

Delegated commissioning application process and checklist for 2017/18

Introduction

NHS England's Board has committed to support the majority of CCGs to assume delegated responsibilities for the commissioning of primary medical services from 1 April 2017. Giving CCGs more control over general practice is part of a wider strategy to support the development of place-based commissioning and a key enabler of the development of new care models.

The delegated commissioning model is delivering a number of benefits for CCGs and local populations. It is critical to local sustainability and transformation planning (STP), supporting the development of more coherent commissioning plans for healthcare systems and giving CCGs greater ability to transform primary care services. CCGs have also reported that delegated commissioning is giving them greater insight into practice performance issues, greater opportunities to develop a more sustainable primary care workforce and is helping to strengthen relationships between CCGs and practices.

In 2016/17, 114 CCGs have delegated commissioning responsibilities. NHS England has invited the remainder of CCGs operating under joint or the "great involvement" co-commissioning models to apply for full delegation between **now** and **5 December 2016**.

CCGs are encouraged to have an early conversation about their delegated commissioning application with their NHS England local team and finance leads to ensure that all the necessary documentation is updated and approved in advance.

We request that CCGs and the NHS England Director of Commissioning Operations (DCO) jointly complete the delegated commissioning checklist and finance template for delegated budgets for submission nationally. The completed templates should be signed by the CCG and the relevant NHS England DCO and emailed to england.co-commissioning@nhs.net, with a copy to regional leads for co-commissioning, details are as follows

Region	Regional lead for co-commissioning	Contact email address
North	Richard Armstrong	richard.armstrong1@nhs.net
Midlands and East	Vikki Taylor	vikkitalor@nhs.net
London	Christina Windle	Christina.windle@nhs.net
South	Sarah Khan	sarah.khan12@nhs.net

Next steps towards primary care co-commissioning

Following submission of the checklist, your application will be reviewed by NHS England as part of a short approvals process. We will inform CCGs of the outcomes of this process by early January 2017.

Please note we will consider applications from CCGs with directions or in special measures on a case-by-case basis.

If you require any further information, please contact your regional co-commissioning lead in the first instance, followed by england.co-commissioning@nhs.net.

Delegated Commissioning Application Checklist

This checklist and finance template should be completed jointly by the CCG and the relevant NHS England DCO. **All supporting documentation should be submitted to the NHS England DCO and not the national co-commissioning team.**

Delegated Commissioning Application Checklist	
Wolverhampton CCG has set out clearly defined objectives and benefits of the delegated arrangement.	Yes
The CCG's constitution or proposed constitutional amendment has been updated in line with the guidance ¹ (and this has also been approved by the NHS England regional office with confirmation sent to england.co-commissioning@nhs.net - constitutional amends can be confirmed by 1 April 2017).	Yes
The CCG has updated its governance documentation in line with the NHS England guidance (on constitutional amendments).	Yes
The CCG has reviewed its conflicts of interest policy in line with NHS England's <i>revised statutory guidance on managing conflicts of interest for CCGs</i> https://www.england.nhs.uk/commissioning/pc-co-comms/coi/ . The CCG confirms that they will be fully compliant with the conflicts of interest guidance by 1 April 2017.	Yes
The CCG's IG Toolkit meets level 2 criteria as a minimum.	Yes
The CCG's Year End Assurance rating is outstanding	

¹ Constitutional changes will be required if the CCG takes on delegated commissioning because the CCG will need to establish a new committee to manage the delegated functions and to exercise the delegated powers. In the CCG Model Constitution, the references to this committee will need to be added to sections referenced in 6.4.1.a. and 6.6.3.c. unless there is already a clause permitting new committees without additional direct references. These will also need to refer to the Terms of Reference for this committee.

Next steps towards primary care co-commissioning

The DCO confirms that there are no performance, finance, leadership or governance issues that prevent the CCG taking on the function.	Yes																																																																																																														
<p>Finance template for delegated budgets completed in full (include completed table below):</p> <p>Notes for completing the finance template:</p> <ol style="list-style-type: none"> 1. Double click into the table to complete the excel template. 2. Please enter the notified numbers for your CCG and how the primary care allocation is split between GP Services and other primary care services for 2016/17 (below) 3. This will be reconciled back to the area team allocation for primary care and subsequent in year adjustments. Where possible M6 2016/17 figures should be used. <p>PART II</p> <p>Finance Template for delegated budgets</p> <table border="1" data-bbox="188 768 1134 1435"> <thead> <tr> <th></th> <th>Notified delegated Budget (1)</th> <th>Movement out of GP Services (2)</th> <th>Movement Into GP Services (3)</th> <th>Total</th> </tr> <tr> <th></th> <th>£'000</th> <th>£'000</th> <th>£'000</th> <th>£'000</th> </tr> <tr> <th>GP Services</th> <th>+</th> <th>-</th> <th>+</th> <th>+/-</th> </tr> </thead> <tbody> <tr><td>General Practice - GMS</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>General Practice - PMS</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Other list based services (APMS)</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Premises cost reimbursements</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Other premises costs</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Enhanced services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>QOF</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Other GP services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Primary care NHS property services - GP</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Sub Total GP services</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> <tr><td></td><td>N/A</td><td>+</td><td>-</td><td>+/-</td></tr> <tr><td>Acute services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Mental health services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Community health services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Primary care services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Continuing care services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Other care services</td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Sub total CCG programme costs</td><td></td><td>0</td><td>0</td><td>0</td></tr> <tr><td>Total</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table> <p>Please provide a description in the change in spend detailed above</p>		Notified delegated Budget (1)	Movement out of GP Services (2)	Movement Into GP Services (3)	Total		£'000	£'000	£'000	£'000	GP Services	+	-	+	+/-	General Practice - GMS				0	General Practice - PMS				0	Other list based services (APMS)				0	Premises cost reimbursements				0	Other premises costs				0	Enhanced services				0	QOF				0	Other GP services				0	Primary care NHS property services - GP				0	Sub Total GP services	0	0	0	0		N/A	+	-	+/-	Acute services				0	Mental health services				0	Community health services				0	Primary care services				0	Continuing care services				0	Other care services				0	Sub total CCG programme costs		0	0	0	Total	0	0	0	0	Yes (see appendix)
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The DCO confirms the CCG demonstrates appropriate levels of sound financial control and meets all statutory and business planning requirements.	Yes																																																																																																														
The DCO confirms the CCG is capable of taking on delegated functions	Yes																																																																																																														
Three scanned / electronic signatures provided at the foot of this email. Typed names unfortunately cannot be used.	Yes																																																																																																														

Next steps towards primary care co-commissioning

I hereby confirm that Wolverhampton CCG membership and governing body have seen and agreed to all proposed arrangements in support of taking on delegated commissioning arrangements for primary medical services on behalf of NHS England for 2017/18.

NHS England is requested to progress the application to the regional panels for consideration.

Signed by Wolverhampton CCG Accountable Officer

Signature (scan/electronic version required):

Print Name:

Position:

Date:

Signed on behalf of Wolverhampton CCG Audit Committee Chair

Signature (scan/electronic version required):

Print Name:

Position:

Date:

Signed by NHS England Director of Commissioning Operations

Signature (scan/electronic version required):

Print Name:

Position:

Date: