

# Publication Scheme for NHS Barking and Dagenham Clinical Commissioning Group

## A. Who we are and what we do

### 1. How we fit into the NHS structure

The CCG was created on 1 April 2013 and is responsible for planning and buying (commissioning) healthcare on behalf of our local population taking over this role from the old Primary Care Trust. Separately NHS England is responsible for commissioning primary care (such as GPs and pharmacists) as well as specialised commissioning.

For further details please see the following links to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/>

<http://www.barkingdagenhamccg.nhs.uk/About-us/what-is-clinical-commissioning.htm>

Please see the following link to our website for our constitution:

<http://www.barkingdagenhamccg.nhs.uk/Downloads/About-us/Our-constitution/NHS-Barking-and-Dagenham-CCG-Constitution-30-April-2015.pdf>

### 2. Organisational structure

Details of governing body members are given in the following link to our website.

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/>

Please see the following link to the integrated management structure of Barking and Dagenham, Havering and Redbridge CCGs:

<http://www.barkingdagenhamccg.nhs.uk/About-us/our-management-structure.htm>

The CCG is also supported by NEL Commissioning Support Unit. Please see further details on their website:

<http://www.nelcsu.nhs.uk/>

### 3. Lists of and information relating to organisations with which the Trust works in partnership

For details of the CCG's partners please see the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-partners/>

For details of General Practices within the CCG please see the following link to the NHS Choices website:

<http://www.nhs.uk/Services/Trusts/GPs/DefaultView.aspx?id=89616>

### 4. Senior staff and management board members

Please see details under 'Our governing body' above.

## **5. Location and contact details for all public facing departments**

Please see the following link to our contact details. Please note we are a commissioning organisation only, not a direct provider of clinical services.

<http://www.barkingdagenhamccg.nhs.uk/contact-us/>

Please see the following link if you would like to make a complaint:

<http://www.barkingdagenhamccg.nhs.uk/contact-us/complaints.htm>

## **B. What we spend and how we spend it**

### **1. Annual statements of accounts**

Our annual statement of accounts are published on our website at:

<http://www.barkingdagenhamccg.nhs.uk/News-and-publications/strategic-documents.htm>

### **2. Budgets and variance reports**

Please see our Governing Body papers at the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/governing-body-meetings.htm>

### **3. Financial audit reports**

Please see our Governing Body papers at the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/governing-body-meetings.htm>

### **4. Standing financial instructions**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **5. Capital programme**

Please see our Governing Body papers at the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/governing-body-meetings.htm>

### **6. Staff and Board members' allowances and expenses**

Local terms and conditions for expenses reflect 'Agenda for Change' terms and conditions as set out in the link below:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

### **7. Staff pay and grading structures**

Staff pay and grading structures follow 'Agenda for Change' in which staff are placed in one of nine pay bands.

For more details please see the following link to the NHS Employers website:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay/how-agenda-for-change-works>

Details of the pay award for 2016 are given in the link below:

<http://www.nhsemployers.org/case-studies-and-resources/2016/04/agenda-for-change-2016-pay-scales>

## **8. Funding (including endowment funds)**

Please see the following link to NHS England's website regarding CCG funding allocations:

<http://www.england.nhs.uk/2013/12/18/ccg-fund-allocs/>

## **9. Procurement and tendering procedures**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

## **10. Details of contracts currently being tendered**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

## **11. List and value of contracts awarded and their value**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

## **C. What are our priorities and how we are doing**

### **1. Annual report**

The CCG's annual reports are published on the CCG's website at:

<http://www.barkingdagenhamccg.nhs.uk/News-and-publications/strategic-documents.htm>

### **2. Plans, targets, aims and objectives**

Please see the following links to the our website, showing our plans including the Sustainability Report, information regarding the Quality, Innovation, Productivity and Prevention Programme and our vision and priorities.

<http://www.barkingdagenhamccg.nhs.uk/News-and-publications/strategic-documents.htm>

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-plans-and-objectives/>

### **3. Performance against targets (KPI) / performance framework**

The Governing Body considers its performance against its performance indicators at each Governing Body meeting:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/governing-body-meetings.htm>

#### **4. Clinical governance**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

#### **5. Audit reports**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

#### **6. Service User Surveys**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **D. How we make decisions**

#### **1. Board papers – agenda, supporting papers and minutes**

For details of governing body meetings and papers please see the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/governing-body-meetings.htm>

#### **2. Patient and public involvement strategy (PPI) and public consultations**

<http://www.barkingdagenhamccg.nhs.uk/Get-involved/consultations.htm>

<http://www.barkingdagenhamccg.nhs.uk/Get-involved/>

#### **3. Internal communications guidance and criteria used for decision making ie process systems and key personnel.**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **E. Our policies and procedures**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk) if you require a copy of the following policies and procedures:

#### **1. Policies and procedures relating to the conduct of business and the provision of services**

#### **2. Policies and procedures relating to human resources (including Race, Disability, Age and Gender, Equal Opportunities)**

#### **3. Policies and procedures relating to recruitment and employment**

Please see the following link for vacancies: [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

#### **4. Standing financial procedures**

#### **5. Standing orders**

#### **6. Complaints and other customer service policies and procedures**

## **7. Data protection / Information Governance / Caldicott Guardian**

## **8. Estate management**

## **9. Charging regimes and policies**

There is no charge for any documents downloaded from this site but they are subject to copyright laws. Where hard copies are requested a charge will be made for communication costs (for example photocopying, postage and packaging).

There will be a charge, in line with national recommendations, for copies of personal records under the Data Protection Act.

The Freedom of Information Act allows the CCG to charge for communication costs. The CCG is not obliged to comply with a request for information if the CCG estimates that the cost of determining if they hold the relevant information, locating and retrieving the information and, where necessary, extracting the information from a document would exceed the 'appropriate limit' as defined by the FOI Act.

The appropriate limit has been set as a figure of £450.00 for CCGs. This figure is calculated at a rate of £25 per hour and therefore any request that exceeds 18 hours of work could be refused. In such cases the CCG has the option to refuse the request, charge the full fee or waive the fee. If the requestor agrees to pay the fee, payment must be received in full before work begins to gather the information.

## **F. Lists and registers**

### **1. Any information we are currently legally required to hold in publicly available registers**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **2. List of main contractors / suppliers**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **3. Assets registers and information Asset Register**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **4. Any register of interests kept in the authority**

Please see the following link to our register of interests:

<http://www.barkingdagenhamccg.nhs.uk/About-us/Our-governing-body/register-of-interests.htm>

### **5. Register of Gifts and Hospitality provided to Board members and senior personnel**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

## **G. The services we offer**

### **1. Clinical and non-clinical services provided and / or commissioned**

The CCG is a commissioning organisation only ie it does not directly provide clinical services.

For details of local services please see the following link to our website:

<http://www.barkingdagenhamccg.nhs.uk/Local-services/>

### **3. Services for which the Trust is entitled to recover a fee together with those fees**

Please contact our Freedom of Information team at [FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk](mailto:FOI-BarkingAndDagenhamCCG@nelcsu.nhs.uk)

### **4. Patient information leaflets and other booklets and newsletters and advice and guidance:**

Please see the NHS choices website at:

<http://www.nhs.uk/pages/home.aspx>

### **5. Patient Advice and Liaison Service**

For details of Patient Advice and Liaison Services for individual Hospital Trusts please see their individual websites. Local hospitals are detailed on our website:

<http://www.barkingdagenhamccg.nhs.uk/Local-services/hospitals.htm>

### **6. Corporate communications and media releases**

Please see the following link to our website for CCG news:

<http://www.barkingdagenhamccg.nhs.uk/News-and-publications/>