
Meeting Health and Well-Being Board

Date 4 October 2012

Subject **NHS Barnet Clinical Commissioning Group-
Authorisation Process**

Report of Chair NHS Barnet Clinical Commissioning Group

Summary of item and decision being sought NHS Barnet CCG are working towards key milestones to achieve wave 3 authorisation submission. This formal process commences on the 1st October 2012. In accordance with the timeline highlighted, they have to ensure completion of a number of key outputs before this October deadline. This report updates the Board on the steps undertaken to achieve these milestones as well as outlining other key developments for NHS Barnet CCG

Officer Contributors Deputy Director of Clinical Commissioning, NHS Barnet CCG (NHS NCL)

Reason for Report To update the Board on progress with the development of local clinical commissioning arrangements and provide an opportunity to discuss the authorisation process.

Partnership flexibility being exercised None applicable.

Wards Affected All

Contact for further information

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1. RECOMMENDATION

- 1.1 That the Health and Well-Being Board note progress on developing the Barnet Clinical Commissioning Group and comment on the way in which the Board can support the authorisation process in Barnet.

2. RELEVANT PREVIOUS DISCUSSIONS AND WHERE HELD

- 2.1 Discussions have taken place at monthly CCG Board meetings as well as internal NHS events. In addition progress is regularly monitored via NHS North Central London.

3. LINK AND IMPLICATIONS FOR STRATEGIC PARTNERSHIP-WIDE GOALS (SUSTAINABLE COMMUNITY STRATEGY; HEALTH AND WELL-BEING STRATEGY STRATEGY; COMMISSIONING STRATEGIES)

- 3.1 From 1 April 2013 the CCG will have responsibility for local NHS commissioning (acute, mental health and community services), a budget of over £450 million. An effective CCG is essential to the development and implementation of commissioning strategies across health and social care in support of the Health and Well-Being Strategy.

4. NEEDS ASSESSMENT AND EQUALITIES IMPLICATIONS

- 4.1 The CCG views the Joint Strategic Needs Assessment as the document which sets out health needs and from which to develop strategic priorities

5. RISK MANAGEMENT

- 5.1 A high level local risk assessment has been undertaken as part of planning for local development of the CCG. Initial risks have been identified as:
 - That GPs and member practices may not all engage with the development of the CCG and the implementation of the commissioning plans. This risk is being mitigated through a focus on engagement of GPs in the development of the CCG via localities particularly;
 - That the CCG does not have effective commissioning arrangements in place to support its development. Work is underway on developing effective support as set out in Section 10;
 - That the CCG does not have the partnership arrangements and relationships in place to work effectively across the health and social care system. The CCG has developed a communications plan and is an integral part of the health and Well-being Board.

6. LEGAL POWERS AND IMPLICATIONS

- 6.1 The Health and Social Care Bill was given Royal Assent on 27 March 2012. The Act provides for the abolition of Primary Care Trusts and Strategic Health Authorities and the establishment of the NHS Commissioning Board (NCB) and Clinical Commissioning Groups. This means that on 1 April 2013, the commissioning functions of NHS North Central London will pass to a number of organisations, primarily, Clinical Commissioning Groups (CCG), the NHS Commissioning Board, Local Authorities and NHS Property Services Ltd. The CCG will take responsibility for securing continuous improvements in the quality of services commissioned, reducing inequalities, enabling choice and

promoting patient involvement, securing integration and promoting innovation and research

7. USE OF RESOURCES IMPLICATIONS- FINANCE, STAFFING, IT ETC

7.1 The Barnet Primary Care Trust budgets will be divided across the following organisations from April 2013 as follows¹:

CCG	£457 million (to commission acute, mental health and community services)
NHS Commissioning Board	£122 million
Local authority (public health)	£12 million
Public Health England	£0.5 million
NHS Property Services	£0.5 million
TOTAL	£592 million

7.2 These are very top level estimates and subject to change following detailed work by NHS North Central London which is currently under way.

8. COMMUNICATION AND ENGAGEMENT WITH USERS AND STAKEHOLDERS

8.1 Communications arrangements for the CCG are set out in section 10.

8.2 A Local Involvement Network (LINK) member and the local authority Director of Adult Social Care and Health are observers with speaking rights on the CCG Board.

9. ENGAGEMENT AND INVOLVEMENT WITH PROVIDERS

9.1 Engagement events with local providers have been undertaken and more are planned.

10. DETAILS

Authorisation process

Evidence Collation

10.1 Work continues on the collation of evidence which is required by the NHS NCB as part of the authorisation assessment process. Specific evidence required within each of the six domains is clearly documented within the CCG Draft Guide for Applicants (NHS NCBA April 2012). The latest document from the NHS NCBA Clinical Commissioning Authorisation: Draft Guide for Assessors Undertaking Desk Top Review (June 2012) outlines the thresholds that the CCG have to achieve. Evidence consists of strategic documents such as the NHS Barnet Constitution, Strategic Commissioning Plan 2013/14 (ISOP) as well as Terms of reference for the main committees and minutes of relevant meetings.

10.2 Work also includes the development of 5 clinical case studies to inform the achievements made by the CCG in the first year and 8 factual accounts of the commissioning arrangements that the CCG have in place in accordance with the commissioning outcomes framework. Commissioning arrangements also highlight those contracts provided in collaboration with partners i.e. the local authority and neighbouring CCG's.

¹ Source: NHS London

Specific areas include Barnet, Enfield and Haringey Clinical Strategy, frail elderly commissioning.

- 10.3 Once approved by the CCG governing body all these documents will be uploaded onto a NHS NCB site (KLM) where they will be stored and used by the assessors to formulate Key Lines of Enquiry (KLOE). These key lines are used for CCG Board scrutiny by the NHS NCB on the pre arranged site visit on November 27th 2012.
- 10.4 NHS Barnet CCG are on track to complete this action by the 28th September 2012.

NHS Barnet CCG Constitution

- 10.5 The draft constitution based on the NHS NCB model constitution and, in accordance with Local Medical Committee (LMC) guidance has now been developed
- 10.6 This legal document is a series of regulations and orders which confer specific legal powers to an organisation and will depict how NHS Barnet CCG formally operates as an organisation. It can therefore be assumed that this is one of the most important documents in the authorisation process.
- 10.7 The LMC have been involved in the process and in collaboration with NHS Barnet CCG hosted an evening event for primary care on the 22nd August 2012 to discuss the detail of the constitution. Following the event the constitution was made available to all GP's for comment using an on line secure site. Consultation closed on the 7th September, some 21 days later. A short on line questionnaire enabled GP's to be guided to specific sections which were of particular relevance. All comments were amalgamated and the constitution amended accordingly. This has subsequently been approved by the LMC on the 10th September and has been adopted by NHS Barnet CCG.
- 10.8 The constitution will be taken to the CCG Board in October 2012 for formal adoption.

CCG member engagement, empowerment and enablement

- 10.9 In accordance with the Health and Social Care Act 2012 clinical commissioning groups are membership organisations. Therefore NHS Barnet CCG will need to work closely with primary care colleagues (CCG members) to ensure that commissioning processes are transparent and members have an opportunity to be part of and engaged in the decision making process of the CCG. This includes ensuring that CCG members are satisfied with and approve the 2013/14 strategic commissioning plan (which also needs to be approved by the Health and Wellbeing Board pre adoption).
- 10.10 An engagement plan (October- March 2013) for member practices led by the vice chair of the CCG Board with support from the senior management team is in development (in alignment with work on the primary care strategy and practice provider status). This will explore locality structures, systems and process to ensure that the link between the governing body and member practices is explicit and members are fully engaged in the decision making of the organisation. This will include an emphasis on patient engagement as well as partner collaboration.
- 10.11 The plan will be presented to the organisational development committee for NHS Barnet CCG in September 2012 and will commence in October.

Strategic Commissioning Plan 2013/14 (ISOP)

- 10.12 The CCG governing body held two development days in July and August 2012 to begin to prioritise NHS Barnet CCG's commissioning intentions for 2013/14 based on the Joint Strategic Needs Assessment (JSNA) and in alignment with the NHS North Central London Strategic Commissioning Plan, Health and Wellbeing Strategy (HWBS) and Integrated Commissioning Plan .
- 10.13 Following these two days there will be a third day- a provider marketplace event, which will explore NHS Barnet CCG's commissioning priorities with key provider stakeholders. This event scheduled for the 19th September 2012 will build on previous CCG governing body sessions and begin to explore commissioning through collaboration.
- 10.14 Once developed the strategic commissioning plan for 2013/14 will be shared with CCG member practices for approval and with the Health and Well being Board for final approval in accordance with the Health and Social Care Act.

Quality and Patient Safety (inclusive of child and adult safeguarding)

- 10.15 As per the Health and Social Care Act (2012) the CCG are formally required to put in place structures that support the governance around quality, clinical risk and patient safety.
- 10.16 Work is currently underway to develop NHS Barnet CCG's strategic vision for Quality as well as to define the terms of reference for the quality and clinical risk committee (sub committee of the CCG governing body) who will formally take over statutory quality and governance functions from NHS North Central London and Barnet Professional Executive Committee (PEC-Barnet PCT) from April 2013. NHS Barnet CCG will be working with NHS North Central London (to be called Commissioning Support Unit (CSU)) from October 2012 to ensure a smooth and safe transition to formal hand over of these functions.
- 10.17 The strategic vision for quality for NHS Barnet CCG will be taken to the CCG Board in November for approval and adoption.

NHS Barnet CCG public facing website

- 10.18 The CCG external facing website is being developed with support from NHS North Central London. The timeframe for go live is the end of September 2012.
- 10.19 The CCG lead for communications is leading this work with support from the communication officers in Barnet.

360 degree stakeholder survey

- 10.20 The 360° stakeholder survey closed on the 24th August 2012. This survey (undertaken through IPSOS MORI) was sent to all NHS Barnet CCG key stakeholders inclusive of primary care.
- 10.21 NHS Barnet CCG had a response rate of 54%, ranked as average by IPSOS MORI and in keeping with the majority of other CCG's across England. IPSOS MORI will be summarising responses and sending this report to NHS Barnet CCG for comment.
- 10.22 This process informs stage 1 of the authorisation process.

Authorisation Process: next stage

Application Phase.

- 10.23 The wave 3 application phase commences on the 1st October 2012 with a signed certification from the Chair and Chief Officer. This will certify that the CCG is ready, willing and able and has plans in place to discharge its duties and responsibilities in key areas. This self certification forms part of the evidence collection discussed in sections 10.1-10.4.

Board to Board Challenge from NHS London

- 10.24 In preparation for Wave 3, NHS London will be hosting a mock board to board challenge for NHS Barnet CCG on the 18th October 2012. This will simulate the event to be held by the NHS NCBA in November and provide the CCG with recommendations for preparedness.
- 10.25 As part of the preparation for this assessment and subsequent assessor site visits NHS Barnet CCG will develop a readiness plan which will ensure that development sessions and preparation for these events commences from September 2012. These development sessions will include key partners and stakeholders who will inform the process such as the local authority and acute trusts.

Board to Board Challenge with the NHS NCB

- 10.26 November 27th 2012 is the date which has been approved by the NHS NCB for the assessor site visit to NHS Barnet CCG. As mentioned above preparation is under way.

Commissioning Support Unit Development

- 10.27 Barnet CCG is in the process of determining its commissioning support arrangements in discussion with the North Central East London Commissioning Support Service (NCEL CSU).
- 10.28 Following further discussion the CCG will be asked to sign a detailed service level agreement. In the meantime a high level memorandum of understanding has been agreed which indicates that NCEL CSU and the CCG have worked together to agree which core commissioning support services the CCG will require, how these should be delivered locally and what the price will be.
- 10.29 NCL CSU will begin full service delivery in October 2012, in accordance with the National Commissioning Board timeframes.
- 10.30 Between October 2012 and April 2013 the CCG and NCEL CSS will agree Key Performance Indicator (KPI) targets, having agreed metrics.

Key CCG governing body appointments

- 10.31 NHS Barnet CCG have appointed John Morton to the role of Chief Officer. John Morton, currently a Director of Partnerships in Bournemouth and Poole PCT cluster will take up this post in November 2012.

10.32 The Chief Financial Officer post is currently out to national advert. During this critical period an Interim Chief Financial Officer has been appointed who will take up this post in October.

11 BACKGROUND PAPERS

11.1 None

Legal – HP
CFO – JH