

Governing Body – Part I

Report Details	
Meeting Date	4 July 2017
Report Title	Individual Patient Requests Panel - Terms of Reference
Presented By/Title	David Bonson, Chief Operating Officer
Prepared By/Title	Janet Barnsley, Director of Performance & Delivery
Report Requirements	Approve

Improvement and Assessment Framework Objectives	
• Better Health	Yes
• Better Care	Yes
• Sustainability	Yes
• Well-led	Yes

CCG Corporate Objectives	
• Through better commissioning, improve local health outcomes by addressing poor outcomes and inequalities	Yes
• To work collaboratively to deliver safe, high quality health and care services	Not applicable
• To ensure financial balance and improve efficiency and productivity	Yes
• To deliver a step change in the NHS preventing ill health and supporting people to live healthier lives	Yes
• To maintain and improve performance against core standards and statutory requirements	Yes
• To commission improved and effective out of hospital care	Yes
• To support research, innovation and growth	Not applicable

Committee Discussion	
Committee/Governing Body and Date	Executives and Deputies Team – 23 May 2017 and 20 June 2017
	Clinical Leadership Team – N/A
	Quality and Engagement Committee – N/A
	Finance and Performance Committee – 27 June 2017
	Audit Committee – N/A
	Primary Care Commissioning Committee – N/A
	Recommend to CCG Governing Body – Part I - 4 July 2017

Internal Assurance Process (indicate if not applicable)	
Clinical Lead	Dr Susan Green
Senior Lead Manager	Janet Barnsley
Finance Manager	John Gaskins
Quality Impact Assessment completed	N/A
Equality Impact and Risk Assessment completed	N/A
Patient and Public Engagement completed	N/A
Financial Implications	Improved financial governance arrangements
Risk Identified	None
Report Authorised by Executive Lead	Janet Barnsley

Governing Body – Part I

Individual Patient Requests Panel Terms of Reference

Background

This paper provides an update in relation to the Terms of Reference for the Individual Patient Requests Panel.

Update

The Terms of Reference for packages of care for individual patient requests have recently been reviewed and updated by the Individual Patient Requests Panel, the main changes being to strengthen the governance arrangements to ensure reporting via the Finance and Performance Committee as well as a change to the financial governance arrangements in respect of authorisation of high costs packages. Members are asked in particular to note and support these changes. The CCGs Scheme of Delegation will need to be amended to reflect these changes if agreed.

For residential packages below £1,000 per week (£500 for jointly funded packages) approval for these will be with case managers, the panel will receive a monthly summary of these that will also be shared with the Executive Team and the Finance and Performance Committee. All other packages will be considered by the panel with high costs packages (£1,500 and above) being subject to ratification by the Executive Team. An estimate of the numbers of individual packages per year in each funding category is below, this does not represent the total packages considered as some may be reviewed more than once in the year..

Cost	CHC	Complex Packages	Total
<£1000 per week	496	52	548
£1000 - £1500 per week	30	27	57
>£1500 per week	26	28	54
Total	552	107	659

Recommendation

Members of the Governing Body are asked to ratify the terms of reference for individual patient requests and note the strengthened governance and reporting arrangements via Executive Team and Finance and Performance Committee. Subject to agreement of these TORs the audit committee will be asked to review and amend the CCGS scheme of delegation to enact these changes.

Janet Barnsley
Director of Performance and Delivery

June 2017