

Publication Scheme



NHS Stockport Clinical Commissioning Group will allow people to access health services that empower them to live healthier, longer and more independent lives.

NHS Stockport Clinical Commissioning Group

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A.Our Commitment

Being Open with you

NHS Stockport Clinical Commissioning Group is committed to transparency and openness.

Information is key to understanding what we do and making the most of our services.

We want give local people all the information they need to take control of their health and have full access to all of our services as and when required.

This Freedom of Information Publication Scheme brings together a range of information about local health services, commonly requested by members of the public. Our aim is to supply people with the information they need and increase access to healthcare services so that we can ultimately improve health in the borough.

All information published on the website can be accessed free of charge.

Ensuring Your Privacy

Patient privacy is extremely important to us. We promise not to give out any information that could potentially identify an individual or cause someone substantial distress.

We will never sell or pass on personal details to a commercial organisation.

However, you can request to see what information we hold about you. To ensure data security, anyone making such a request is required to supply proof of your identity, including a photo ID and proof of address.

Listening & Meeting Your Needs

NHS Stockport covers a wide range of services, so it is difficult to predict everything people want to know about.

If the information you are looking for is not available in this section, please submit a Freedom of Information request to stoccg.foi@nhs.net

Additionally, if you have any comments or suggestions about what you would like to see in the Information Publication Scheme, please send your views to our Freedom of Information Administrator for use in future versions of this Scheme.

Our Mission

We exist so that Stockport people will access high quality health services that empower them to live healthier, longer and more independent lives.

Our Aims

NHS Stockport CCG aims to be known and respected for:

- Consistently achieving and often exceeding local and national quality standards
- Delivering an increasing proportion of services from primary and community settings in an integrated way
- Being an innovative and financially sustainable economy
- Reducing the gap in health outcomes between the most and least deprived communities in Stockport
- Being an excellent membership organisation and great place to work



Our Values

The values that lie at the heart of our work are:

- *Being quality obsessed* – by putting patients at the centre of decision making we will continually improve services
- *Keeping a primary and community focus* – we will deliver care as close to home as possible with general practice at the heart
- *Innovation* – we will continually look for better and more cost effective ways of delivering care and implement them
- *Working collaboratively* – we will work constructively with others to shape the future
- *Patient responsibility* – we will work with patients empowering them to take responsibility for their own health and for using NHS resources wisely
- *Distributive leadership* – we will devolve decision making and resources
- *Behaving professionally* – we will be trustworthy, evidence based and disciplined

B. Introduction

As a public body, NHS Stockport CCG has a duty to comply with all aspects of the Freedom of Information Act 2000.

The Freedom of Information Act

The Freedom of Information Act was introduced to oversee access to information held by public bodies. The Act gives individuals or organisations the right to request information held by a public authority.

NHS Stockport's Publication Scheme

A Publication Scheme is a specific guide to the information that an authority holds. NHS Stockport CCG's Publication Scheme has been designed to comply with revised guidance published by the Information Commissioner's Office in 2008. As such, the information provided in this section is divided into seven classes of information.

- 1. Who we are and what we do**
How NHS Stockport CCG fits into the wider NHS structure, details about our senior management and partner organisations...
- 2. What we spend and how we spend it**
Financial information about NHS Stockport CCG, annual accounts, staff pay grades...
- 3. What are our priorities and how we are doing**
NHS Stockport CCG's annual reports, assessments, business and strategic plans...
- 4. How we make decisions**
NHS Stockport CCG's criteria used for decision making, board agendas, supporting papers and minutes...
- 5. Our policies and procedures**
Current written protocols and procedures for delivering the NHS Stockport CCG functions and responsibilities...
- 6. Lists and registers**
Lists of NHS Stockport CCG asset registers...
- 7. The services we offer**
Services NHS Stockport CCG provides, corporate communications and media releases...

In addition, responses to recent requests are published on this website section in the disclosure log.

If the information you are looking for is not available in any of the above categories, please submit a Freedom of Information request to stoccg.foi@nhs.net

How to Use This Scheme

For each section, the scheme outlines key information and gives links to more detailed information held on our website, or external sites.

Links to information will be underlined and coloured blue. To use the link, hold down the 'Control' button on your computer and click on the link with your mouse. This will open up a web browser and take you to the information.

For some reports and larger documents, you will need Adobe Reader to view information as a PDF document. You can download this free from the [Adobe website](#).

All of the information on our website or linked through this document is available free of charge.

You may also request copies of this information to be sent to you in a paper format, but under the rules of the Freedom of Information Act, you may be charged. If a request for a paper version of any publication that is available electronically means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Any costs are payable in advance.

All FOI requests for information not included in the Scheme must be made in writing (including by email). Please include as much detail as you can. We are obliged to reply within 20 working days of receipt. If however we are unable to do so, we will inform you of our reasons and work to provide a full reply as soon as we can.

Requests for information will be treated on a case-by-case basis; however some information may not be available because it falls within one of the exemptions of the Act. When that happens, we will tell you which exemption we consider applies.

Copyright

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C. The seven classes of information

C1. Who we are and what we do

NHS Stockport Clinical Commissioning Group (CCG) is a clinically-led membership organisation, made up of the 50 General Practices in Stockport.

Responsibilities

We are responsible for the local NHS budget. Our role is to understand the health needs in Stockport and use our funding to commission healthcare services that will meet those needs.

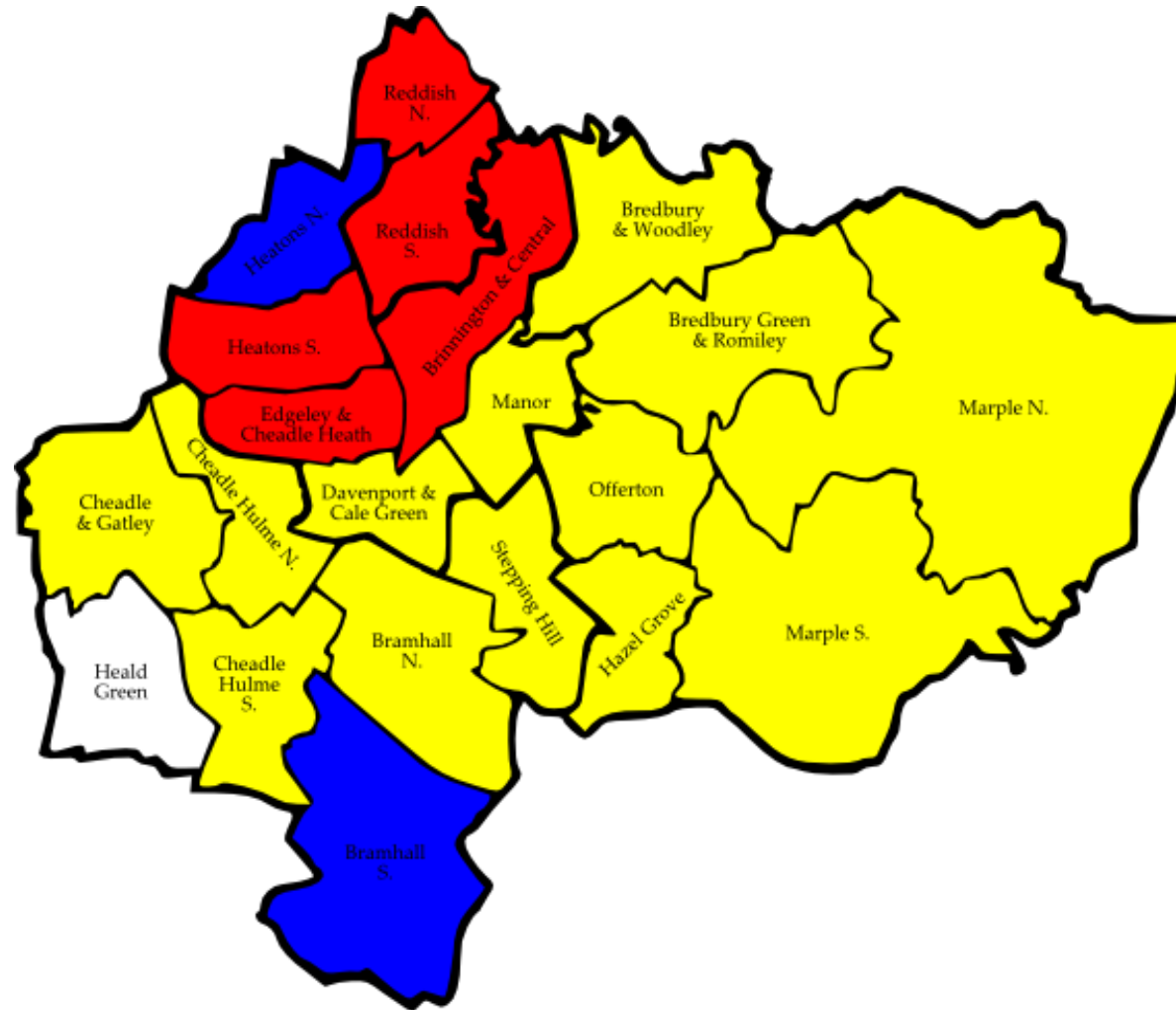
We will do this through the commissioning of local health and care services including:

- Elective (planned) hospital care
- Rehabilitation care
- Urgent and emergency care
- Most community health services
- Mental health and learning disability services

We will sometimes hold this responsibility alone, but in some areas we will work closely with our colleagues in the local authority.

1.1 Organisational information, structures, location and contacts

As a local organisation we cover the boundaries of Stockport Metropolitan Borough Council.



How we fit into the NHS structure – The diagram below shows where Clinical Commissioning Groups sit within the NHS structure.

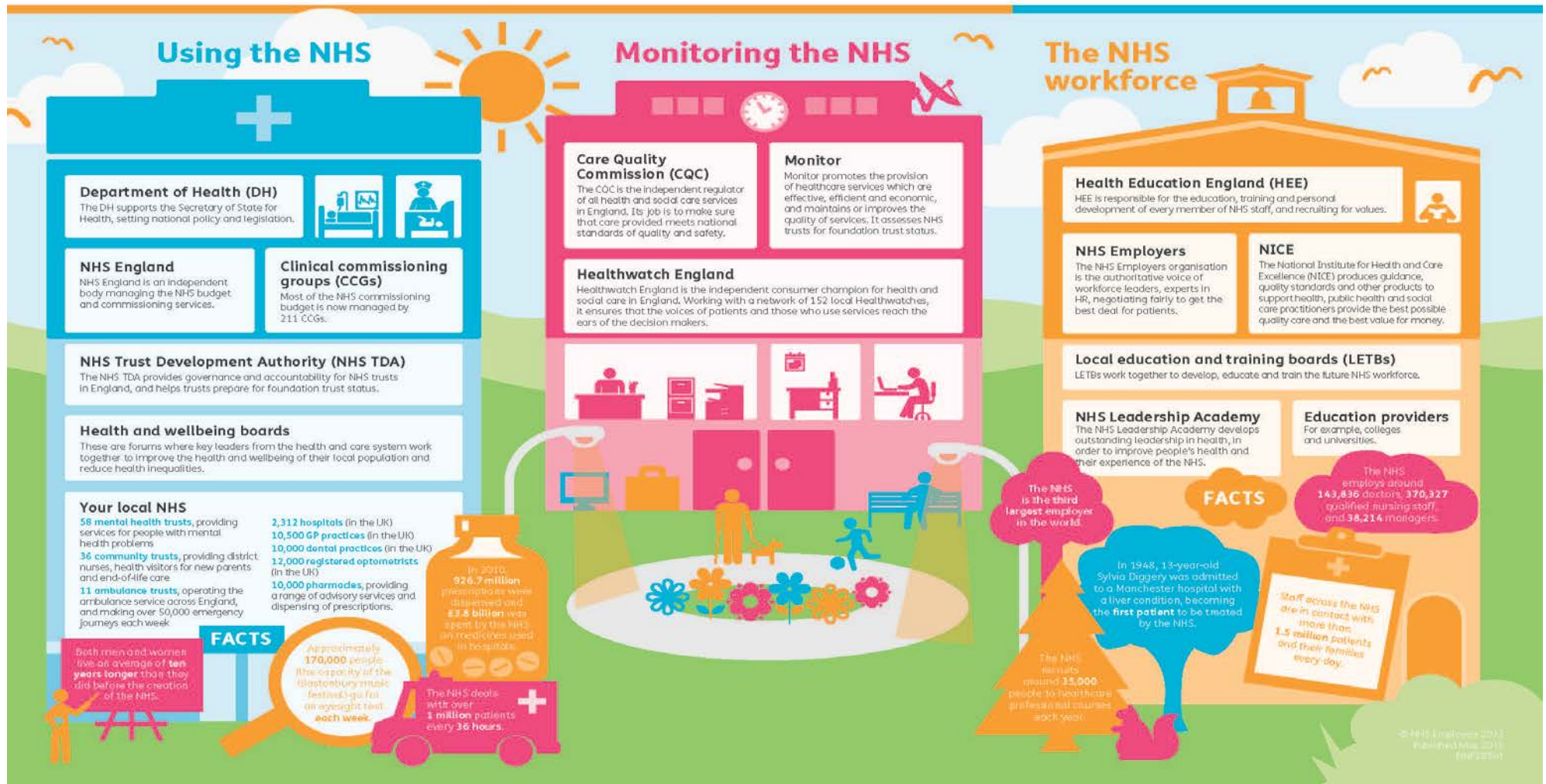
The new NHS in 2013 What it means for you

The changes in the NHS aim to empower patients and local clinicians to make decisions about NHS services in your area.

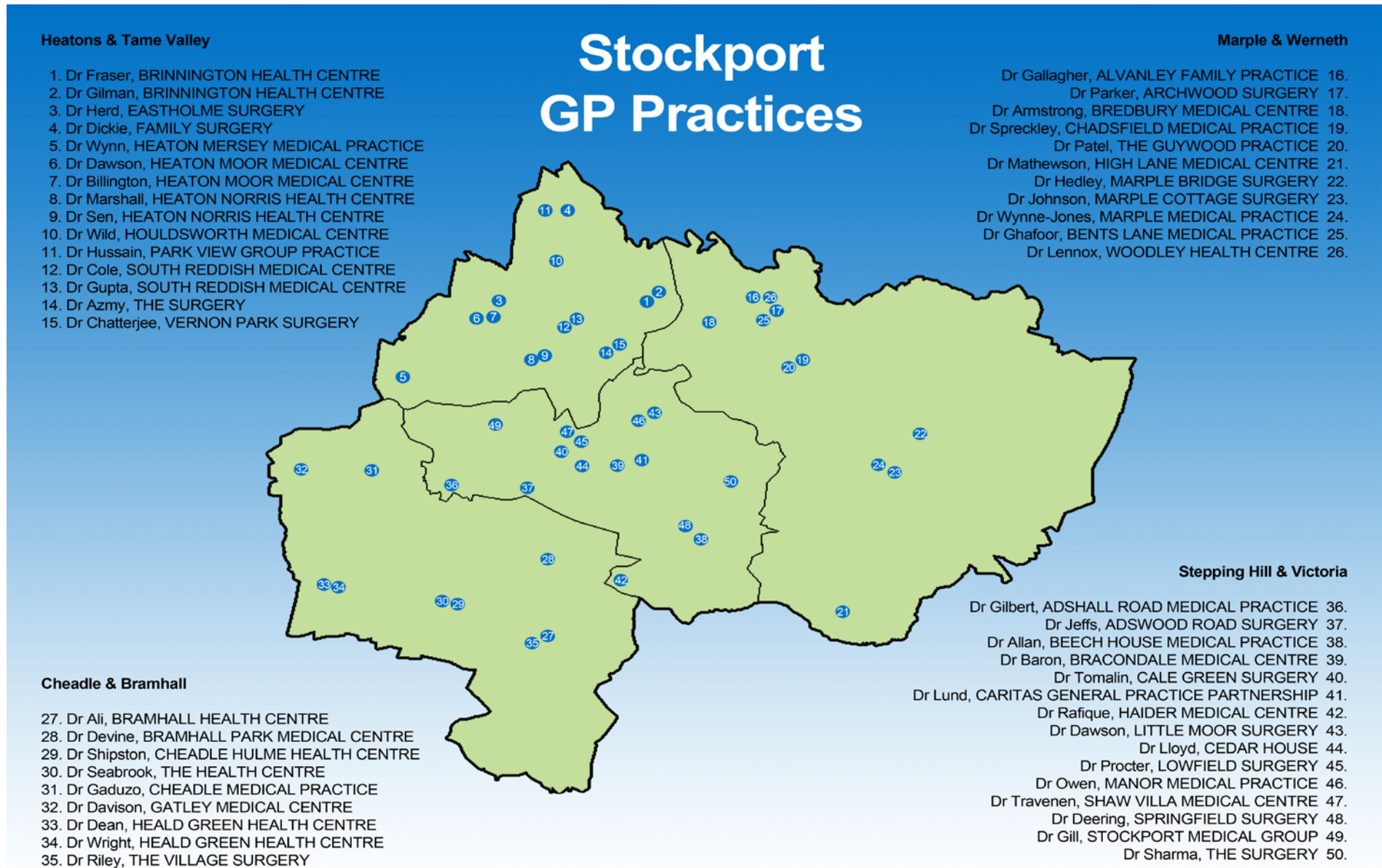
Patients in England now have more choice and control over where to go for treatment, and can use patient power to make services better.

This infographic explains how the new NHS is structured.

@nhsemployers
www.nhsemployers.org



Stockport is divided into four localities that meet and work together through Locality Council Committees. These are: The Heaton and Tame Valley, Marple and Werneth, Cheadle and Bramhall and Stepping Hill and Victoria



NHS Stockport CCG Governing Body

Dr Sasha Johari Locality Council Chair Vice-Chair of the Governing Body	Dr Andy Johnson Locality Council Committee Chair	Jane Crombleholme Lay Member (Chair)	Dr Peter Carne Locality Council Chair	Dr Ameer Aldabbagh Locality Council Chair
		Dr Ranjit Gill Chief Clinical Officer		
Karen Richardson Nurse Member			Dr Mary Ryan Secondary Care Consultant Member	John Greenough Lay Member
Dr Cath Briggs Clinical Director for Quality & Provider Management	Dr Viren Mehta Clinical Director for GP Development	Dr Jaweeda Idoo Clinical Director for Service Reform	Gaynor Mullins Chief Operating Officer	Gary Jones Chief Finance Officer

Mark Chidgey Director of Quality & Provider Management	Roger Roberts Director of General Practice Development	Diane Jones Director of Service Reform	Tim Ryley Director of Strategic Planning & Performance		Vicci Owen Smith Clinical Director for Public Health
Responsibilities	Responsibilities	Responsibilities	Responsibilities	Responsibilities	Responsibilities
Safeguarding Intervention Joint Commissioning Commissioning Support Contracts Continuing Healthcare	Locality Management Practice Quality Improvement Demand Management Prescribing Team Professional Development Practice Liaison	Local Service Transformation	Risk & Compliance Engagement & Equality Admin Support Planning Complaints Claims Communications Performance Governance	Financial Planning Financial Reporting Financial Management	Caldicott Guardian Health inequalities Research and innovation Clinical advice
Business Intelligence Total Provider Management EUR Procurement	Strategic Medicines Management	Greater Manchester Service Transformation Additional Specialist support as required	HR & OD Social Marketing Digital Communications	Ledger Invoice Processing Audit Estates & Facilities Emergency Planning	

The Governing Body

The Governing Body has been delegated, by its council of GP members, the power to conduct the overall management of the CCG. They meet monthly (at least eight times a year).

At least once a year the Governing Body meeting will take place in each locality.

More information on the Governing Body can be found by [clicking here](#).

The papers and minutes of these meetings are published on the CCG website [here](#).

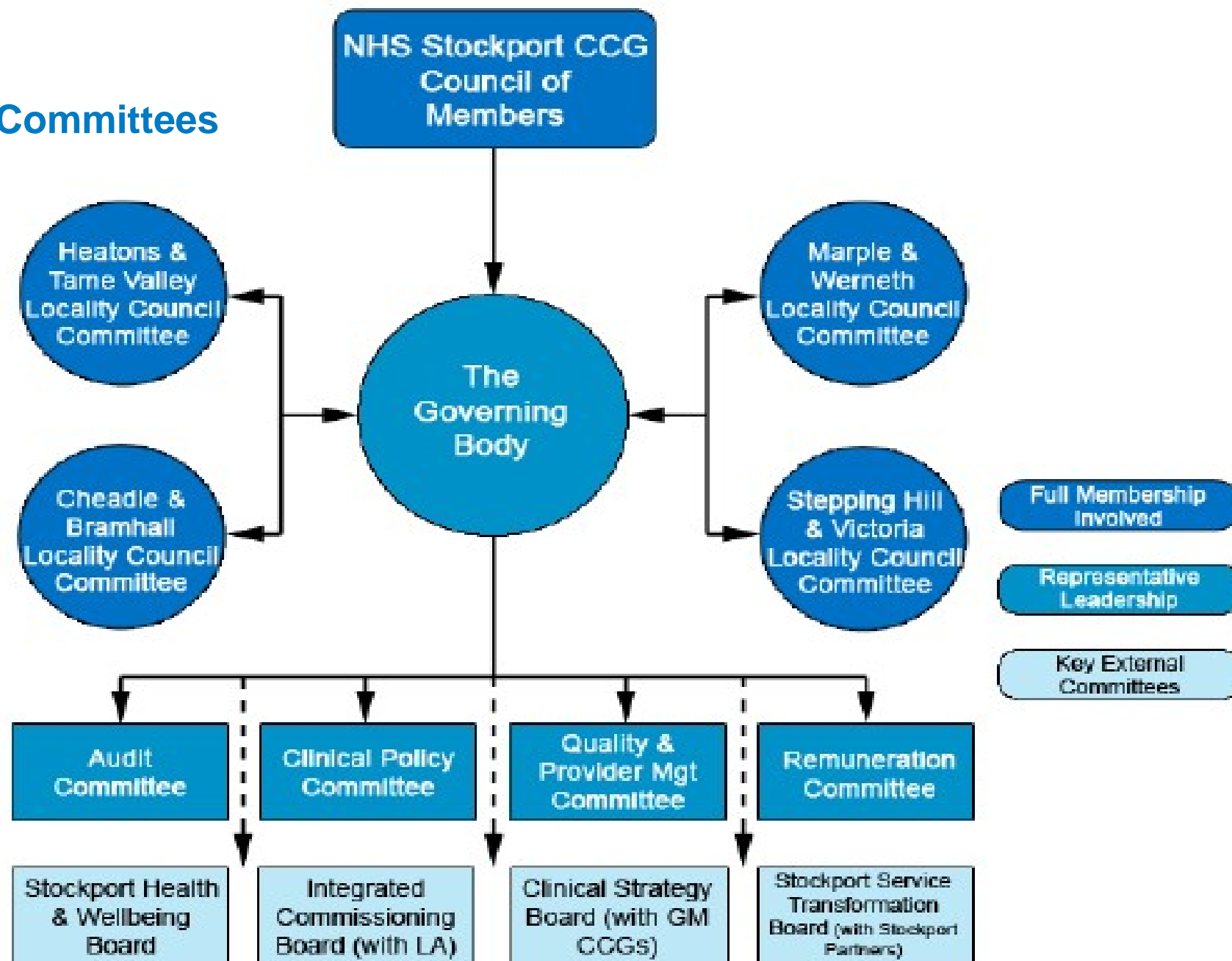
These meetings are held in public on the second Wednesday of the month.

The Governing Body is mainly made up of GP and Clinical representatives who discuss and make decisions about local healthcare.

The members of the Governing Body are shown on the right and more information regarding each member can be found on our website using the following [link](#):



CCG Committees



C2. What we spend and how we spend it

Financial information

As part of the Government's commitment to transparency in expenditure we publish monthly reports on our website for any financial transactions of spending over £25,000. This information can be accessed [here](#).

Annual accounts

This information will be available following the CCG special Governing Body meeting on June 3rd 2014.

NHS Stockport CCG first Annual Report will be available [here](#) on the website from June 6th 2014.

Pay grades

CCG roles are graded and paid in line with the NHS Job Evaluation Scheme (with the exception of Very Senior Managers and staff within the remit of the Doctors' and Dentists' reviews).

Within each pay band there are a number of pay points to allow pay progression in post. Progression through all incremental pay points in all pay bands are conditional on individuals demonstrating that they meet locally agreed performance requirements. For staff in bands 8C, 8D and 9, pay progression into the last two points in the band are annually earned, and only retained where the appropriate level of performance is reached.

C3. What are our priorities and how we are doing?

Annual reports - NHs Stockport CCG has only been in existence since 1st April 2014 and therefore there is no Annual Report available yet.
Assessments –

Key highlights on our monthly performance and what actions we are undertaking to improve it are included on our website. Click [here](#) to view. Within our Governing Body papers you can see our full performance reports which provide more detail. The Governing Body papers can be accessed by [clicking here](#).

- [Performance on a Page \(October 2013\)](#)
- [Performance on a Page \(September 2013\)](#)

As part of an annual assurance process NHS England now produce a 'balanced scorecard'. This gives an assessment of Clinical Commissioning Groups (CCGs) and is to ensure that CCGs are able to commission safely, use their budgets responsibly, and exercise their functions to improve quality, reduce inequality and deliver improved outcomes within the available resources.

The Quarter 1 balance scorecard for NHS Stockport Clinical Commissioning Group can be viewed by clicking on the link below:

- [Quarter 1 Balanced Scorecard for NHS Stockport Clinical Commissioning Group](#)

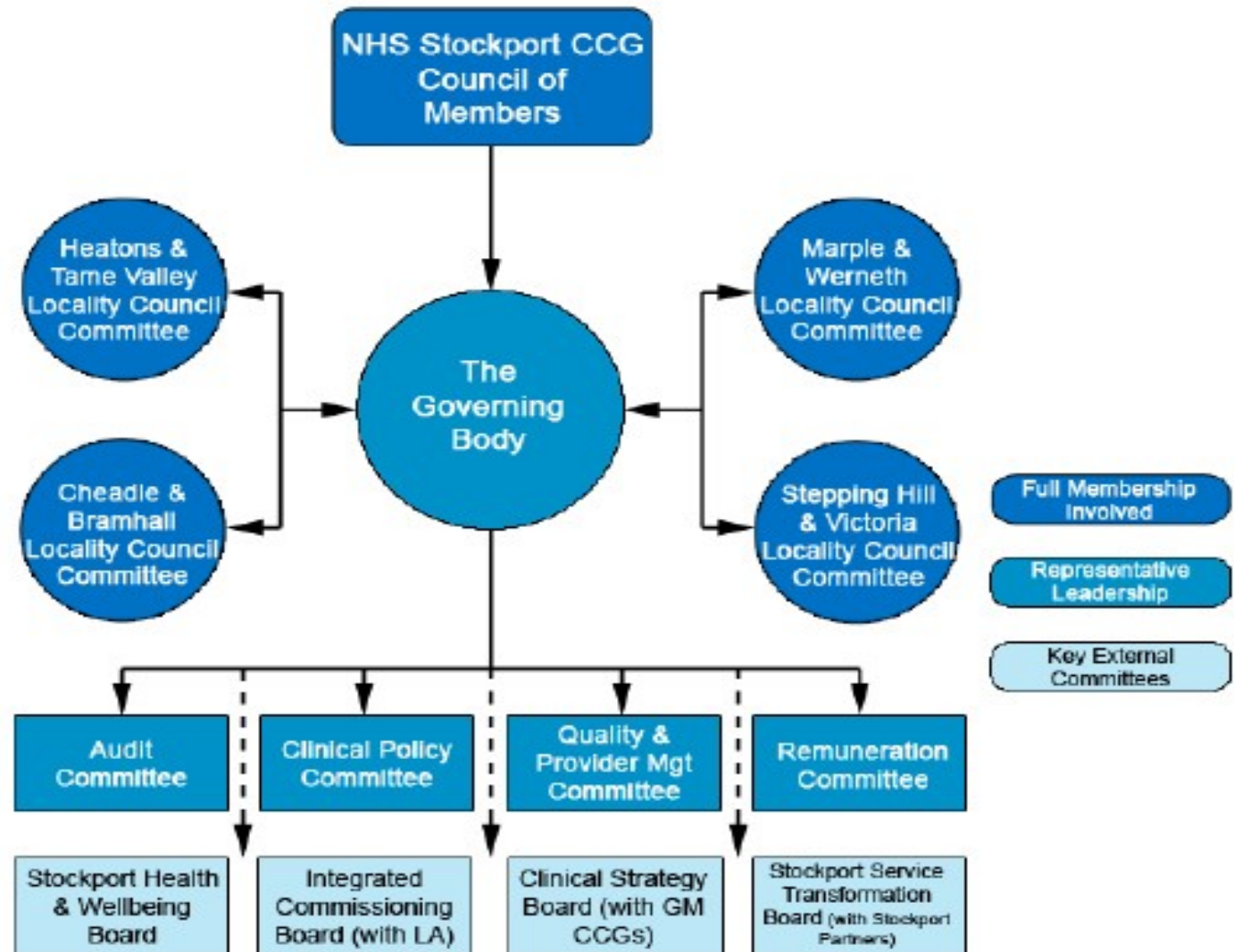
Our full authorisation assessment can also be viewed on the publications section of our website.

Business and strategic plans

NHS Stockport CCG Publications including our Strategic Plan and Integrated commissioning plan can be found on our website by clicking [here](#).

C4. How we make decisions

CCG Committees Structure



Board agendas papers and minutes

Details regarding NHS Stockport CCG Governing body meetings, agendas and papers can be found [here](#)

C5. Our policies and procedures

NHS Stockport CCG policies and procedures can be found on our website by clicking [here](#)

C6. Lists and registers

Asset registers – will be available soon.

Register of interest – click [here](#) to view

C7: The services we offer

We are a commissioning organisation therefore we do not provide any services.

However our GP members do provide general practice services. Click [here](#) for links to their websites and a map of local practices.

D – How to request further information

NHS Stockport Clinical Commissioning Group is located at the following address:

Regent House
Heaton Lane
Stockport
SK4 1BS

Tel: 0161 426 9900
Fax: 0161 426 5999
Minicom: 0161 477 2585

Directions and a map can be accessed [here](#)

Communications Team/ Press Officer/ Media Enquiries

Email: Stockportccg.communications@nhs.net

Telephone: 0161 426 5897

Freedom of Information (FOI) requests

FOI requests should be sent to the Communications team at the above address or

Email: stoccg.foi@nhs.net

Telephone: 0161 426 5660

Subject Access Requests (SAR)

Subject Access requests should be sent to the Communications team at the above address or

Email: stoccg.sar@nhs.net

Telephone: 0161 426 5660

Complaints/Compliments

The Customer Services Team provides support regarding the commissioning and funding decisions of NHS Stockport Clinical Commissioning Group (CCG).

Any complaints regarding commissioning and funding can be put to:

Customer Services Team
NHS Stockport CCG
Regent House
Heaton Lane
Stockport
SK4 1BS

Email: stoccg.customerservices@nhs.net

Telephone: 0161 426 9900