

18 January 2018



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Dear General Practitioner,

Governing Body elections to the Great Yarmouth and Waveney Clinical Commissioning Group

I am writing to invite you to stand for election to be a GP member of the CCG's Governing Body.

There are places for six GPs on the Governing Body. You may know that Dr John Stammers resigned in November 2017 and Dr Liam Stevens plans to retire in June 2018, so we hope to elect two new GPs to join the team.

All GPs working predominately in Great Yarmouth and Waveney CCG are eligible to stand for election including partners, salaried GPs, careers plus GPs and locums.

Any GP, whether partner, salaried or locum, working in a member practice will be entitled to vote. The CCG will contact all member practices to ascertain the names of the GPs currently working with them, including any GPs on maternity/paternity/sick leave. This list of GPs will constitute the electorate and will be shared with practices prior to the start of the process for verification.

The term of office for this post will be for three years until 25 April 2021. The role of the Governing Body, together with the GP Governing Body role description are included in **Annex 1-3** to this letter.

From 1 December 2017, payment to GPs is made on a sessional basis for GPs on the Governing Body and any associated committees. One session is four hours and ten minutes and is paid over 52 weeks at a rate of £291 per session.

Governing Body members will be remunerated on the basis on a sessional commitment for both the Governing Body and other associated committees over the course of 52 weeks

per year. If successful, you will be asked to agree that you will dedicate sufficient time to your responsibilities in order to meet the expectations of your office.

The timeline for the election process is as follows:

- 11 January 2018** CCG to establish electorate
- 18 January 2018** Invitations issued by CCG office to all eligible GPs to seeking applications together with information packs (with copy to be sent to Practice Managers as well as being uploaded onto CCG website)
- 12 February 2018** **Return of application form, current CV and short election statement (max 200 words) by interested parties to:** Andrew Wall, Committee Officer @ a.wall@nhs.net
- 21 February 2018** **Applications assessed against Personal Specification**
- 14 March 2018** **If a ballot is required,** Great Yarmouth and Waveney Clinical Commissioning Group issues e-ballot papers and supporting information for GB elections to practices
- 28 March 2018** **Deadline for return of e-ballot papers to the CCG**
- 4 April 2018** Great Yarmouth and Waveney Clinical Commissioning Group declares results of Governing Body (GB) elections to the Council of Members for ratification
- 11 April 2018** Great Yarmouth and Waveney Clinical Commissioning Group informs member practices of confirmed appointment
- 23 April 2018** **Date of Appointment**
- 26 April 2018** First Governing Body (GB) meeting

Please note that nominators and seconders must be Partners, locums, GP career plus or salaried GPs of a member practice and are permitted to nominate or second more than one GP.

If you have any questions, or would like to have an informal discussion about the role, please do not hesitate to contact me directly. Alternatively, you may find it helpful to speak with any of the GPs on the Governing Body – they are Dr Liam Stevens, Dr Andy McCall, Dr Hitesh Kumar, Dr Nigel Gould and Dr Tamar Okasha. Our website is also available which provides further information about the CCG
<http://www.greatyarmouthandwaveneyccg.nhs.uk/>

Yours faithfully



Melanie Craig

Chief Officer

GP Governing Body Nomination Form Application Form (to be sent to Andrew Wall, Committee Officer, by Thursday 12 February 2018)

Name	
Practice	
Nominator Secunder	<i>Please insert name and practice</i>
Personal statement	<p><i>This statement should include how your personal attributes, competencies and experience meet the requirements of the role.</i></p> <p><i>Statements should not exceed 200 words.</i></p>
Conflicts of Interest	<i>Please note any potential conflicts of interest</i>

Please return to: a.wall@nhs.net

ANNEX 1



Clinical Commissioning Group Governing Body

The Role of the Governing Body

The role of the Governing Body is to improve quality and outcomes for patients and ensure optimal use of the resources available for the people of Great Yarmouth and Waveney.

Function

The Great Yarmouth and Waveney Clinical Commissioning Group has the following functions:

Planning

- To approve the vision for health and health services
- To approve the integrated strategy for health and health services, including a reduction in health inequalities
- To approve annual operating plans

Commissioning

- To commission acute, mental health, community and primary care services
- To address health inequalities

Working within financial limits

- To deliver a balanced budget

Monitoring and reporting

- To ensure that all key quality, patient safety and operational performance indicators are met
- To report to NHS England, as required

Co-operate and work in partnership

- To engage with Norfolk County Council and Suffolk County Council to ensure that strategic plans are integrated and aligned
- To play a full part in the Health and Wellbeing Board
- To sustain and grow effective local relationships, in particular with patient and

- public representatives
- To liaise with the Norfolk and Waveney, West Suffolk Clinical Commissioning Groups to ensure all appropriate linkages

Governance

- To ensure that the CCG has the right structures, systems and processes in place to safeguard good clinical, corporate and financial governance

Composition of the Governing Body

The Governing Body currently comprises of eighteen voting members.

Voting members include:

- Chair (vacant)
- Five General Practitioners
- Chief Nurse
- Secondary Care Clinician (vacant)
- Three Lay members
- Two GP Practice Managers
- Accountable Officer
- Chief Finance Officer
- Director of Clinical Commissioning
- Director of Primary Care
- Director of Communications and Corporate Affairs

Frequency of meetings

The Governing Body meets every month and there is a public meeting every two months

Assurance

The Governing Body is subject to assurance by NHS England.

Further information

More details can be found in the CCG Constitution (Section 6.6, page 26). It should be noted that the Constitution is currently under revision.

Description of Role of GP CCG Governing Body Members

Members of the CCG Governing Body will be high profile, outstanding individuals, able to demonstrate that they are recognised and respected by their peers and have credibility with all stakeholders and partners, especially patients, healthcare professionals and service providers. Members of the Governing Body will bring different perspectives to the CCG, drawn from their different professions, roles, background and experience. These differing insights into the range of challenges and opportunities facing Great Yarmouth and Waveney CCG will, together, ensure that the CCG takes a balanced view to the whole of its business.

Responsibilities

To support the GP Chair and Deputy Chair in:

- Leading an effective outcome focused Clinical Commissioning Group that commissions the best health care within the resources available through the redesign and implementation of innovative new care pathways
- Setting standards and monitoring the optimal quality of care, outcomes and patient experience
- Ensuring a balanced budget
- Developing and sustaining strong and effective partnerships with key stakeholders involved in the delivery of successful healthcare, particularly GPs, patient groups and partners within your locality
- Ensuring adherence to established standards of good clinical, financial and clinical governance

Core attributes and competencies (personal specification)

GP members need to:

- Demonstrate commitment to the Clinical Commissioning Group and to the wider NHS
- Display the values of honesty and integrity, and respect confidentiality
- Be committed to ensuring that the organisation values diversity and promotes equality in all aspects of its business
- Bring to the governing body:

- Clinical experience and leadership – likely to mean at least three years in general practice
- Patient and community focus – a high level of commitment to patients, carers and the community
- Strategic direction – the ability to think and plan ahead, balancing needs and constraints
- Holding to account – the ability to accept accountability, and probe and challenge constructively
- Delivering change – the ability to develop new approaches which improve outcomes and patient experience
- Effective influencing and communication – be able to influence and persuade others
- Team working – be committed to working in a multi-disciplinary team

Hours and Tenure

Governing Body members will be remunerated on the basis on a sessional commitment for both the Governing Body and other associated committees over the course of 52 weeks per year. One session is four hours and ten minutes and is paid at a rate of £291 per session.

However, you agree that you will dedicate sufficient time to your responsibilities in order to meet the expectations of your office.

Members of the Governing Body are elected for three years, subject to any changes in national policy. A shorter tenure, but no less than 12 months, may also be agreed.

Appraisal

Governing Body members will have six-monthly appraisals/review with the CCG Chair and offered all appropriate personal development and support.

Terms and Conditions Applicable to General Practitioner Members Engaged by Great Yarmouth and Waveney CCG

Introduction

The purpose of this note is to provide an overview of the main terms and conditions that will be applicable to General Practitioner Members. It is subject to the more detailed provisions that will be contained in the written agreement that will be entered into between the CCG and the GP member prior to that GP member providing services to either CCG (and in the event of any conflict between this note and that agreement then the written agreement shall take precedence).

Status

GP members are office holders and will provide services to the CCG in the capacity of a consultant. GP members will receive a payment into their bank account each month which is equivalent to one-twelfth of the annual rate of pay.

The payment will be subject to tax and employee's National Insurance Contributions under the PAYE scheme.

Pay and Pension

From 1 December 2017, payment is made on a sessional basis for GPs on the Governing Body and any associated committees. One session is four hours and ten minutes and is paid over 52 weeks at a rate of £291 per session.

Governing Body members will be remunerated on the basis on a sessional commitment for both the Governing Body and other associated committees over the course of 52 weeks per year.

However, you agree that you will dedicate sufficient time to your responsibilities in order to meet the expectations of your office.

No fee shall be payable in respect of any period during which the Services are not provided.

- 1.1.1 devote sufficient time to prepare for and attend all governing body meetings, attendance at up to two development days and attendance at up to six adhoc meetings in any twelve month period. In order to carry

out of the Services together with such additional time if any as may be necessary for their proper performance; and

- 1.1.2 promptly give to the Governing Body all such information and reports as it may reasonably require in connection with matters relating to the provision of the Services or the Business of the CCG; and
- 1.1.3 if necessary, for the provision of the Service, work and co-operate with the CCG and its parties, officers, employees, and other personnel (including other contractors).

In terms of pension, the CCG will make contributions to the Pension Scheme and the GP member will be required to make their contributions. The GP will be responsible for completing and submitting GP SOLO forms to the finance department.

The finance department in accordance with the GP SOLO Scheme will calculate the amount the % to be provided by GP and the CCG's contributions, such sums will not be deducted at source.

The GP member is responsible for making their pension contributions to the CCG on a monthly basis by standing order. The CCG will then make payment to NHS Pensions via BACS for both the G.P and CCG elements.

If the GP is not eligible to contribute to the NHS Pension scheme they will automatically be enrolled into the NEST (National Employment Savings Trust) and will have the option to opt out. Contributions are deducted at source.

Expenses

All expenses are subject to prior approval by the CCG in accordance with the NHS Great Yarmouth and Waveney CCG Travel and Expenses policy.

Appraisal and Training

Members of the Governing Body will have appraisals every six months with the Chair and will be supported, as appropriate, with any personal development needs.

Questions and Answers

Q. What is the benefit of being a member of the Governing Body?

A. You will be able to shape the direction of health services in Great Yarmouth and Waveney. This is a unique opportunity for primary care to take the lead in local commissioning services and to build on the service excellence that we already have in Great Yarmouth and Waveney. It also enables you to represent your practice and locality in the important commissioning decisions that will be made, as well as to take a lead on a defined clinical area.

Q. As a GP, will I be expected to do everything?

A. The key contribution that GPs will be expected to make is to ensure that commissioning decisions are shaped and directed by the knowledge and expertise of primary care. The management work will be delivered by the CCG staff, who will report to governing body members sponsoring the relevant work programmes. In addition GPs will be expected to engage their peers in the work of the CCG and support clinical engagement across Great Yarmouth and Waveney.

Q. What is the Electorate?

A. Any GP, whether partner, salaried or locum, working in a member practice will be entitled to apply and vote. The CCG will contact all member practices to ascertain the names of the GPs currently working with them, including any GPs on maternity/paternity/sick leave. This list of GPs will constitute the electorate and will be shared with practices prior to the start of the process for verification. The electorate list will also be available on request from the LMC office.

Q. What is the Application process?

A. The CCG will write to all eligible GPs seeking applications. It is common for GPs to work in more than one practice, particularly salaried and locum GPs. In order to ensure that the process is as inclusive as possible, letters will be sent to each practice at which a GP has been declared as working. A role description/person specification (**Annex 2**) and guidance notes for applicants will be available on the CCG website [Click here](#)

GPs wishing to apply will need to submit a letter of application to the CCG office together with a current CV and supporting statement clearly

demonstrating how they meet the requirements of the person specification. A short election statement (max 200 words) should also be included for use in the event that a ballot is required.

Practices are encouraged to inform the LMC if any GP working at the practice does not receive an invitation to apply.

Q. What is the Appointment Panel membership?

A. Applicants will be assessed against the competencies detailed in the person specification by the CCG and virtually by the LMC. This will ensure LMC oversight of the recruitment process.

If the number of suitable candidates does not exceed the places available, there will not be an election and will go straight in as uncontested.

An appointment panel will be constituted by the CCG and will include Norfolk and Waveney LMC, and if necessary, formal interviews will be held. The panel is so constituted in order to remain independent from the CCG and maintain impartiality.

Membership of the appointment panel will comprise:-

- One LMC nominated representatives (from outside the CCG locality area)
- One Lay Member representative (Primary Care Commissioning Committee Chair)
- One secondary care clinician
- One representative from NHS England

If the number of suitable candidates exceeds the places available, the CCG will conduct an election.

The CCG will notify applicants of the outcome of the assessment process.

Q. What will be the Election process?

A. If an election is necessary, the CCG will issue ballot papers and supporting statements from the candidates to all eligible GPs as defined in the electorate list. Where a GP works in more than one practice, a ballot paper will be sent to each practice in which they have been declared as working. However, only one ballot paper should be submitted. Each eligible GP will be entitled to cast a number of votes equal to the number of places available.

Ballot papers must be returned to the CCG Committee Officer by the date stated. Any ballot papers received after the deadline or not completed in accordance with the instructions on the reverse of the ballot paper will be invalid and excluded.

Q. What is the Counting and reporting result procedure?

A. All valid ballot papers will be counted by the Committee Officer and the results communicated to the Chief Officer at Great Yarmouth and Waveney CCG. The CCG will then inform applicants and member practices accordingly.

Q. What will be the election process timetable?

A. The timeline for the election process is as follows:

- 11 January 2018** CCG to establish electorate
- 18 January 2018** Invitations issued by CCG office to all eligible GPs to seeking applications together with information packs (with copy to be sent to Practice Managers as well as being uploaded onto CCG website)
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- 26 April 2018** First Governing Body (GB) meeting

Q. Which GPs are eligible to stand for election?

A. One applicant from any GP in the Great Yarmouth and Waveney Locality, whether partner, salaried or locum, working in a member practice will be entitled to apply and vote

Q. Nominators, Seconders and voters

A. Nominators and seconders must be Partners, locums, GP career plus or salaried GPs from a member practice and are permitted to nominate or second more than one GP.

Q. What is the Term of Office

A. Members of the Governing Body are appointed for three years, subject to continued successful authorisation and any changes in national policy. Only four GP members may stand for re-election in any 12-month period.

Q. What other posts are on the CCG governing body?

A. The Governing Body comprises of eighteen voting members.

Voting members include:

- Chair (vacant)
- Five General Practitioners
- Chief Nurse
- Secondary Care Clinician (vacant)
- Three Lay members
- Two GP Practice Managers
- Accountable Officer
- Chief Finance Officer
- Director of Clinical Commissioning
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