

NHS Coventry and Rugby CCG/NHS Warwickshire North CCG/South Warwickshire CCG Governing Body Meetings in Common

to be held on Wednesday, 24th March 2021

11.00 – 11.15am

Via Microsoft Teams

A G E N D A

No	Time	Item	CCG	Presenter	Enclosure
1.		Standing Items			
1.1	11.00	Welcome and Apologies Received	All	Chair	Verbal
1.2		Confirmation of Quoracy	All		Enclosure A
1.3		Declarations of Interest: <i>Where possible, any conflict of interest should be declared to the Chair of the meeting in advance of the meeting. See guide overleaf.</i>	All	Chair	Verbal
2.	11.05	Policy Management ahead of the Merger	All	Alison Walshe SWCCG	Enclosure B
3.	11.15	Any Other Business	All	Chair	Verbal

Declarations of Interest

*Under the Health and Social Care Act 2012, there is a legal obligation to manage conflicts of interest appropriately. **Where possible, any conflict of interest should be declared to the Chair of the meeting as soon as it is identified in advance of the meeting.** Where this is not possible, it is essential that at the beginning of the meeting a declaration is made if anyone has any conflict of interest to declare in relation to the business to be transacted at the meeting. An interest relevant to the business of the meeting should be declared whether or not the interest has previously been declared.*

Type of Interest	Description
Financial Interests	<p>This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could include being:</p> <ul style="list-style-type: none">• A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations;• A shareholder (of more than 5% of the issued shares), partner or owner of a private or not for profit company, business or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations.• A consultant for a provider;• In secondary employment;• In receipt of a grant from a provider;• In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and• Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider).
Non-Financial Professional Interests	<p>This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may include situations where the individual is:</p> <ul style="list-style-type: none">• An advocate for a particular group of patients;• A GP with special interests e.g., in dermatology, acupuncture etc.• A member of a particular specialist professional body (although routine GP membership of the RCGP, BMA or a medical defence organisation would not usually by itself amount to an interest which needed to be declared);• An advisor for CQC or NICE;• A medical researcher.
Non-Financial Personal Interests	<p>This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:</p> <ul style="list-style-type: none">• A voluntary sector champion for a provider;• A volunteer for a provider;• A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation;• A member of a political party;• Suffering from a particular condition requiring individually funded treatment;• A financial advisor.
Indirect Interests	<p>This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above). This should include:</p> <ul style="list-style-type: none">• Spouse / partner;• Close relative e.g., parent, [grandparent], child, [grandchild] or sibling;• Close friend;• Business partner.

CRCCG/WNCCG GOVERNING BODY MEETINGS IN COMMON

Coventry and Rugby CCG Membership	Warwickshire North CCG Membership
<ul style="list-style-type: none"> • Chair (Clinician) - Dr Sarah Raistrick • Accountable Officer – Mr Philip Johns • Clinical Director – Vacant • Chief Finance Officer – Mr Chris Lonsdale (Interim) (or deputy) • Chief Nursing Officer – Ms Jo Galloway (or deputy) • Secondary Care Specialist – Dr Jonathan Timperley • Lay Member (Audit and Governance) (Deputy Chair) – Mr Chris Stainforth • Lay Member (Public and Patient Engagement) – Ms Gemma Nistorica-David • Lay Members (Primary Care) – Mr Graham Nuttall • Godiva Clinical Lead - Dr Pradeep Bahalkar • InSpires Clinical Lead - Dr Kiran Mandhyan • Rugby Clinical Lead - Dr Deepika Yadav • Chief Transformation Officer – Mr Andrew Harkness (Non-voting) (or deputy) • Chief Strategy and Primary Care Officer – Ms Jenni Northcote (Non-voting) (or deputy) <p>Co-opted Participants</p> <ul style="list-style-type: none"> • Coventry Public Health (Non-voting) – Ms Liz Gaulton (or deputy) • Warwickshire Public Health (Non-voting) – Dr Shade Agboola (or deputy) • TBC – independent director 	<ul style="list-style-type: none"> • Chair – Dr Sarah Raistrick • Three (3) Lay Members (one of whom, as long as not the Chair, shall be the Deputy Chair where the Chair is a GP or other Healthcare Professional): <ul style="list-style-type: none"> - One to lead on Audit, Conflicts of Interest and Governance matters – Mr David Allcock - One to lead on Patient and Public engagement matters - Ms Gemma Nistorica-David - One to lead on primary care matters – Mr Graham Nuttall • Two (2) Practice Network Leads – <ul style="list-style-type: none"> - Ms Susan Turner - Dr Inayat Ullah • Four (4) Clinical Leads- <ul style="list-style-type: none"> - Dr Arshad Khan - Dr Godwin Igodo - Dr Imogen Staveley • A registered nurse – Ms Jo Galloway (or deputy) • A secondary care specialist doctor – Dr Jonathan Timperley • Accountable Officer – Mr Philip Johns • Chief Finance Officer – Mr Chris Lonsdale (Interim) (or deputy) • Chief Transformation Officer – Mr Andrew Harkness (Non-voting) (or deputy) • Chief Strategy and Primary Care Officer – Ms Jenni Northcote (Non-voting) (or deputy) <p>Co-opted Participants</p> <ul style="list-style-type: none"> • Warwickshire Public Health (Non-voting) – Dr Shade Agboola (or deputy) • TBC – independent director
<p>Quorum = seven members</p> <ul style="list-style-type: none"> • Either the Chair or the Deputy Chair • Accountable Officer or Chief Finance Officer • 1 Lay Member • At least 4 clinicians (which may include the Chair and Accountable Officer) 	<p>Quorum = not less than one third of the Members of the Governing Body present</p> <ul style="list-style-type: none"> • One Independent Member • One an employee of the Group • Two (2) clinical Members (save that where all the Practice Network Leads are disqualified from participating in discussions or decision making, only one clinical member shall be required).
<p>Minimum quoracy across both CCGs = three members</p> <ul style="list-style-type: none"> • 1 CCG Executive Member • 1 Lay Member co-opted across both CCGs • 1 Clinical Member co-opted across both CCGs 	

GOVERNING BODY MEETINGS IN COMMON

South Warwickshire CCG Membership

Appointed Members:-

- Chair (Clinician) - Dr David Spraggett
- Accountable Officer – Mr Phil Johns
- Chief Finance Officer – Mr Paul Sheldon

Elected Members:-

- Assistant Clinical Chair – Dr Richard Lambert
- GP Practice Member - Dr Sukhi Dhesi
- GP Practice Member - Dr Ian Allwood
- GP Practice Member - Dr Gareth Rowlands
- GP Practice Member - Dr Karen Clarke

Nominated Members:-

- Lay member for Audit and Governance and Deputy Chair - Mr Rodney Pitts
- Lay member (Generalist) - Mr Robin Verso
- Lay member for Public and Patient Engagement - Mrs Catherine White
- Registered Nurse - Mrs Elaine Strachan-Hall
- Secondary Care Doctor - Vacant

Co-opted Attendees (Non-voting)

- Warwickshire Public Health– Mr Nigel Minns
- Warwickshire Public Health – Dr Shade Agboola
- Chief Nurse – Mrs Alison Walshe
- Chief Strategy Officer – Mrs Anna Hargrave
- Chief Delivery Officer – Mrs Ali Cartwright

Quorum = seven members (or four if GPs conflicted)

- Fifty percent of the voting Membership of the Governing Body including at least 2 GP members.
- Where all GPs have declared an interest the quorum will be 50% of the remaining voting membership.

Report To:	Coventry & Rugby CCG, South Warwickshire CCG and Warwickshire North CCG Governing Bodies
Report Title:	Policy Alignment (in advance of merger of the three Coventry and Warwickshire CCGs)
Report From:	Alison Walshe Chief Nurse and Merger Programme Director, SWCCG
Date:	24 March 2021
Previously Considered by:	Clinical Quality and Governance Committees: 27 January 2021 (South Warwickshire CCG) 28 January 2021 (Coventry & Rugby/Warwickshire North) 24 February 2021 (South Warwickshire CCG) 25 February (Coventry & Rugby/Warwickshire North)

Action Required (<i>delete as appropriate</i>)							
Decision:	✓	Assurance:		Information:		Confidential	

Purpose of the Report:
To inform the Governing Bodies of the Coventry and Warwickshire CCGs of the status of policies currently held by the CCGs and to seek endorsement of recommendations from the Clinical Quality and Governance Committees in respect of those policies requiring alignment ahead of the merger of the three CCGs on 1 April 2021.
Key Points:
<ul style="list-style-type: none"> • Following on from the merger of the three Coventry and Warwickshire CCGs, it is important that the new Coventry and Warwickshire CCG has a single set of aligned policies for approval at its inaugural Governing Body meeting to be held on 1 April 2021. • It was agreed by the Governing Bodies of the three existing Coventry and Warwickshire CCGs that as many policies as possible should be 'aligned and in date' prior to the merger, thus enabling straightforward adoption of these policies by the new CCG. • To facilitate the above, in November 2020 the Governing Bodies of the existing CCGs agreed to establish a number of Policy Advisory Groups ('PAGs'). The PAGs were constituted of multi-disciplinary cross-CCG Governing Body membership and were tasked with undertaking the process of policy review, which would normally be undertaken by the CCGs' Clinical Quality and Governance Committees. • The PAGs were asked to endorse policies for recommendation by the CCGs' Clinical Quality and Governance Committees to the three Governing Bodies for approval. • Three PAGs were established: Commissioning and Medicines Policies; Governance and Operations Policies; and Nursing, Quality and Human Resources Policies. • Each PAG met three times: <ul style="list-style-type: none"> - The outcomes of the first and second meetings (6 meetings in total) were reported to the Clinical Quality and Governance Committees in January 2021. - The outcomes of the third meetings (3 meetings in total) were reported to the Clinical Quality and Governance Committees in February 2021. • In total 74 policies were reviewed through the PAGs. Subsequently the Clinical Quality and Governance Committees of the three CCGs agreed to recommend the policies to the Governing

Bodies for approval and implementation during the remainder of 2020/21, in readiness for adoption by the new Coventry and Warwickshire CCG on 1 April 2021.

Recommendation:

The Governing Bodies are asked to:

- **NOTE** the content of the report;
- **APPROVE** the policies listed in Appendix 1 (policies reviewed by PAGs and Clinical Quality and Governance Committees) for implementation during the remainder of 2020/21, in readiness for adoption by the new Coventry and Warwickshire CCG at its inaugural Governing Body meeting on 1 April 2021; and, finally,
- **APPROVE** the proposed approach on policy review dates as set out in Section 4.

Implications						
Objective(s) / Plans supported by this report:	Creating Value ✓ Building Capacity Delivering at Place					
Conflicts of Interest:	Employees of the CCGs have a conflict of interest in relation to the Human Resources cohort of policies but have been involved in the development and/or review of these through staff engagement processes.					
Financial:	Non-Recurrent Expenditure:	N/A				
	Recurrent Expenditure:	N/A				
	Is this expenditure included within the CCG's Financial Plan? (Delete as appropriate)	Yes		No		N/A
	Commissioning-related policies, in particular, play an important role in supporting the CCGs to make best use of their resources.					
Performance:	Some commissioning policies support delivery of national performance targets.					
Quality and Safety:	Quality, whether patient safety, clinical effectiveness or patient experience, is at the heart of many of the patient facing policies.					
Equality and Diversity:	QEIAs are in place.					
Patient and Public Engagement:	None relevant to this report.					
Clinical Engagement:	The PAGs were constituted of multi-disciplinary cross-CCG Governing Body membership, including clinical members.					
Risk and Assurance:	High. Misalignment of policies on commencement of the new CCG could introduce significant risk of legal challenge to the new organisation.					

Background

- 1.1 The three Coventry and Warwickshire Clinical Commissioning Groups ('CCGs') hold policies across a number of different areas:
 - Governance (including IT and Information Governance);
 - Operations;
 - Human Resources;
 - Finance;
 - Clinical Commissioning;
 - Prescribing;
 - Medicines;
 - Nursing and Quality.
- 1.2 In total, there are 170+ policies across these categories. A review exercise undertaken during quarter 3 of 2020/21 identified that whilst a number of policies were aligned across the three CCGs, many were not, and, in some cases, one or two CCGs held policies that one or two of the other CCGs did not.
- 1.3 It is important that the new Coventry and Warwickshire CCG has a single set of aligned policies for approval at its inaugural Governing Body meeting on 1 April 2021. To enable this to happen, in November 2020 a streamlined process to achieve policy alignment for the merged Coventry and Warwickshire CCG was agreed by the Governing Bodies of the three existing CCGs.
- 1.4 As a first step within the process, all existing policies were assigned a 'RAGP' rating as follows:
 - Red:**
Major differences between the 'same' policies across the three CCGs.
 - Amber:**
 - (1) Policies are aligned but not in date;
 - (2) Policies are substantially, but not totally, aligned and are in date.
 - Green:**
All three CCGs have an identical policy which is in date.
 - Purple:**
One/two of the three CCGs have a policy, one/two of the three CCGs do not.
- 1.5 Subsequently it was agreed that a process for policy alignment would be undertaken working on the following principles:
 - (i) All existing policies to be reviewed by expert policy leads.
 - (ii) As many policies as possible to be aligned pre-merger and, consequently, to be in date at merger, thus enabling straightforward adoption of these policies by the Governing Body of the new Coventry and Warwickshire CCG on 1 April 2021, through a report identifying which policies these are.
 - (iii) Policies that are no longer required to be discontinued by the current CCGs ahead of 1 April 2021, with the names of the policies and the rationale for ceasing them being logged. This information to be included in a due diligence report for review by the Audit Committees and the Governing Bodies of the existing CCGs and the Governing Body of the new CCG.
 - (iv) In respect of policies that cannot be aligned pre-merger, a risk assessment to be undertaken and existing Governing Bodies to determine the appropriate action/s to be taken to mitigate any risk to the new CCG.

- (v) Only those policies that cannot be aligned pre-merger to go through full governance processes for the new CCG (with these needing to be approved post April 2021).
- (vi) CCG committee time in reviewing policies in detail to be reduced through the establishment of Policy Advisory Groups ('PAGs'), with appropriate cross CCG representation (including clinicians and lay members), specific to policy cohorts as set out in **paragraph 1.1.** above.
- (vii) Governing Bodies to delegate the scrutiny of those policies requiring content revision to PAGs thereby streamlining the process of committee recommendation.

Policies Reviewed via Policy Advisory Groups and Clinical Quality & Governance Committees

- 2.1 Reports to the January and February meetings of the CCGs' Clinical Quality and Governance Committees identified:
- The 'Green' policies across all cohorts of policies at the point in time that the reports were produced. Being 'aligned and in date' these policies did not require review via the PAG process.
 - The policies falling within other categories ('Amber', 'Red' or 'Purple') which had been reviewed via the first and second meetings of the three PAGs (41 policies in total) and the third meetings of the three PAGs (33 policies in total).
- 2.2 The 74 policies total reviewed and endorsed via the PAGs are listed in **Appendix 1.**
- 2.3 The Clinical Quality and Governance Committees agreed to recommend these policies to the Governing Bodies for approval and implementation during the remainder of 2020/21, in readiness for adoption by the new Coventry and Warwickshire CCG at its inaugural Governing Body meeting on 1 April 2021
- 2.4 In some cases the PAGs wished to make a recommendation for the new CCG to consider in respect of a specific policy. These recommendations are set out in **Appendix 2.**

Policies for Cessation

- 3.1 Reports to the January and February meetings of the Clinical Quality and Governance Committees identified a number of policies which had been categorised as 'no longer being required'. It was confirmed that these policies will not be put forward for adoption by the new CCG and will cease on 31 March 2021.
- 3.2 The policies which will cease on 31 March 2021 are listed in **Appendix 3.**

Review Dates

- 4.1 It is proposed that all policies that have been reviewed via the PAGs should initially be adopted by the new CCG with a three-year review date, i.e. the review date specified will be March 2024; unless the PAGs have recommended the need for a more urgent review (see **Appendix 2**). Once the new CCG is established, with functional leads and teams in place, consideration may be given to the earlier review of some policies as appropriate to spread the workload over a number of years.
- 4.2 It is proposed that policies falling within the 'Green' cohort, which have not been reviewed via the PAGs, will retain their current review dates on adoption by the new CCG.

Recommendation

- 5.1 The Governing Bodies are asked:
- To note the content of the report;
 - In relation to the policies listed in **Appendix 1** (policies reviewed by PAGs and Clinical Quality and Governance Committees) to approve the policies for implementation during the remainder of 2020/21, in readiness for adoption by the new Coventry and Warwickshire CCG at its inaugural Governing Body meeting on 1 April 2021; and, finally,

-
- To approve the proposed approach on policy review dates as set out in **Section 4**.

End of Report

APPENDIX 1 – Policies reviewed via Policy Advisory Groups

First and Second PAG Meetings (6 meetings in total)

PAG	Policy	For adoption by?	Review date	Additional recommendation?
Governance and Operations	Complaints Management	South Warwickshire CCG	17/12/2020	No
Governance and Operations	Whistleblowing	South Warwickshire CCG	17/12/2020	Yes
Governance and Operations	Management of Vexatious Complainants	Coventry and Rugby CCG, Warwickshire North CCG	17/12/2020	No
Governance and Operations	Equality, Quality Impact Assessment	South Warwickshire CCG	17/12/2020	No
Governance and Operations	Freedom of Information	South Warwickshire CCG	17/12/2020	No
Governance and Operations	Safe Haven including Procedure	South Warwickshire CCG	17/12/2020	Yes
Governance and Operations	Data Encryption	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	17/12/2020	No
Governance and Operations	Smoke Free	South Warwickshire CCG	17/12/2020	No
Governance and Operations	Incident Reporting	Coventry and Rugby CCG, Warwickshire North CCG	14/01/2021	No
Governance and Operations	Managing COI and Gifts, Hospitality and Sponsorship	Coventry and Rugby CCG, Warwickshire North CCG	14/01/2021	No
Nursing, Quality and HR	Disciplinary	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Flexible Working	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Grievance	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Secondment	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Learning & Development	South Warwickshire CCG	17/12/2020	No

Nursing, Quality and HR	Professional Registration	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Work Experience	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Absence Management	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Substance Misuse	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Special Leave	South Warwickshire CCG	17/12/2020	No
Nursing, Quality and HR	Dignity at Work	South Warwickshire CCG	14/01/2021	No
Nursing, Quality and HR	Management of Work Performance and Capability	South Warwickshire CCG	14/01/2021	No
Nursing, Quality and HR	Recruitment and Selection	South Warwickshire CCG	14/01/2021	No
Nursing, Quality and HR	Equality, Diversity and Human	South Warwickshire CCG	14/01/2021	No
Nursing, Quality and HR	Long Service Award	South Warwickshire CCG	14/01/2021	No
Nursing, Quality and HR	Serious Incident	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	Yes
Nursing, Quality and HR	Safeguarding Children and Vulnerable Adults/Adults at Risk	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	No
Nursing, Quality and HR	Domestic Abuse	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	Yes
Nursing, Quality and HR	Managing Safeguarding Allegations Against Staff & Persons in Position of Trust Policy and Procedures	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	Yes
Commissioning and Medicines Policies	Chronic Fatigue Syndrome and Myalgic Encephalomyelitis	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Continuous Positive Airways Pressure (CPAP) for Adults	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Endoscopic Thoracic Sympathectomy	South Warwickshire CCG	07/01/2021	No

Commissioning and Medicines Policies	Female Genital Prolapse	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Labiaplasty	Coventry and Rugby CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Patella Resurfacing	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Rhinoplasty/ Septorhinoplasty	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Infliximab in Crohn's Disease	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Rituximab in Rheumatoid Arthritis for patients unable to take Methotrexate	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Rituximab in Rheumatoid Arthritis if anti-TNF contraindicated	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021	No
Commissioning and Medicines Policies	Policy for Non-Medical Prescribing	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	No
Commissioning and Medicines Policies	Rebate Policy	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	14/01/2021	No

Third PAG Meetings (3 meetings in total)

PAG	Policy	For adoption by?	PAG Date	Additional recommendation?
Governance and Operations	Emergency Preparedness Resilience and Response	South Warwickshire CCG	03/02/2021	Yes
Governance and Operations	Business Continuity	South Warwickshire CCG	03/02/2021	Yes

Governance and Operations	Environmental & Social Sustainability	Coventry and Rugby CCG, Warwickshire North CCG	03/02/2021	Yes
Governance and Operations	Risk Management	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Governance and Operations	Health and Safety	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	Yes
Governance and Operations	Violence, Aggression and Abuse	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Governance and Operations	Security Management	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Governance and Operations	Standards of Business Conduct Policy	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	NHS Fully Funded Continuing Healthcare Choice, Resource and Allocation	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Maternity Leave Policy	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Maternity Support (Paternity) Leave Policy	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Parental Leave Policy	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Adoption Leave Policy	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Shared Parental Leave Policy	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Employee Exit	South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Performance & Development Review	South Warwickshire CCG	03/02/2021	Yes
Nursing, Quality and HR	Agile Working Policy	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Annual Leave	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	Personal Health Budgets	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No
Nursing, Quality and HR	NHS Continuing Healthcare	Coventry and Rugby CCG, Warwickshire North CCG, South Warwickshire CCG	03/02/2021	No

Commissioning and Medicines Policies	Ethical Framework	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Over the Counter Medications	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	07/01/2021 & Virtual	No
Commissioning and Medicines Policies	Reversal of Sterilisation (Male and Female)	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Biological and Synthetic Mesh	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Hernia Repair	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Hip (Primary) Replacement Surgery	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Knee (Primary) Replacement Surgery	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Managing Patients through Low Intervention Pathways	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	FES (Functional Electrical Stimulation)	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Policy for items which should not routinely be prescribed in primary care	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Flash Glucose Monitoring (Freestyle Libre®) for; Type 1 Diabetes in Adults and Children aged 4 and above or Type 2 diabetes who are living with a learning disability and recorded on their GP Learning Disability register	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No

Commissioning and Medicines Policies	Policy for Patient Group Directions	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No
Commissioning and Medicines Policies	Anti-VEGFs (Aflibercept, Ranibizumab, Bevacizumab) for the management of: <ul style="list-style-type: none"> • Age-related macular degeneration (AMD) • Retinal Vein Occlusion (RVO) • Diabetic Macular Oedema (DMO) 	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	03/02/2021	No

APPENDIX 2 – Recommendations in relation to policies reviewed via Policy Advisory Groups

Policy	Recommendations to new CCG
Whistleblowing Policy	Produce a more accessible document for website which explains more simply the principles of Whistleblowing and how to do it.
Safe Haven Policy and Procedure	Consider whether a policy for managing commercially sensitive data is also required.
Serious Incident	Include a reference to the national list for never events when the policy is next reviewed.
Domestic Abuse	An Equality and Quality Impact Assessment should be included when the policy is next reviewed.
Managing Safeguarding Allegations Against Staff & Persons in Position of Trust Policy and Procedures	An Equality and Quality Impact Assessment should be included when the policy is next reviewed.
All Nursing, Quality and HR policies	The group suggest that that policies should be reviewed every three years or earlier if there are CCG/HR/Management changes or legislative requirement's in which case the policy will be changed immediately.
Performance & Development Review	Recommended for early review in 2021/22 in light of the following: values included are not the values of the new organisation and the levels of performance are different in the appendix to the main document.
Health and Safety	Update policy to include info re. SLAs, venues etc
Emergency Preparedness Resilience and Response	Recommended for early review in 2021/22 to enable policy to be updated in light of the experiences of COVID-19.
Business Continuity	Recommended for urgent review post April 2021 to ensure avoidance of any duplication with other policies, such as the EPRR policy.
Environmental & Social Sustainability	Recommended for early review in 2021/22 to reflect the new CCG's commitments and ambitions in this area. It was suggested that the policy should reflect enabling more people to manage their long term health conditions in the community as a key ambition and that there should be work with the Local Authorities and NHSE/I to maximise the scope of the policy's ambition.

APPENDIX 3 – Policies ceasing on 31 March 2021

Policy	Currently held by?	Reason
Policy Procedure and Strategy Approval & Management	Coventry and Rugby CCG, Warwickshire North CCG	Governance Leads from the three CCGs met and agreed that there was no urgent need for this policy and the new CCG could, in time, consider whether one was required and, if so, develop a clearer policy.
Commercial Sponsorship	Coventry and Rugby CCG, Warwickshire North CCG	South Warwickshire CCG does not allow Commercial Sponsorship whereas Coventry and Rugby CCG and Warwickshire North CCG do. Decision to be taken by the Governing Body of the new CCG after 01.04.2021.
Remote Working	South Warwickshire CCG	Old policy which has been replaced by the current and aligned Home/Tele Working Policy.
Career Break	South Warwickshire CCG	Covered by Coventry and Rugby CCG and Warwickshire North CCG's Special Leave Policy which is being proposed for adoption by the new CCG.
Induction	South Warwickshire CCG	Covered by Coventry and Rugby CCG and Warwickshire North CCG's Recruitment and Selection Policy which is being proposed for adoption by South Warwickshire CCG and the new CCG
Job Evaluation	South Warwickshire CCG	Covered by national Agenda for Change Guidance so obsolete.
Recruiting ex-offenders	South Warwickshire CCG	Not required as a standalone policy. New CCG to incorporate into its Recruitment and Selection Policy.
Working time directive	South Warwickshire CCG	Obsolete as covered by law.
Retirement	South Warwickshire CCG, Warwickshire North CCG	Obsolete due to changes in retirement age/national guidance available on retire and return along with national Pensions related guidance.
Employment of People with Disabilities	Coventry and Rugby CCG, Warwickshire North CCG	Covered by Coventry and Rugby CCG and Warwickshire North CCG's Recruitment and Selection Policy which is being proposed for adoption by South Warwickshire CCG and the new CCG.
Disclosure & Barring	South Warwickshire CCG	Covered by Coventry and Rugby CCG and Warwickshire North CCG's Recruitment and Selection Policy which is being proposed for adoption by South Warwickshire CCG and the new CCG.
Attendance at work during adverse conditions	South Warwickshire CCG	Old Policy adopted by South Warwickshire CCG from PCT. Superseded by Leave Policies put forward for adoption by the new CCG.
Blood Borne Viruses Protection of staff and patients Health Screening Protocol	South Warwickshire CCG	Old Policy adopted by South Warwickshire CCG from PCT. Not required by the new CCG as the CCG is a commissioning organisation, not a provider organisation.
Criminal Records Check	South Warwickshire CCG	Old Policy adopted by South Warwickshire CCG from PCT. Superseded by Recruitment and Selection Policy put forward for adoption by the new CCG.
Essential Skills Training (Formerly Mandatory Training)	South Warwickshire CCG	Old Policy adopted by South Warwickshire CCG from PCT. Superseded by Learning & Development Policy put forward for adoption by the new CCG.
Knowledge and Skills Framework	South Warwickshire CCG	Framework is obsolete and therefore Policy is obsolete. Superseded by Learning & Development Policy put forward for adoption by the new CCG.
Certolizumab - Psoriatic arthritis	South Warwickshire CCG	The policy has been superseded by a NICE Technology Appraisal TA574.
Working with the Commercial Sector	Coventry and Rugby CCG, Warwickshire North CCG	Different positions held across the three CCGs on working with the Pharmaceutical Industry and therefore a decision needs to be taken by the Governing Body of the new CCG as to its position, following which a Policy may or may not be required.

Gluten Free	Coventry and Rugby CCG, Warwickshire North CCG	Coventry and Rugby and Warwickshire North CCGs have a gluten free policy. South Warwickshire CCG does not have a policy. It has been agreed to cease the policy as the expectation is that all CCGs would follow current NHSE/I guidance on prescribing gluten-free foods in primary care.
Consultant to Consultant Referral	South Warwickshire CCG	Policy not required in context of block contracts. Position agreed with CCG Contracting Teams. The new CCG has option to review this decision at a future point.
Ear Treatments – Wax Removal, Irrigation, Syringing, Microsuction	South Warwickshire CCG	Local enhanced service arrangements relating to ear treatments vary between the CCGs meaning that it is not appropriate for the new CCG to adopt the historic South Warwickshire policy. Position agreed with South Warwickshire CCG Contracting Team.
Elective Caesarean Section	South Warwickshire CCG	Policy no longer required, per South Warwickshire CCG Contracting and Quality Teams.
Homeopathy	Coventry and Rugby CCG, South Warwickshire CCG, Warwickshire North CCG	Homeopathy commissioning statement incorporated in refreshed Policy for Items Which Should Not Routinely Be Prescribed in Primary Care.
Defining Boundaries between NHS and Private care	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on a generic commissioning policy adopted by NHS England in 2013. Generic policy was reviewed by NHS England in October 2016, with consultation forming part of the review. NHS England published its response to the consultation in September 2017. Annex B of NHSE's response document confirms NHS England's decision that this policy was no longer required.
Experimental and Unproven Treatments	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on a generic commissioning policy adopted by NHS England in 2013. Generic policy was reviewed by NHS England in October 2016, with consultation forming part of the review. NHS England published its response to the consultation in September 2017. The consultation response signals the development of a new Individual Funding Requests policy, which incorporates the content of the 'Experimental and Unproven Treatments' generic policy i.e. the standalone generic policy ceased at this point.
In Year Service Developments	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on a generic commissioning policy adopted by NHS England in 2013. Generic policy was reviewed by NHS England in October 2016, with consultation forming part of the review. NHS England published its response to the consultation in September 2017. The consultation response signals the development of a new Service Development policy, which incorporates the content of the 'In Year Service Developments' generic policy i.e. the standalone generic policy ceased at this point.
Implementation and funding of guidance produced by NICE	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on a generic commissioning policy adopted by NHS England in 2013. Generic policy was reviewed by NHS England in October 2016, with consultation forming part of the review. NHS England published its response to the consultation in September 2017. Annex B of this document confirms NHS England's decision that this policy was no longer required.
Ongoing Access to treatment following completion of industry sponsored clinical trial or funding	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on generic commissioning policies adopted by NHS England in 2013. By October 2016 all generic policies relating to trials had been amalgamated into a single policy Continuing funding after registered clinical trials i.e. the standalone generic policies had ceased.
Ongoing Access to treatment following completion of non-commercial funded trial	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on generic commissioning policies adopted by NHS England in 2013. By October 2016 all generic policies relating to trials had been amalgamated into a single policy Continuing funding after registered clinical trials i.e. the standalone generic policies had ceased.

Ongoing Access to treatment following trial of treatment not sanctioned by CCG which not routinely funded	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on generic commissioning policies adopted by NHS England in 2013. By October 2016 all generic policies relating to trials had been amalgamated into a single policy Continuing funding after registered clinical trials i.e. the standalone generic policies had ceased.
Ongoing Access to Treatment following completed of a trial funded by CCG	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on generic commissioning policies adopted by NHS England in 2013. By October 2016 all generic policies relating to trials had been amalgamated into a single policy Continuing funding after registered clinical trials i.e. the standalone generic policies had ceased.
Patients changing responsible commissioner	Coventry and Rugby CCG, Warwickshire North CCG	Policy based on a generic commissioning policy adopted by NHS England in 2013. Generic policy was reviewed by NHS England in October 2016, with consultation forming part of the review. NHS England published its response to the consultation in September 2017. Annex B of this document confirms NHS England's decision that this policy was no longer required.
Car Parking	Coventry and Rugby CCG, Warwickshire North CCG	Old Policy which is no longer a requirement.
Personal Protective Equipment	South Warwickshire CCG	Old Policy adopted by South Warwickshire CCG from PCT. PPE to be addressed by Coventry and Rugby CCG and Warwickshire North CCG's Health and Safety Policy, which is currently being reviewed ahead of presenting to the Governance and Operations PAG.
Lone Worker	South Warwickshire CCG	Addressed by Coventry and Rugby CCG and Warwickshire North CCG's Health and Safety Policy, which is currently being reviewed ahead of being presenting to the Governance and Operations PAG.
Individual Funding Requests (x 3 policies)	South Warwickshire CCG, Coventry and Rugby CCG, Warwickshire North CCG	The Governing Body of the new Coventry and Warwickshire CCG will be asked to adopt a new IFR Policy on 1 April 2021. This will describe IFR Panel terms of reference and IFR processes applicable to the new CCG, among other matters.
Disinvestment and Decommissioning Policy	South Warwickshire CCG	New CCG Governing Body to discuss the approach to be taken in a Disinvestment and Decommissioning review and a policy drafted to reflect this approach in the first 3 months of the new CCG.
Rheumatology	Coventry and Rugby CCG	The drug choices in the pathway have been superseded by more current NICE technology appraisals and guidelines.