

Healthwatch Sefton Representative Volunteer Opportunity

Role: NHS South Sefton Clinical Commissioning Group (CCG) and NHS England Joint Commissioning Committee.

Location of meeting: South Sefton CCG offices, Merton House, Stanley Road, Bootle, L20 3DL.

Frequency of meeting: Committee meetings are held monthly and held no less than bi-monthly.

Purpose of role: to attend the meetings on behalf of Healthwatch Sefton and, when available, attend as deputy of the Southport & Formby and NHS England Joint Commissioning Committee when the representative (Maureen Kelly) cannot attend.

Main Duties and Responsibilities:

- To act as an independent Healthwatch Sefton representative - expressing the views of patients/ local community 'the voice of the lay person', based on the evidence base which Healthwatch Sefton holds.
- To ensure that public experience is captured in the development of health and social care services.
- To promote the role of the Healthwatch Sefton as a valuable asset in engaging with local communities to gather data/evidence about their experiences/ views about health and social care services.
- To remain impartial at all times and promptly report to the Healthwatch Sefton steering group/ membership and Healthwatch Sefton staff team, any issues or decisions that require a response about health or social care developments.



- To raise any actions that you have been asked to undertake as a Healthwatch representative with the Healthwatch Sefton steering group who will agree authorisation.
- Produce a report (using the Healthwatch Sefton template) following attendance at a meeting/event within two calendar weeks unless there are mitigating circumstances which have been reported to the Healthwatch Sefton staff team.

PERSON SPECIFICATION

In applying for this volunteer role you will need to demonstrate that you have the skills and experience for each of the following areas:

Common requirements for all Healthwatch Sefton volunteer posts.

Knowledge of Healthwatch Sefton

- CR1 An understanding of Healthwatch Sefton, its role and statutory functions.
- CR2 Be aware as a representative that Healthwatch Sefton must not give support to a political party, or to a candidate or politician. Healthwatch Sefton must not be used as a vehicle for the expression of political views. A local Healthwatch must not endorse or comment upon any party or candidate but instead concentrate on the issue that they are raising as it relates to the community of Sefton.

Communication and Interpersonal Skills

- CR3 Confidence to speak at meetings.
- CR4 Willingness to represent evidenced perspectives (which may be contrary to personal opinion).



Information & Communication Technology

CR5 IT literate; to have access to the internet and email.

Equal Opportunities

CR6 To be committed to and understand equality and diversity practice and principles.

Specific Requirements to the post

SR1 To have an understanding of primary care/ general practice.

SR2 To have experience/involvement in strategic decision making/ work.

SR3 To reside in Southport or Formby so there is no conflict of interest in working with South Sefton GP practices.

Desirable Requirements to the post

DR1 To have an understanding/experience of how services are commissioned.

General Information

Healthwatch Sefton is a Company Ltd by Guarantee with a membership base. To volunteer for this role you will need to become a member of Healthwatch Sefton.

To volunteer in this role you will sign a volunteer agreement and abide by all Healthwatch Sefton policies and procedures including the Code of Conduct which must be signed prior to commencing in the role.



Training and Support

Training and support to enable you to carry out this role will be available. This can include attending the meeting as an observer initially as part of the induction process.

Mentoring from an experienced volunteer/staff member will be available on request.

Access to external training will be available as identified.

A review of the role will be carried out after the first 3 months to ensure that both the support required by the volunteer is in place and that the specific tasks relating to the role are being met.

Travel Expenses

Travel expenses reimbursed to enable participation will be met in the first instance by Healthwatch Sefton on receipt of a completed Healthwatch Sefton expenses claim form.

How to apply for this role and selection process.

Please refer to the guidance notes and supporting information document which was sent to you with this role.



NHS South Sefton CCG and NHS England (Cheshire and Merseyside) Joint Commissioning Committee

Terms of Reference

Background

Simon Stevens, the Chief Executive of NHS England, announced on 1 May 2014 that NHS England was inviting Clinical Commissioning Groups (CCGs) to expand their role in primary care commissioning and to submit expressions of interest setting out the CCG's preference for how it would like to exercise expanded primary medical care commissioning functions. One option available was that NHS England and CCGs would jointly commission primary medical services.

Area covered by Joint Commissioning arrangements

The NHS England (Cheshire and Merseyside) and NHS South Sefton CCG joint commissioning committee is a joint committee with the primary purpose of jointly commissioning primary medical services for the people of South Sefton.

Statutory Framework

The National Health Service Act 2006 (as amended) ("**NHS Act**") provides, at section 13Z, that NHS England's functions may be exercised jointly with a CCG, and that functions exercised jointly in accordance with that section may be exercised by a joint committee of NHS England and the CCG. Section 13Z of the NHS Act further provides that arrangements made under that section may be on such terms and conditions as may be agreed between NHS England (Cheshire and Merseyside) and the CCG.

Role of the Joint Committee

The role of the Joint Committee shall be to carry out the functions relating to the commissioning of primary medical services under section 83 of the NHS Act except those relating to individual GP performance management, which have been reserved to NHS England

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");

Healthwatch Sefton.

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- 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).

It excludes the following NHS England Reserved Functions:¹

- management of the national performers list
- management of the revalidation and appraisal process
- administration of payments in circumstances where a performer is suspended and related performers list management activities
- Capital Expenditure functions
- section 7A functions under the NHS Act
- functions in relation to complaints management
- decisions in relation to the Prime Minister's Challenge Fund, and
- such other ancillary activities that are necessary in order to exercise the reserved Functions

In performing its role the Joint Committee will exercise its management of the functions in accordance with the agreement entered into between NHS England (Cheshire and Merseyside) and NHS South Sefton CCG, which will sit alongside the delegation and terms of reference.²

Geographical coverage

The Joint Committee will comprise NHS England (Cheshire and Merseyside) and NHS South Sefton CCG. It will undertake the function of jointly commissioning primary medical services for South Sefton.

Membership

The Joint Committee shall consist of:

- Lay Chair
- **Lay member – vice chair**
- Director – NHS England (Cheshire and Merseyside) or other Senior Manager as nominated by NHS England (Cheshire and Merseyside) with delegated authority to make decisions
- Primary Care Lead – NHS England (Cheshire and Merseyside)
- South Sefton CCG Chief Commissioning and Re-design Officer
- GP Clinical Lead – South Sefton CCG
- GP Clinical Lead – South Sefton CCG

¹ Delegation by NHS England, June 2015, Publications Gateway Reference 03593

² This is the proposed agreement to deal with such as information sharing, resource sharing, contractual mechanisms for service delivery (and ownership) and interplay between contractual and performance list management.



- Nursing and Quality Team Representative – South Sefton CCG
- Finance Team Representative – South Sefton CCG
- Medicines Management Representative – South Sefton CCG

The Director and Primary Care Lead roles may be delegated to a single NHS England (Cheshire and Merseyside) Senior Representative. The membership will meet the requirements of NHS South Sefton CCG's constitution.

The Chair of the Joint Committee shall be a Lay Chair.

The Vice Chair, who shall be a Lay Member of the Joint Committee will be determined by the Committee at the inaugural meeting.

Non-voting attendees

The following representatives will have a standing invitation to all meetings of the committee

- Healthwatch Representative
- Health and Wellbeing Board Representative

Meetings and Voting

The Joint Committee shall adopt the Standing Orders of NHS South Sefton CCG insofar as they relate to the:

- a) Notice of meetings
- b) Handling of meetings
- c) Agendas and
- d) Circulation of papers

Conflicts of Interest

The committee shall, at all times, have regard for NHS South Sefton CCG policy on Conflicts of Interest that now incorporates the guidance issued by NHS England in **June 2016** and any subsequent revisions published by NHS England.

All members are required to maintain accurate statements of their register of interest with the Governing Body and NHS England (Cheshire and Merseyside). Members should notify the committee Chair of any actual, potential or perceived conflicts in relation to the agenda, in advance of the meeting or at the beginning of each meeting. The Chair shall consider such notices in accordance with NHS South Sefton CCG Conflicts of Interest Policy and any guidance issued by NHS England.

Voting

NHS England (Cheshire and Merseyside) shall have one vote and the CCG shall have one vote.



For matters relating to statutory duties of the CCG, the CCG shall have a casting vote.

For matters relating to statutory duties of NHS England, NHS England (Cheshire and Merseyside) shall have a casting vote.

The one organisational vote for each organisation shall be exercised by the nominated lay or executive member.

Quorum

The quorum shall comprise the Chair or Vice Chair, at least 1 representative from NHS England (Cheshire and Merseyside), and at least **2 representatives from NHS South Sefton CCG comprising one or more executives and one GP.**

Frequency of meetings

Meetings shall be time-tabled monthly and held no less than bi-monthly.

Meetings of the Joint Committee

Meetings of the Committee shall be held in public.

The Joint Committee may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.

Members of the Joint Committee have a collective responsibility for the operation of the Joint Committee. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

The Joint Committee may call additional experts to attend meetings on an ad hoc basis to inform discussions.

Members of the Joint Committee shall respect confidentiality requirements as set out in the Standing Orders referred to above unless separate confidentiality requirements are set out for the joint committee in which event these shall be observed.

Administration

Administrative support will be provided by the CCG



The Administrator to the Joint Committee will:

- a) Circulate the minutes and action notes of the committee with 3 working days of the meeting to all members.
- b) Present the minutes and action notes to NHS England (Cheshire and Merseyside) and the governing body of NHS South Sefton CCG

Review of the Terms of Reference

These Terms of Reference will be reviewed from time to time, reflecting experience of the Joint Committee in fulfilling its functions and the wider experience of NHS England and CCGs in primary medical services co-commissioning.

These terms of reference will also be formally reviewed by NHS England (Cheshire and Merseyside) and NHS South Sefton CCG in April of each year, following the year in which the joint committee is created, and may be amended by mutual agreement between NHS England (Cheshire and Merseyside) and NHS South Sefton CCG at any time to reflect changes in circumstances which may arise.

Decisions

The Joint Committee will make decisions within the bounds of its remit.

The decisions of the Joint Committee shall be binding on NHS England and NHS South Sefton CCG

Decisions will be published by both NHS England and NHS South Sefton CCG via the NHS South Sefton CCG Governing Body meeting papers.

Key Responsibilities

The Committee has been established to deliver the main objective of aligning the commissioning of primary care with delivery of the Clinical Commissioning Groups (CCG) Primary Care Quality Strategy to enable transformation within primary care.

NHS South Sefton CCG and NHS England (Cheshire and Merseyside) are keen to explore alternative models of care in order to support the transformation agenda within primary care. Closer alignment of primary care commissioning with the CCG vision means that patients will benefit from the outcomes delivered which include primary and community care services delivered within localities.

Key activities will involve (but are not limited to)

- improving clinical quality
- improving patient experience
- improving value for money



Signature provisions

[Schedule 1 – Delegation by CCG to joint committee – CCG functions - The CCG is not delegating any of its statutory functions to this joint committee

Schedule 2 - List of Members –
TBA populate once membership agreed

