

BNSSG Primary Care Commissioning Committee (PCCC)

Date: 30th November 2021

Time: 9.30am – 11.15am

Location: Meeting to be held virtually, please email bnssg.corporate@nhs.net if you would like to attend.

Agenda Number:	6
Title:	PCOG Terms of Reference
Purpose: Decision	
Key Points for Discussion:	
To request PCCC approval for updated Primary Care Operating Group Terms of Reference, noting that a wider review of primary care governance will need to be conducted as part of transition to an Integrated Care Board and to support future primary care delegation. The updates are highlighted in the Terms of Reference attached at Appendix 6.1 for ease and include updates for membership, sub-groups and some minor wording changes. The key purpose of the group remains unchanged.	
Recommendations:	To approve the updated Terms of Reference for the Primary Care Operational Group pending future governance arrangements from April 2022
Previously Considered By and feedback:	The revisions have been discussed and proposed by the PCOG.
Management of Declared Interest:	Conflicts of Interest are managed at each meeting of the PCOG and the format is following the PCCC format of managing these with a Part A involving provider lead representatives and a Part B which does not include provider leads.
Risk and Assurance:	A combined risk register for primary care is presented each month to the PCOG and risks from these are shared through the corporate governance framework at PCCC and Governing Body.
Financial / Resource Implications:	No implications – a finance report is shared monthly at each PCOG meeting
Legal, Policy and Regulatory Requirements:	There are no specific legal implications in this paper. The PCOG continues to meet and support PCCC as part of our delegated



	arrangements. Any future changes to governance will support policy and regulatory requirements.
How does this reduce Health Inequalities:	No implications. Papers to PCOG and PCCC require the cover sheet impact assessment to be completed
How does this impact on Equality & diversity:	No implications. Papers to PCOG and PCCC require the cover sheet impact assessment to be completed
Patient and Public Involvement:	No implications as part of this paper. Papers to PCOG and PCCC require consideration of Communications and Patient and Public Involvement.
Communications and Engagement:	No implications as part of this paper. Papers to PCOG and PCCC require consideration of Communications and Patient and Public Involvement.
Author(s):	Jenny Bowker, Head of Primary Care Development
Sponsoring Director / Clinical Lead / Lay Member:	David Jarrett, Area Director Bristol and South Gloucestershire

Appendix 6.1

Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group's Primary Care Operational Group (PCOG) Terms of Reference

Version Control		
Version	Date	Consultation
Draft version 1	27 July 2017	
Draft version 1.1	19 October 2017	Updated by L Rickitt to reflect the BNSSG CCGs' application to merge
Draft version 1.2	6 December 2017	Updated by Ruth Thomas to reflect membership discussion with Julia Ross
Draft version 1.3	14 March 2018	Updated by Jenny Bowker to reflect discussions at the BNSSG Primary Care Management Group and discussions with NHSE
Draft version 1.4	27 March 2018	Updated by Jenny Bowker to reflect further discussion with NHSE and Primary Care Management Group
Version 2	25 April 2018	Revised in line with feedback from Primary Care Commissioning Committee
Version 3	24 May 2018	Revised in line with feedback from Primary Care Operational Group
Version 3	30 May 2018	Approved by Primary Care Commissioning Committee
Version 4.1	12 December 2018	Redrafted to accommodate bye monthly meet to create space for subgroups and a work plan
Version 4.2	12th August 2021	Redrafted following review at July 2021 PCOG

Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group's

Primary Care Operational Group (PCOG)

Terms of Reference

1. Introduction

1.1 The Primary Care Operational Group (PCOG or "Operational Group") is established as a sub-group of the Primary Care Commissioning Committee (PCCC) of the NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group (the BNSSG CCG).

1.2 The PCOG will be the operational arm of the PCCC and will execute our responsibilities for delegated commissioning and the procuring of high quality general medical services for the population of BNSSG. The PCOG will ensure that demonstrating and securing value for money is a core principle of the group and that budgetary oversight is provided to the PCC. The PCOG will provide assurance and recommendations to PCCC in relation to oversight of the primary care work programme and the commissioning of general practice.

1.3 The PCOG will utilise its expertise in the commissioning of and development of general practice to identify potential changes to primary care services, policies and strategy. The PCOG will then make the case for change to PCCC. Similarly, the PCOG will respond to requests from PCCC for advice in particular areas.

2. Membership

2.1 The membership of the PCOG shall consist of:

Area Director x1 (Chair)
Clinical Lead, Primary Care Development
Clinical Lead for Quality and Adult Safeguarding
Practice Manager and GP Provider Lead
Head of Primary Care Contracts / Senior Contract Manager Primary Care
Head of Primary Care Development / PCN Programme Manager / Primary Care Resilience Manager
Principle Medicines Optimisation Pharmacist
Head of Clinical Governance and Patient Safety/ Quality Lead for Primary Care
Head of Finance Primary and Community Care
Estates Manager

Head of Primary Care Digital
Locality Development Managers x 1
Local Medical Committee (LMC) Chief Executive

In addition, leads for the following will be invited as required:

Workforce

Business Intelligence

Other representatives may also be invited to attend the meeting.

3. Chair

The meeting will be chaired by the Area Director for Bristol and South Gloucestershire or in their absence by the Area Director North Somerset or the Clinical Lead for Primary Care Development.

4. Meetings and governance

- 4.1 Meetings shall be held in the months that PCCC is scheduled to meet and more frequently as required. When the Chair of the Primary Care Operational Group deems it necessary in light of the urgent circumstances to call a meeting at short notice, the notice period shall be such as s/he shall specify.
- 4.2 The Operational Group will operate in accordance with the BNSSG CCG's Standing Orders.
- 4.3 The aim of the Primary Care Operational Group is to achieve consensus and to make recommendations for decision to the PCCC. The group does not have delegated decision-making authority.

5. Authority

- 5.1 The PCOG is authorised by the BNSSG Primary Care Commissioning Committee (PCCC) to make the case for changes to primary commissioning policies, strategy and operational delivery to the PCCC. In doing so it has the delegated authority to:
 - undertake reviews and make the case for changes to primary care services;
 - seek advice on aspects of its work requiring specialist knowledge (e.g., legal, estates);
 - identify and request the information required to support its work;
 - hold and deliver the work plan for primary care
 - make recommendations to the Primary Care Commissioning Committee.

- 5.2 The PCOG will undertake the responsibilities specified in paragraph 5 (and other activity in support of the delivery of delegated functions as may from time to time be specified) within parameters set by the Primary Care Commissioning Committee.
- 5.3 Authority and responsibility for the delivery of the BNSSG CCG's responsibilities for delegated commissioning as specified within the delegation agreement with NHS England remain with the Primary Care Commissioning Committee. The PCOG will also be bound by the BNSSG CCG's operational Scheme of Delegation.

6. Remit and responsibilities

- 6.1 PCOG will develop the commissioning intentions, strategy and investment opportunities for primary care services and make these recommendations to the PCCC.
- 6.2 PCOG will oversee the delivery of, review the effectiveness of commissioned services and delivery of the strategy and **LTP Transformation** to report to the PCCC.
- 6.3 PCOG will have a number of workstreams reporting into it, including but not limited to:
- Primary Care quality, resilience and contracts
 - Primary Care **Strategy (dual reporting to the Integrated Care Steering Group)**
 - Primary Care IM&T and premises
 - Primary Care workforce **via the Community, Primary Care and Social Care Workforce Group (dual reporting to the People Steering Group)**

7. Conduct

- 7.1 The PCOG shall conduct its business in accordance with national guidance and relevant codes of practice and the BNSSG CCG's Standards of Business Conduct policy. Declarations of Interest will be recorded at each meeting and documented in the formal minutes of the meeting.
- 7.2 If any member or attendee has a conflict of interest in a particular item, appropriate arrangements will be made in line with the BNSSG CCG's Standards of Business Conduct Policy to ensure the clinical input needed to the work of the CCG's is provided. Where all GP members are conflicted, a deputising GP may be sought from a neighbouring CCG with the agreement of the chair of the PCCC.
- 7.3 In respect of potential conflicts of interest, the minutes of the meeting will record:
- the name of the person noting the interest;
 - the nature of the interest and why it gives rise to the conflict;
 - the item of the agenda to which the interest related;
 - how it was agreed that the conflict should be managed;
 - evidence that the conflict was managed as intended.

8. Administration

8.1 Agenda and supporting papers will be circulated no later than 5 days before the date of the meeting. A named administrator will be responsible for the provision of administrative support to the group, and they will ensure that minutes of the meeting are accurately produced and agreed with members.

9. Quorum

9.1 A quorum must include 1 Executive Director, 1 Clinical representative and 1 Head of Primary Care Development or Contracting

10. Frequency

10.1 PCOG will meet in each month that PCCC is scheduled to meet.

11. Reporting arrangements

10.1 The PCOG will report to the PCCC through submission of the PCOG's minutes to each PCCC meeting. There will also be a regular reporting cycle by PCOG and the PCCC to the BNSSG Governing Bodies through a written report. This will summarise the business of both the PCCC and PCOG and decisions taken and will be for information.

10.2 There will also be a regular reporting cycle into the Primary Care Executive Team meeting for key items of escalation

12. Approval and Review

12.1 These Terms of Reference will be reviewed on an annual basis or sooner if required with recommendations made to Bristol, North Somerset and South Gloucestershire CCG's Governing Body for approval.

13. Review History

Approved by <meeting>	Month Year (Version X)
Reviewed and Approved by <meeting committee reports to>	
Approved by <meeting>	
Reviewed and Approved by <meeting committee reports to>	