

Joint Merton and Wandsworth CCGs Personal Health Budgets Project Group

Terms of Reference

1. Purpose of the Personal Health Budget Project Group

- 1.1.** The Personal Health Budget Project Group will ensure compliance with:
 - Section 12A of the National Health Service Act 2006 (as amended by Health and Social Care Act 2012)
 - NHS CCGs (Responsibilities and Standing Rules (2012) (and Amendments 2106)
 - National Health Service (Direct Payments) (Amendment) Regulations 2013
 - The NHS Mandate 2014, The Forward View into Action 2015, and The NHS Long Term Plan 2019.
- 1.2.** The Project Group has been established to oversee the development and implementation of the CCGs personal health budgets published offer in line with NHSE guidance.
- 1.3.** The Project Group will promote the contribution of personal health budgets to the CCGs commissioning of personalised care for the local populations.
- 1.4.** The Project Group will ensure that the CCGs personal health budget work programmes are coordinated with the South West London Sustainability and Transformation Partnership projects for developing personal health budgets.

2. Objectives

- 2.1.** The Project Group will
 - oversee the implementation of policies and processes for personal health budgets including budget setting
 - provide a governance framework for the implementation of personal health budgets for both adults and children.
 - provide assurance to Merton and Wandsworth CCGs on compliance with the statutory requirements for personal health budgets
 - ensure that personal health budgets are affordable and within the overall budgetary provision of the CCGs and represents an improvement in value for money, patient experience and patient outcomes.
 - ensure that the development and delivery of the personal health budget programme is in line with NHSE guidance and best practice.
 - ensure the individual patient needs assessment and care plans are fully articulated, in a consistent way, that delivers the right outcomes for patients

- 2.2. Advise the Merton and Wandsworth Executive Management Teams, the Finance and Resources Committee and the CCG Boards on decisions relating to personal health budgets.
- 2.3. Ensure arrangements are in place for the monitoring of personal health budgets and reporting to the Executive Management Team, Finance and Resources Oversight Group, and Quality Sub-committee.
- 2.4. Monitor take up of personal health budgets and closely track spending to ensure that the potential they offer to personalise care does not come at the expense of additional costs to the CCG.
- 2.5. Provide quality and financial assurance by ensuring that the providers financial transactions meet minimum thresholds for audit, and undertake patient satisfaction and outcome measurements
- 2.6. Oversee provider and market management by ensuring patients can access a diverse, thriving market of providers to match their articulated needs
- 2.7. Identify, manage and mitigate risks associated with delivery of personal health budget
- 2.8. Ensure agreed and appropriate use of funds through audit and appropriate contractual mechanisms
- 2.9. Support the promotion of personal health budgets within the context of personalising care across the CCGs commissioning functions
- 2.10. Ensure that the CCGs comply with NHSE and SW London STP reporting requirements for personal health budgets

3. Membership

- 3.1. The core membership of the Group will include the following:
 - Merton and Wandsworth Local Delivery Unit (LDU), Director of Commissioning (Chair)
 - Merton and Wandsworth Local Delivery Unit (LDU), Deputy Director of Commissioning
 - Continuing Healthcare and Personal Health Budgets (adults) Commissioning Lead– Merton and Wandsworth CCGs
 - Head of Strategy and Projects Community Services
 - Interim PHB Project Manager Merton and Wandsworth CCGs
 - PHB and Personalisation Project Manager Merton and Wandsworth CCGs (to be appointed)
 - Merton and Wandsworth LDU Finance representative
 - Merton and Wandsworth CCGs Lay Member for Public and Patient Involvement

In Attendance/By Invitation:

- Heads of Mental Health/LD Commissioning - Merton and Wandsworth CCGs
- CHS Healthcare representative

- SWL CHC and PHB Programme Lead
- CCGs commissioning Lead for Children's Services
- Other CCG Commissioning Leads (i.e. long term conditions, integrated care)
- Patient representative/s

3.2. Membership of the Group will be reviewed and amended according to developments within personal health budgets and implementation across other service user groups.

4. Frequency

4.1. The meetings will initially take place on a monthly basis.

5. Reporting structure

5.1. The Project Group will report to the CCGs Management Team: then the Integrated Governance Committee for matters of policy and quality, and the Finance and Resources Committee for financial decisions

6. Quorum

6.1. The Group will be quorate when the following members are in attendance:

- Merton and Wandsworth Local Delivery Unit (LDU), Director of Commissioning (Chair) OR
Merton and Wandsworth Local Delivery Unit (LDU), Deputy Director of Commissioning
- Continuing Healthcare and Personal Health Budgets (adults) Commissioning Lead– Merton and Wandsworth CCGs OR
PHB and Personalisation Project Manager) Merton and Wandsworth CCGs

7. Review

7.1. These Terms of Reference will be reviewed in April 2020 and/or in accordance with the national policy or organisational requirement.

Revised NF
Date 08/01/19