

South West London Clinical Commissioning Group

INSERT NAME OF BOROUGH Primary Care Management Group

Terms of Reference

DRAFT

Document management

Revision history

Version	Date	Summary of changes
0.1	Pre 05/09/19	Comments as per tracker
0.2	05/09/19	Amendments as per tracker

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/responsibility	Date	Version
Governance Lay Members			
SMT			
Chairs			
LMC			

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version

1. Constitution

- 1.1. The Primary Care Management Group (PCMG) is established as a sub-group of the INSERT NAME OF BOROUGH LEVEL COMMITTEE OF THE South West London Clinical Commissioning Group.
- 1.2. PCMG's role is to ensure the transactional aspects of primary care commissioning are undertaken efficiently, clearly and in line with national regulation and local strategy.
- 1.3. The PCMG will establish a direct reporting arrangement with the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG; acknowledging it has specific authority where there are London Standard Operating Procedures (as outlined in sections 22 and 23 of the terms of reference).
- 1.4. Matters where the South West London Primary Care Commissioning Committee (PCCC) have formal decision-making responsibilities, as outlined by the NHS England Delegation Agreement, the PCMG will firstly make recommendations to the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG who will provide the PCCC with a recommendation for ratification.

2. Objectives

- 2.1. The priorities for the Primary Care Management Group will include, but are not limited to:
- 2.2. Assurance;
 - 2.2.1. Implementing the strategy and work programmes of the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG;
 - 2.2.2. Lead on the management of the day to day responsibilities of delegated commissioning;
 - 2.2.3. Providing the relevant data and information on issues to be discussed at relevant Quality Committees, either at INSERT NAME OF BOROUGH or SWL.
 - 2.2.4. Support NHS England to manage the Reserved Functions as appropriate or as directed by NHS England.
- 2.3. Risk:
 - 2.3.1. Manage risk within the framework of the authorities and duties of the PCMG as established in sections 22 and 23 of the terms of reference;
 - 2.3.2. Oversight of risk register with regards to sections 22 and 23 of the terms of reference.
- 2.4. Contracting:
 - 2.4.1. Apply the national Primary Care contracting regulations in the context of local strategy and agreed London Standard Operating Procedures (SOPs).

2.4.2. Support the contract development and management processes associated with GMS, PMS and APMS Practices.

2.4.3. Following approval via the relevant Committee; Implement and oversee any alternative contracts for Quality Outcomes Framework (QOF), (as agreed by the SWL Primary Care Direct Enhanced Services (DES) and Local Incentive Schemes (LIS).

2.5. Engagement:

2.5.1. Liaising with GP practice and other primary care providers in conjunction with NHS England representation on commissioning issues arising for practices.

3. Membership

3.1. The membership shall consist of:

- 3.1.1. Chair – Senior Local Manager;
- 3.1.2. Deputy Director of Primary Care (Vice Chair);
- 3.1.3. Head of Primary Care;
- 3.1.4. SWL Primary Care Contracting Team;
- 3.1.5. LMC Representative;
- 3.1.6. Locally elected clinical representatives INSERT NUMBER;
- 3.1.7. Senior Finance Manager.

3.2. The group may invite other individuals or organisations as required, for example the Local Pharmaceutical Committee. Practice representatives may also be invited to attend for items that concern them.

3.3. For some items, the input from the Performers' List team at NHS England will be important. For this reason, we will ensure that this team has early sight of the agenda for PCMG meetings and that "Relevant Input from Performers' List Team" is a standing item on all agendas.

4. Quorum

4.1. A quorum shall be the Chair or Vice Chair, at least one primary care team member and a finance member.

5. Frequency of Meetings

5.1. Meetings shall be held monthly, however this is at the discretion of the Chair in relation to matters requiring discussion.

5.2. As an absolute minimum, meetings will be held quarterly.

6. Urgent actions

6.1. In the vast majority of cases these actions can be made by the PCMG as part of business as usual. However, there may be occasion, when an urgent situation arises that requires an action to be agreed either immediately or before the next meeting takes place.

- 6.2. Urgent action meetings, in person or via teleconference, can be called by the chair (or vice-chair in their absence). Wherever possible members will be given five working days notice.
- 6.3. A minimum of three members of the PCMG must be present for it to be quorate as per paragraph 4.
- 6.4. An urgent action meeting will be convened by the Chair (or Vice-Chair in their absence). Consultation will be made with the Vice-Chair and all other available members of the PCMG unless in exceptional circumstances where a time delay cannot be permitted. If other PCMG members are not consulted they will be informed at the earliest possible time. Where an urgent-action is taken, this will be officially recorded as such immediately.
- 6.5. All actions will be reported at the next available PCMG meeting.
- 6.6. When national timescales demand it and in exceptional/operationally urgent situations a “virtual meeting” may take place, using email or phone conferencing (this shall not be a reason for inadequate planning.) Alternatively, after taking advice, Chair’s action may be taken and immediately recorded as an urgent action being taken. Chair’s action will be ratified at the next full meeting of the group. For example, this may occur when a statutory response time of 28 days applies, as is the case in some procedures.

7. Authority

7.1. The PCMG is authorised by the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG:

- 7.1.1. Apply the national Primary Care contracting regulations in the context of local strategy and agreed London Standard Operating Procedures (SOPs);
- 7.1.2. Make recommendations to the Borough Level Committee and/or Local Senior Manager on other matters;
- 7.1.3. Seek advice on aspects of its work requiring specialist knowledge (e.g. legal, estates) as agreed with the Local Senior Manager.

8. Duties

8.1. To apply the SOPs in regards to:

- 8.1.1. List closure
- 8.1.2. List suspension
- 8.1.3. Boundary changes
- 8.1.4. Discretionary payments
- 8.1.5. Contractual changes (transactional)
- 8.1.6. Locum reimbursements
- 8.1.7. GP performer payments sickness
- 8.1.8. Infection Prevention & Control

8.2. To make recommendations in line with SOPs to PCCC via the INSERT NAME OF BOROUGH LEVEL COMMITTEE):

- 8.2.1. Practice merger/move
- 8.2.2. New APMS contracts
- 8.2.3. PMS Reviews
- 8.2.4. Remedial and breach notices
- 8.2.5. CQC Inadequate & Requires Improvement notices
- 8.2.6. Contract termination
- 8.2.7. Contractual changes (contentious or major)

NB control of primary care (core and discretionary such as LISs) budgets is delegated from the SWL CCG to the INSERT NAME OF CCG BOROUGH. The PCMG may be involved in the development of Local Incentive Schemes (APPENDIX 1 FOR MORE INFORMATION).

- 8.3. To correspond with practices on the above issues, to ensure actions are made with the fullest possible information and to communicate back to practices clearly and promptly.
- 8.4. To improve quality, safety and patient experience of primary care services, as part of the CCGs overall responsibilities for improving quality across all commissioned services. Relationships with quality committee(s) will be established accordingly.

9. Reporting and Accountability

- 9.1. The PCMG will report to the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG. Regular reports should be provided to the SWL Primary Care Commissioning Committee on any actions taken at the PCMG.

10. Relationships

- 10.1. The PCMG will have a working relationship with other local groups as established.
- 10.2. The PCMG will establish a clear remit from the INSERT NAME OF THE BOROUGH LEVEL COMMITTEE OF THE SWL CCG with regards to its responsibilities around primary care strategy, including but not limited to, the development of Primary Care Networks.

11. Note Keeping

- 11.1. A formal record of meetings will be kept and an action log maintained. Draft notes will be made available within a week of the meeting. Notes will be subject to the Freedom of Information Act. Certain parts of the notes may be redacted, if deemed confidential/not in the public interest.

12. Appeals

- 12.1. If a practice considers that the PCMG has not followed due procedure in its application of the SOPs, it may appeal to the Local Senior Manager who in turn may refer the matter to the SWL PCCC.

13. Conflicts of interest

- 13.1. Conflicts of Interests will be managed in accordance with the CCG Constitution that outlines the current policy; 'Standards of Business Conduct and Managing Conflicts of Interest Policy'.
- 13.2. Where a PCMG member has, or may have, a conflict of interest, arrangements will be put into place to manage that conflict of interest in accordance with the Constitution and the Conflicts of Interest Policy of the SWL CCG.

14. Review of Terms of Reference

- 14.1. It is envisaged that these Terms of Reference will be reviewed annually.

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