical Lead &amp; Lay member</li> <li>SWL Collaborative Commissioning: 1 representative currently being identified</li> </ul>	<ul style="list-style-type: none"> <li>Jamie Gillespie (Healthwatch, Wandsworth)</li> <li>Health and Wellbeing Board representatives</li> <li>CERN (Community Education Provider Networks)</li> <li>HESL (Higher Education South London)</li> </ul>
<b>Quality Improvement</b> incl. CQC, infection control, SCF	<ul style="list-style-type: none"> <li>NHSE: William Cunningham-Davis and Jane Fryer/Jane Clegg</li> <li>CCGs: 1 Clinical Lead &amp; Lay member</li> <li>SWL Collaborative Commissioning: 1 representative currently being identified</li> </ul>	<ul style="list-style-type: none"> <li>Charlie Ladyman (Healthwatch, Croydon)</li> <li>Health and Wellbeing Board representatives</li> </ul>

# Proposal for identifying CCG representatives

The Joint Committee are asked to consider and approve the following process, in order to agree the membership of the Workstream Working Groups:

- CCGs will be asked to complete a template response for CCG nominations, to be completed by 17<sup>th</sup> July 2015.
- SWL Collaborative Commissioning will also meet with Primary Care representatives in each of the CCGs and discuss nominations for the workstream working groups, along with planned discussions regarding their local CCG Primary Care activities and priorities.
- SWL Collaborative Commissioning will review the nominations for appropriate coverage across the 6 CCGs and proposed membership will be considered at the Transforming Primary Care Delivery Group on 30<sup>th</sup> July 2015.
- Membership of the Workstream Working Groups will be ratified at the 3 September 2015 meeting of the Joint Committee

## Summary

It is expected that all CCG Working Groups and Workstream Working Groups will have met by the next Joint Committee, proposed to take place on 3 September 2015. Workstream Working Groups will be scheduled and will have met by week commencing 21<sup>st</sup> August 2015.