

## **TERMS OF REFERENCE FOR SOMERSET PRIMARY CARE OPERATIONAL GROUP**

### **Introduction**

1. Somerset CCG has established a Somerset CCG Primary Care Commissioning Committee (“Committee”). The Committee functions as a corporate decision-making body for the management of the delegated functions and the exercise of the delegated powers. The committee has representatives from the CCG, Somerset County Council, Healthwatch Somerset and NHS England.
2. The Committee will make collective decisions on the review, planning and procurement of primary care services in Somerset, under delegated authority from NHS England.
3. The Primary Care Operational Group supports the work of the Primary Care Commissioning Committee.
4. The terms of reference of the Primary Care Commissioning Committee include these clauses:

“The Committee may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties’ relevant governance arrangements, are recorded in a scheme of delegation, are governed by terms of reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.”

“There may be groups that will form part of the overall full delegation governance structure and will support the Commissioning Committee deliver its responsibilities.”

### **Role of the Primary Care Operational Group**

5. The role of the Primary Care Operational Group will be to support the work of the Primary Care Commissioning Committee in carrying out the functions relating to the commissioning of primary medical services under section 83 of the NHS Act.

The Primary Care Commissioning Committee has a responsibility to:

- Plan, commission and deliver primary medical services for the population of Somerset
- Make primary care commissioning decisions; contribute to the development of the primary care strategy, ensuring recommendations are in line with the CCG Governing Body’s Health and Care Strategy
- Oversee the implementation and delivery of the primary care strategy and work plan

- To secure the provision of comprehensive and high quality primary medical service in Somerset
- To co-ordinate a common approach to the commissioning of primary care services generally
- To make decisions on investment on the infrastructure of primary medical services, to ensure adequate and high quality provision as well as value for money for the public
- Undertake reviews of primary medical services in Somerset, including primary care and quality performance
- To manage the commissioning budget for primary medical services in Somerset
- Provide oversight across a number of functions, including but not limited to: Primary Care Workforce; Primary Care Premises; Primary Care Information Management and Technology (IM&T); Primary Care Networks

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6. This includes the following activities:

- GMS, PMS and APMS contracts (including the design of PMS and APMS contracts, monitoring of contracts, taking contractual action such as issuing branch/remedial notices, and removing a contract);
- Newly designed enhanced services (“Local Enhanced Services” and “Directed Enhanced Services”);
- Design of local incentive schemes as an alternative to the Quality Outcomes Framework (QOF);
- Decision making on whether to establish new GP practices in an area;
- Approving practice mergers; and
- Making decisions on ‘discretionary’ payment (e.g., returner/retainer schemes)

7. The Primary Care Operational Group will support the functions of the Primary Care Commissioning Committee by:

- The CCG holding monthly meetings with an open invitation for NHS England to attend. This will create an opportunity to ensure a co-ordinated approach to commissioning primary medical services across the Somerset system in line with the local strategy.
- Developing and implementing a work programme for recommendation to the Primary Care Commissioning Committee to aid planning, commissioning and delivery of primary medical services for the population of Somerset.
- Developing papers and recommendations for the Primary Care Commissioning Committee, including options appraisals.
- Taking forward any necessary recommendations and actions agreed by the Primary Care Commissioning Committee.

Commented [MS3]: Reworded to reflect open invitation to NHS England

- Identifying any areas of risk or difference of opinion and resolving them wherever possible.
- Ensuring that members of the committee are fully briefed on issues before meetings.
- Oversight of the Assurance Framework and ensuring actions implemented as appropriate.
- Oversight of quality issues arising from primary care to ensure delivery of high quality primary care.
- Establish any Task and Finish Groups as required to progress work streams.
- The group will make decisions within the bounds of its remit. Key decisions made during the meetings will be reported on through the Primary Care Update report at the Primary Care Commissioning Committee.
- Where required, the Primary Care Operational Group will invite others to the meetings to provide updates on various work streams.
- Whilst decisions regarding finance will be approved by the Primary Care Commissioning Committee, the Primary Care Operational Group will discuss any areas of potential financial pressure.
- Receive, interpret and discuss primary care data, highlighting any areas of concern.
- To discuss and/or make decisions relating to a full range of primary medical, dental, ophthalmic and community pharmaceutical services, adapting to meet any revised or new requirements through the transition to an Integrated Care System (ICS).

**Membership**

8. The Primary Care Operational Group shall consist of the following members:

**Somerset CCG**

- Deputy Director of Contracting (Chair)
- Associate Director of Primary Care (Vice Chair)
- Quality Lead - Primary Care
- Medicines Management
- Primary Care Contracts Managers
- Primary Care Development Manager
- Primary Care Commissioning Manager
- Primary Care Transformation & Sustainability Manager
- Primary Care Digital representative
- Infection, Prevention and Control

Commented [MS4]: Updated job title

Commented [MS5]: Additional members

- Performance Analyst
- GP Clinical Lead

#### In Attendance

- NHS England (non-voting) - Head of Primary Care Commissioning & Transformation, NHS England and NHS Improvement South West or nominated representative

Commented [MS6]: Updated title and change to non-voting

9. Additional members will be invited as required to support the continuous oversight of primary care functions and programmes of work.

10. The Chair of the Primary Care Operational group shall be the Deputy Director of Contracting and the Associate Director of Primary Care will be the Vice Chair.

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11. All members or attendees are required to declare potential or actual conflicts of interest before items are discussed. There will be a standing agenda item at the beginning of each meeting for this purpose. Even if an interest has been recorded in the register of interests, it must still be declared by the member with the conflict in meetings where matters relating to that interest are discussed. Declarations of interest will be recorded in minutes of meetings.

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#### Meetings and Reporting

12. The Primary Care Operational Group will meet monthly and action notes will be taken and circulated.

13. Each organisation will ensure that all contractual and strategic issues are brought to the attention of the Primary Care Operational Group.

14. The Primary Care Operational Group is quorate when at least four members are present, including the Chair or Vice Chair or their nominated deputy. ~~There is also a minimum requirement that either of the Primary Care Contracts Managers are in attendance.~~

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15. Where a member of the Primary Care Operational Group is unable to attend a meeting they can nominate an appropriate deputy to attend in their absence.

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16. NHS England are invited to attend the whole meeting, however, the Chair reserves the right to exclude attendance for individual items when considered appropriate.

17. The following groups will provide updates/ attend the Primary Care Operational Group as required, this list is not exhaustive;

- Primary Care Update Meeting
- Task and Finish Groups

- Finance and Performance Committee
- Patient Safety and Quality Assurance Committee
- Delivery Boards
- NHS England - Public Health information and performance, Optometry, Pharmacy, Dental.

### **Decision Making**

18. The group has the ability to make decisions on matters discussed at the meeting within the bounds of its remit.
19. Each member of the group, with the exception of those in attendance as defined by the Terms of Reference shall have one vote. The group shall reach decisions by a simple majority of members present, but with the Chair having a second and deciding vote, if required.
20. If a member has declared an actual or potential conflict of interest with the item being considered for a decision, they will not have the authority to vote on that item.
21. Key decisions made during the meetings will be reported through the Primary Care Update report at the Primary Care Commissioning Committee.
22. Where the group does not have the authority to make a decision, it will vote on agreement with a recommendation for reporting into the Primary Care Commissioning Committee for consideration.
23. If a decision is required on a matter before the next scheduled meeting of the group, virtual consideration via email will be used by the group.

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### **Review of Terms of Reference**

24. These terms of reference will be reviewed annually by the Somerset Primary Care Commissioning Committee.