

Health and Wellbeing Board  
9 March 2017

## Surrey Clinical Commissioning Group Annual Reports and Operating Plans

### **Purpose of the report:**

To agree a process for meeting the Health and Wellbeing Board's statutory duties in relation to Clinical Commissioning Group annual reports and operating plans.

### **Recommendations:**

It is recommended that the Health and Wellbeing Board agree to the proposed approach to meeting the Health and Social Care Act (2012) requirements in relation to Clinical Commissioning Group annual reports and operating plans.

### **Introduction:**

1. The Surrey Health and Wellbeing Board has a duty under the Health and Social Care Act (2012) to be consulted on both Clinical Commissioning Groups' (CCG) annual reports and operating plans. These duties are outlined in detail under the relevant headings below and this report sets out a proposed process for meeting these duties.

### **CCG Annual reports**

2. The duties in relation to the CCG annual reports state:
  - *“(1) In each financial year other than its first financial year, a clinical commissioning group must prepare a report (an “annual report”) on how it has discharged its functions in the previous financial year.*
  - *(2) An annual report must, in particular-*
    - (a) Explain how the clinical commissioning group has discharged its duties under sections 14R, 14T and 14Z, and*
    - (b) Review the extent to which the group has contributed to the delivery of any joint health and wellbeing strategy to which it was required to have regard under section 116B(1)(b) of the Local Government and Public Involvement in Health Act 2007.*

- (3) *In preparing the review required by subsection (2)(b), the clinical commissioning group **must consult each relevant Health and Wellbeing Board.***
  - (4) *The Board may give directions to clinical commissioning groups as to the form and content of an annual report.*
  - (5) *A clinical commissioning group must give a copy of its annual report to the Board before the date specified by the Board in a direction.”*
  - *“(CCG) Duty to review how far the CCG has contributed to the delivery of any Joint Health and Wellbeing Strategy to which it was required to have regard and to consult Health and Wellbeing Board on this”*
3. Each CCG is currently in the process of producing their annual reports, due to be submitted to NHS England on 21 April 2017. As in previous years, it is proposed that relevant excerpts of the annual reports will be shared with the Board rather than the full reports to ease the consultation process.
  4. In order to achieve this it is suggested that CCGs will complete a template (Annex 1) outlining their contributions to the Surrey Joint Health and Wellbeing Strategy in the last year. This will then be circulated to the Board by email for comment prior to submission of annual reports on 21 April 2017.

#### CCG Operating Plans

5. The duties regarding CCG operating plans are:
  - *“Duty (of CCGs) to involve Health and Wellbeing Board in preparing or significantly revising the commissioning plan – including consulting it on whether the plan has taken proper account of the relevant Joint Health and Wellbeing Strategy*
  - *Duty to provide opinion on whether the commissioning plan has taken proper account of Joint Health and Wellbeing Strategy”*
6. At the December 2016 meeting the Surrey Health and Wellbeing Board provided feedback to CCGs on their commissioning intentions for 2017 – 2019. These were presented under the priorities outlined in the Joint Health and Wellbeing Strategy. The Board were satisfied that commissioning intentions were aligned to the Surrey Joint Health and Wellbeing Strategy.
7. CCGs submitted their operating plans for 2017 - 2018 and 2018 – 2019 on 23 December 2016 and will be published online in due course.
8. It is proposed that the CCG operating plans will be circulated to the Board by email when they are available online.

#### Conclusions:

9. In order to meet the Health and Social Care Act (2012) duties in relation to CCG annual reports and operating plans it is proposed that this is

undertaken outside of a Board meeting via email in the ways outlined above.

10. Both CCG annual reports and operating plans will be published online once finalised.

<b>Next steps:</b>
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- CCG colleagues to complete the template outlining their contributions to the Joint Health and Wellbeing Strategy.
- Circulate the excerpts from the CCG annual reports before the 21 April 2017 to allow time for Board members to comment.
- Circulate the CCG commissioning plans 2017 – 2019 to the Board.

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**Sources/background papers:**

- Health and Social Care Act (2012)
- NHS England Planning Guidance

Annex 1 – CCG self-assessment template

