

Item: 8.4

Report to:	Primary Care Commissioning Committee
Date of Meeting:	23 rd February 2018
Subject:	Practice List Closure Template
Presented by:	Hayley Patterson, Assistant Primary Care Contracts Manager, NHS E
Author:	Hayley Patterson, Assistant Primary Care Contracts Manager, NHS E

STATUS OF THE REPORT:

To approve	<input checked="" type="checkbox"/>	To endorse	<input type="checkbox"/>
To ratify	<input type="checkbox"/>	To discuss	<input type="checkbox"/>
To consider	<input checked="" type="checkbox"/>	For information	<input type="checkbox"/>
To note	<input type="checkbox"/>		

PURPOSE OF REPORT:

The purpose of this report is to present for approval a practice list closure template for use with all requests from practices to close their lists.

RECOMMENDATIONS:

It is recommended that the Primary Care Commissioning Committee consider and approve the use of the template for all future list closure applications.

REPORT EXEMPT FROM PUBLIC DISCLOSURE No Yes

If yes, grounds for exemption
(FOIA or DPA section reference)

CCG STRATEGIC OBJECTIVE <i>(See guidance notes below)</i>	ASSURANCE FRAMEWORK SPECIFIC OBJECTIVE <i>(See guidance notes below)</i>
The report links with 21st Century Primary Care and to ensure that patients receive clinically commissioned, high quality services.	<ul style="list-style-type: none"> • 21st Century Primary Care • Patients receive clinically commissioned, high quality services

IMPLICATIONS: <i>(summary of key implications, including risks, associated with the paper),</i>	
Finance	None
HR	None
Quality	Quality of care is a criterion to be used for considering practice list closure requests.
Safety	Safety of care is a criterion to be used for considering practice list closure requests.

ENGAGEMENT: <i>(Explain what engagement has taken place e.g. Partners, patients and the public prior to presenting the paper and the outcome of this)</i>
The template has been developed jointly between CCG and NHS England staff.

LEGAL ISSUES: <i>(Summarise key legal issues / legislation relevant to the report)</i>
None.

EQUALITY AND DIVERSITY ISSUES: (summary of impact, if any, of CCG's duty to promote equality and diversity based on Equality Impact Analysis (EIA). **All** reports relating to new services, changes to existing services or CCG strategies / policies **must** have a valid EIA and will not be received by the Committee if this is not appended to the report)

	Tick relevant box
An Equality Impact Analysis/Assessment is not required for this report.	√
An Equality Impact Analysis/Assessment has been completed and approved by the lead Director for Equality and Diversity. As a result of performing the analysis/assessment there are no actions arising from the analysis/assessment.	
An Equality Impact Analysis/Assessment has been completed and there are actions arising from the analysis/assessment and these are included in section xx in the enclosed report.	

THE NHS CONSTITUTION: (How the report supports the NHS Constitution)

The report supports the delivery of the NHS Constitution as the commissioning of primary care services will aid in the delivery of the following principles, rights and NHS pledges:

- 1) The NHS aspires to the highest standards of excellence and professionalism
- 2) NHS works across organisational boundaries and in partnership with other organisations in the interests of patients
- 3) Quality of care

PRACTICE LIST CLOSURE TEMPLATE

1 INTRODUCTION

The purpose of this report is to present for approval a practice list closure template for use with all requests from practices to close their lists.

2 BACKGROUND

A paper was considered at the December 2017 meeting of the Primary Care Commissioning Committee which aimed to set out the criteria for the Committee to use in assessing list closure applications from practices.

It was stated that Committee Members required further clarification on the following:

- Evidence of a practice visit highlighting areas for improvement
- The sight of an improvement plan whilst list was closed providing assurance that changes would be made
- To identify what a safe level was to reopen the list
- Risk assessment to be clear and transparent
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It was agreed that a template, including the above, be compiled and used for every request and circulated to the committee when seeking approval for a list closure.

A proposed template is attached as Appendix 1.

3 RECOMMENDATION

It is recommended that the Primary Care Commissioning Committee consider and approve the use of the template for all future list closure applications.