

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

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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 oversee a programme of work to deliver the BNSSG Primary Care Strategy and GPFV. The PCOG will be the operational arm of the PCC 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.
- 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)
Medical Director, Primary Care and Commissioning
Director of Commissioning
NHSE Head of Primary Care
NHSE Finance Lead
NHSE Contract Manager
Clinical Lead, Primary Care Development
Head of Primary Care Contracts
Head of Primary Care Development
Associate Director for Quality
Deputy Chief Finance Officer/Head of Management Accounts, Primary &

Community Care
Locality Development Managers
Locality Planning Manager x1
Locality Leadership Group member x 3 (1 per Area)
Local Medical Committee (LMC) Chief Executive

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

Estates

Workforce

Digital/GP IT

Business Intelligence

Medicines Management

NHSE primary care contracting

Other representatives may also be invited to attend the meeting.

3. Chair

The meeting will be chaired by the Area Director South Gloucestershire or in their absence by the Area Director Bristol or Area Director North Somerset.

4. Meetings and governance

- 4.1 Meetings shall be held monthly 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 PCC. 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;
- 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 GP Forward View 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
- Primary Care – new models of care
- Primary Care IM&T and premises
- Primary Care workforce
- Primary Care Contracts

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 2 Executive Directors, 1 NHSE representative and 1 Locality Leadership Group lead.

10. 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.

11. Approval and Review

11.1 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.

12. 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>	