

**CCG BOARD  
PART I  
MEETING ON 26<sup>th</sup> OCTOBER 2016**

<b>Title of Report:</b>	<b>INDIVIDUAL FUNDING REQUEST POLICY</b>
<b>Board Sponsor:</b>	Lesley Buckland, Lay Member (Governance) – Chair of the South Essex IFR Panel
<b>Prepared by :</b>	Paul Balson – Head of Corporate Governance, Basildon and Brentwood CCG
<b>Committees previous consulted:</b>	Integrated Governance Group, October – virtual approval Quality & Patient Safety Committee, 14 <sup>th</sup> October 2016
<b>Executive Summary:</b>	<p>Responsibility for the management and administration of the Individual Funding Request (IFR) process has been delegated to NHS Basildon and Brentwood CCG.</p> <p>CCGs are required to have a process for considering funding for individuals who seek NHS commissioned services outside established commissioning policies. NHS Basildon and Brentwood, NHS Castle Point and Rochford, NHS Southend and NHS Thurrock Clinical Commissioning Groups are accountable for the management of Individual Funding Requests.</p> <p>Overall responsibility for the management and administration of the process has been delegated to the Individual Funding Request team in NHS Basildon and Brentwood CCG by NHS Castle Point and Rochford, NHS Southend and NHS Thurrock Clinical Commissioning Groups.</p> <p>At the meeting of the Individual Funding Request panel on 28 July 2016; it was determined that the IFR policy and the terms of reference for the panel required review. It should be noted that this is a joint policy across all four CCGs and so may not reflect the exact policy template of each CCG.</p> <p>NHS Basildon and Brentwood CCG have reviewed the policy and are asking all four South Essex CCGs to approve the policy through their governance processes. In general, the policy is modelled on the Mid Essex policy. It was felt their policy was more detailed and provided strengthened assurance and support for the decision making process.</p> <p>A summary of the process is provided on page 10 of the policy. A revised terms of reference, specifically how the CCG reports back to Boards / Governing Bodies.</p> <p>The Panel agreed the following members would make up the quorum:</p> <ul style="list-style-type: none"> <li>• A Lay Member (Board Member)</li> <li>• A Public Health Specialist</li> <li>• A Senior Commissioner</li> <li>• GP Representative</li> </ul>

	<ul style="list-style-type: none"> <li>Chief/Senior Nurse</li> </ul> <p>All Panel members must be up to date with all mandatory training.</p> <p>The introduction of a “Clinical review group” to the IFR Process to enable the IFR Team to triage complex cases face to face to prevent any delay for patients with clinical input.</p> <p>The policy should be reviewed every 18 months unless there is a requirement for an earlier review.</p> <p>The IFR Policy has been reviewed and approved (with some minor tweaks) by the NHS Thurrock CCG Integrated Governance Group and the Quality &amp; Patient Safety Committee.</p>		
<b>Financial / Resource Implications:</b>	The IFR Panel contributes to the CCGs responsibility to manage resources as not all treatments can be routinely funded,		
<b>Fit with CCG strategy/objectives:</b>	<p><b>Well Led Organisation:</b> Establish and operate appropriate integrated governance arrangements to enable not only compliance with legislation and regulation, but to facilitate all appropriate partnership arrangements to deliver the CCG vision of an integrated health and care system operating close to home.</p> <p>The IFR policy also impacts Thurrock CCG’s Corporate Objective on ‘<b>Better Care</b>’ as the policy allows the funding of some treatments that the CCG does not routinely commission to ‘enable citizens to live longer, healthy lives supported by high quality care when, where and how they need it’</p>		
<b>Risks identified / Outcome / Link to BAF:</b>	<table border="1"> <tr> <td>Currently, no specific risk.</td> <td><b>BAF Ref:</b> GV03</td> </tr> </table>	Currently, no specific risk.	<b>BAF Ref:</b> GV03
Currently, no specific risk.	<b>BAF Ref:</b> GV03		
<b>Actions Required:</b>	<table border="1"> <tr> <td>Once the policy has been approved by Thurrock CCG, it will be implemented in the next IFR Panel.</td> <td><b>When By:</b> November 2016</td> </tr> </table>	Once the policy has been approved by Thurrock CCG, it will be implemented in the next IFR Panel.	<b>When By:</b> November 2016
Once the policy has been approved by Thurrock CCG, it will be implemented in the next IFR Panel.	<b>When By:</b> November 2016		
<b>Recommendation to the Committee:</b>	The CCG Board are asked to consider, comment on and approve the Individual Funding Request Policy.		