

West Essex CCG

PUBLICATION SCHEME

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Executive summary

This guide explains what information NHS West Essex Clinical Commissioning Group makes (or expects to make) routinely available, and where it can be accessed.

NHS West Essex CCG's Publication Scheme is designed to signpost individuals to information we proactively release as and when it becomes available.

An organisation will proactively release information about itself within seven broad classes of information:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- Services we offer

NHS West Essex CCG has published information in these areas and will continually update this publication scheme as we grow as an organisation.

At present, all the information we proactively release is available free of charge on our website. If in the future, we make information available but do not publish it on our website we will update this publication scheme to explain how you can access it. We will also explain any charges that may be necessary.

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

How we fit into the NHS structure locally and nationally:

The following web pages and documents explain the role and responsibilities of our organisation:

About the CCG	http://www.westsexccg.nhs.uk/about-us/
CCGs Principles and Values	http://www.westsexccg.nhs.uk/about-us/our-principles-and-values
West Essex CCG Constitution	http://www.westsexccg.nhs.uk/about-us/library/consultation-on-nhs-west-essex-ccg-constitution

Further information regarding the new structure of the NHS in England since 1st April 2013 is available in the following document:



NHS - 2013 onwards.pdf

Organisational Structure:



West - Structure Chart 201401 (redact)

Corporate Governance Information:

Details of Governing Body members and other key personnel:

Governing Body:	http://www.westsexccg.nhs.uk/about-us/our-governing-body
Governing Body – Declarations of Interests Register:	http://www.westsexccg.nhs.uk/about-us/our-governing-body/declaration-of-interests

Lists of and information relating to organisations with which the CCG works in partnership:

GP Practices	http://www.westsexccg.nhs.uk/your-health/gp-practices-in-west-essex
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General Information	http://www.westsexccg.nhs.uk/
Acute services – Princess Alexandra Hospital	http://www.pah.nhs.uk/
NHS North East Essex CCG	http://www.neessexccg.nhs.uk/Home.html
NHS Mid Essex CCG	http://midessexccg.nhs.uk/
NHS Castle Point & Rochford CCG	http://castlepointandrochfordccg.nhs.uk/
NHS Basildon & Brentwood CCG	http://basildonandbrentwoodccg.nhs.uk/
NHS Thurrock CCG	http://thurrockccg.nhs.uk/
NHS Southend CCG	http://southendccg.nhs.uk/
Mental Health Services – North Essex Partnership University NHS Foundation Trust	http://www.nep.nhs.uk/
Community Services – South Essex Partnership University NHS Foundation Trust	http://www.sept.nhs.uk/
My health, My future, My say Part II	http://www.westsexccg.nhs.uk/have-your-say/my-health-my-future-my-say-part-2
A&E, urgent care and minor injuries	http://www.westsexccg.nhs.uk/your-health/a-e-urgent-care-and-minor-injuries
Local Authority – Essex County Council	http://www.essex.gov.uk/Pages/Default.aspx

Location and Contact details for all public facing departments:

General contact	http://www.westsexccg.nhs.uk/contact-us
Freedom Of Information	http://www.westsexccg.nhs.uk/Your%20NHS/freedom-of-information.htm
Maternity Services Liaison Committee	http://www.westsexccg.nhs.uk/have-your-say/maternity-services-liaison-committee-mslc

What we spend and how we spend it

This class includes financial information relating to projected and actual income and expenditure, procurement and contract.

Some financial information in relation to the CCG can be found in reports issued to our Governing Body. Governing Body papers are available here:

<http://www.westsexccg.nhs.uk/Document%20Library/board-papers.htm>

Governing Body Finance Committee - Terms of Reference

Please see our Board papers for our Terms of reference:

<http://www.westsexccg.nhs.uk/about-us/library/ccg-board-papers>

CCG Funding Allocation

<http://www.england.nhs.uk/2014/12/19/2015-16-allocations/>

A monthly-updated list of all financial transactions over £25,000 made by NHS West Essex CCG, as part of the Government's commitment to transparency in expenditure, available here:

<http://www.westsexccg.nhs.uk/about-us/library/disclosure-of-expenditure>

Details of senior management salary and pension allowances are available in West Essex CCG's Annual Report and Accounts, available here:

<http://www.westsexccg.nhs.uk/about-us/library/annual-reports>

Staff pay and grading structures:

Pay grade structures for our staff, clinical and non-clinical, are as per the NHS Agenda for Change pay band structures.

<http://www.nhsemployers.org/agendaforchange>

<http://www.nhscareers.nhs.uk/working-in-the-nhs/pay-and-benefits/agenda-for-change-pay-rates/>

Procurement and tendering procedures:

Please see our Board papers for our Procurement and Tendering procedures, available here:

<http://www.westsexccg.nhs.uk/about-us/library/ccg-board-papers>

Details of any contracts currently being tendered

Tender opportunities will be advertised via Contracts Finder – web address

<https://www.gov.uk/contracts-finder> and via Attain's Bravo site – link below (then under View Current Opportunities – on right hand side of page)

https://attain.bravosolution.co.uk/web/login.html?_ncp=1418026698935.10922-1

List of contracts awarded and their value

Not yet available

What are our priorities and how are we doing

Strategy and performance information, plans, assessments, inspections and reviews

NHS West Essex CCG Constitution

The Constitution sets out the arrangements made by NHS West Essex Clinical Commissioning Group to meet its responsibilities for commissioning care for the people for whom it is responsible. It describes the governing principles, rules and procedures that the Group will establish to ensure probity and accountability in the day to day running of the Group; to ensure that decisions are taken in an open and transparent way and that the interests of patients and the public remain central to the goals of the Group.

<http://www.westessexccg.nhs.uk/about-us/library/consultation-on-nhs-west-essex-ccg-constitution>

Annual Report

West Essex CCG has now been established for our first financial year, which runs from 1 April 2013 to 31 March 2014, inclusive. All NHS organisations are required by law to publish annual reports, detailing financial accounts, and to present them in public at an Annual General Meeting (AGM). The final annual report is also submitted to NHS England after internal sign-off. Our annual report and accounts for this financial year can be found in the attached below. The purpose of this document is to look back at our key achievements, work areas and finances over our first year as a statutory body, as well as plans and priorities for the coming year and beyond.

<http://www.westessexccg.nhs.uk/about-us/library/annual-reports/1882-2014-15-annual-report>

Annual Business Plan, Strategic Direction and Documents

Integrated Plan:	
Plan on a Page:	
Operational Plan:	http://www.westessexccg.nhs.uk/about-us/library/plans/operational-plan
Strategic Plan:	http://www.westessexccg.nhs.uk/about-us/library/plans/766-5-year-strategic-plan-for-west-essex-health-and-care

Performance Targets (KPI's) + Performance Framework

For West Essex CCG Performance Framework please go to our Board papers, available here:

<http://www.westessexccg.nhs.uk/about-us/library/ccg-board-papers>

Clinical Governance

The CCG's clinical governance is located on website under Library – Board papers, available here:

<http://www.westessexccg.nhs.uk/about-us/library/ccg-board-papers>

Care Quality Commission - Annual Check Results

The independent regulator of health and adult social care in England, who make sure health and social care services provide people with safe, effective, compassionate, high-quality care and encourage care services to improve.

Details of inspections on services and providers commissioned by West Essex CCG are available on the CQC website: <http://www.cqc.org.uk/>

Audit Reports

For our audit reports see attached link to our Board papers: <http://www.westessexccg.nhs.uk/about-us/library/ccq-board-papers>

Service User Survey's

Information about user surveys and consultations is contained on our website and can be linked from Get involved> Public Consultations, available here:

Governing Body Meetings

This page provides information on our public meetings of the Governing Body, including future dates, attendance guidance and previous Board meeting papers and minutes:

<http://www.westessexccg.nhs.uk/news/board-meetings-in-public>

Equality and Diversity

Promoting equality and equity are at the heart of NHS West Essex CCG's values – ensuring that the organisation exercises fairness in all that it does and that no community or group is left behind in the improvements that will be made to health outcomes across the country.

NHS West Essex CCG will continue to work internally, and in partnership with colleagues within the Department of Health and the wider NHS, to ensure that advancing equality and diversity is central to how it conducts its business as an organisation.

Further information is available here:

Equality and Diversity Policy located on website under The Library – Policies, available here:

<http://www.westessexccg.nhs.uk/about-us/library/policies-1>

Safeguarding Children & Vulnerable Adults

Under the Health & Social Care Act 2012, NHS West Essex CCG is, from 1st of April 2013, statutorily responsible for ensuring that West Essex CCG and organisations, from which we commission services, provide a safe system that safeguards children and vulnerable adults. This includes specific responsibilities for looked after children and for supporting the Child Death Overview Process.

Further information can be found at:

<http://www.westessexccg.nhs.uk/about-us/library/safeguarding-2>

Our Safeguarding Policy for Children is available here:

Our Safeguarding Policy for Vulnerable Adults is available here:

Freedom of Information Performance

We expect to update this section quarterly with information about how we have performed when responding to Freedom of Information enquiries.

	Received	In time	Breached
Quarter 1 (April – June)	37	32	3
Quarter 2 (July – September)	57	38	2
Quarter 3 (October – December)	47	54	3
Quarter 4 (January – March)	54	54	0
Total	195	180	8

2014/15

	Received	In time	Breached
Quarter 1 (April – June)	54	35	1
Quarter 2 (July – September)	49	51	3
Quarter 3 (October – December)	47	52	1
Quarter 4 (January – March)	46	45	1
Total	196	185	8

2015/16

	Received	In time	Breached
Quarter 1 (April – June)	45	34	0
Quarter 2 (July – September)	55	58	0
Quarter 3 (October – December)	48	51	0
Quarter 4 (January – March)	47	47	0
Total	195	186	0

How we make decisions

Board Meetings

This page provides information on our public meetings of the Governing Body including future dates, attendance guidance and previous Board meeting papers and minutes:

<http://www.westsexccg.nhs.uk/news/board-meetings-in-public>

NHS West Essex CCG holds board meetings in public every two months. This means members of the public are welcome to attend and observe the meetings.

Members of the public wishing to attend the meetings can find copies of the agenda and other papers on our website seven days before the Board meeting.

From time to time, the Board may need to consider agenda items which are confidential and cannot be discussed in public. If this is the case, a private session will be held at the meeting, from which the public will be excluded.

Our policies and procedures

Internal Policies:

This area of our website provides information and documentation in relation to our Corporate Governance, Governance and Human Resources policies:

For our policies and procedures, please go to our library, available here:

<http://www.westsexccg.nhs.uk/about-us/library>

Lists and registers

Freedom of Information Disclosure Log

Over the coming months we will update this section with a log of information that we have released in response to Freedom of Information requests.

2013/14 Quarter 1 (April – June)

2013/14 Quarter 2 (July – September)

2013/14 Quarter 3 (October – December)

2013/14 Quarter 4 (January – March)

2014/15 Quarter 1 (April – June)

2014/15 Quarter 2 (July – September)

2014/15 Quarter 3 (October – December)

2014/15 Quarter 4 (January – March)

2015/16 Quarter 1 (April – June)

Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered:-

General news from the CCG:

<http://www.westsexccg.nhs.uk/news>

Media Enquiries:

<http://www.westsexccg.nhs.uk/contact-us/media-enquiries>

CCG Events:

[http://www.westsexccg.nhs.uk/news/events/year.listevents/2015/07/23/-](http://www.westsexccg.nhs.uk/news/events/year.listevents/2015/07/23/)

Your Sounding Board:

<http://www.westsexccg.nhs.uk/have-your-say/sounding-board>

Patient Experience Team:

<http://www.westsexccg.nhs.uk/contact-us/patient-experience-team>