



**Heywood, Middleton  
and Rochdale**  
Clinical Commissioning Group

# Publication Scheme

August 2019 (version 1.2)



**Healthier People, Better Future**

## Introduction

This is the NHS Heywood, Middleton & Rochdale (HMR) CCG's 'Guide to Information', which lists the information that we routinely publish to fulfil our obligations under section 19, Freedom of Information Act 2000. Our publication scheme follows the Information Commissioner's model publication scheme for public authorities.

If you cannot find what you want through this scheme, or on our website, you can find out how to make a Freedom of Information request [here](#).

## What is a Publication Scheme?

The Freedom of Information Act 2000 (FOI Act) requires public authorities to adopt and maintain a publication scheme, the purpose of which is to:

- Specify the classes of information we have committed to publish;
- Say how we will make that information available;
- Say whether the information is available free of charge or on payment;

Most of the information covered by our publication scheme will be made available on this website. If you need information in an alternative format, we will do all we can to help.

## Publication Scheme Classes

The Information Commissioners Office (ICO) has identified seven classes of information which should be published by public bodies and describes the type of information that should be provided under these classes. Please [click here](#) for more information.

## Who we are and what we do

NHS Heywood, Middleton and Rochdale Clinical Commissioning Group commissions healthcare services on behalf of the patients and public in the Rochdale Borough. The CCG is a corporate body established by NHS England on 1 April 2013 under the National Health Service Act 2006 (as amended).

The CCG is responsible for the planning and commissioning of healthcare services for the Rochdale Borough. It is a membership organisation of 33 GP contracts delivered over 39 sites. [click here for more information](#).

The CCG commissions healthcare services on behalf of the patients and public it serves – approximately 235,797 people (NHS Digital, March 2019) who are registered with GPs across four townships – Heywood, Middleton, Rochdale and the Pennines. The governance principles and membership are detailed in the NHS HMR CCG Constitution.

The structure of the NHS after April 2013 (NHS England, Understanding the New NHS, 2014) provides a more detailed explanation of the duties and responsibilities of CCGs. For more information, please visit the [NHS England website](#).

## What we spend and how we spend it

NHS Heywood, Middleton and Rochdale Clinical Commissioning Group places considerable emphasis upon ensuring probity and transparency in the exercise of its financial responsibilities. This is evidenced by the conduct of committees and the importance given to making sure that all staff are aware of, and perform to, the expected standards of financial behaviour.

NHS Heywood, Middleton and Rochdale Clinical Commissioning Group's Annual Report and financial accounts are published annually in June each year and can be viewed [here](#).

A finance update report is presented to the Governing Body meeting when they meet bi-monthly. To view Governing Body reports [click here](#).

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 found [here](#).

## **What our priorities are and how we are doing**

NHS HMR CCG, along with Rochdale Borough Council, develop an integrated commissioning business plan which covers all areas as set out in Rochdale's Locality/Transformation Plan. NHS HMR CCG's Strategic Objectives are listed below:

- SO1: To be a high performing CCG, deliver our statutory duties and use our available resources innovatively to deliver the best outcomes for our population.
- SO2: To deliver on the outcomes of the Locality Plan in respect of **Prevention and Access** (Prevention and Self Care)
- SO3: To deliver on the outcomes of the Locality Plan in respect of **Neighbourhoods & Primary Care** (Getting help in the Community)
- SO4: To deliver on the outcomes of the Locality Plan in respect of **In Hospital - Planned** (Getting more help)
- SO5: To deliver on the outcomes of the Locality Plan in respect of **In Hospital - Urgent Care** (Getting more help)
- SO6: To deliver on the outcomes of the Locality Plan in respect of **Children, young people and families**
- SO7: To deliver on the outcomes of the Locality Plan in respect of **Mental Health**

Delivery against the Strategic Objectives is reported to the Integrated Commissioning Board (ICB) monthly. ICB is a shared governance arrangement and has delegated authority from both NHS HMR CCG Governing Body and Rochdale Borough Council Cabinet for the pooled budget between health and social care. This, in conjunction with the presentation of the assurance framework and risk register provides NHS HMR CCG and Rochdale Borough Council with the appropriate monitoring tools to ensure delivery of the plan.

NHS HMR CCG is held to account by NHS England for the delivery of the Forward View: NHS planning guidance 2015-16 – 2019-20 and sets out for each measure; definitions, monitoring, accountability, planning requirements and performance indicators.

Quarterly checkpoint meetings take place with Greater Manchester Health and Social Care Partnership in order for NHS HMR CCG to provide assurance that actions are in place to deliver against key lines of enquiry that have been reported as a concern.

## **How we make decisions**

NHS HMR CCG was granted full authorisation from NHS England in 2013 and was licenced without conditions. This was part of the government's national reform of the NHS, which saw primary care trusts (PCT's) closed down, and the creation of GP-led clinical commissioning groups.

The CCG's arrangements for governance and decision making are set out in our Constitution. The constitution sets out the arrangements made by NHS Heywood, Middleton and Rochdale Clinical Commissioning Group to meet its responsibilities for commissioning care for the people of the borough. It describes the governing principles, rules and procedures that will be established to ensure probity and accountability in the day to day running of NHS Heywood, Middleton and Rochdale Clinical

Commissioning Group, to ensure that decisions are taken in an open and transparent way and that the interests of patients and the public remain central to everything that the CCG does.

Decisions about everything from policies to which health services will be commissioned are made by the Governing Body which is led by local GP Chair, Dr Chris Duffy and includes the Accountable Chief Officer and a team of clinical and managerial executives, alongside representatives from partners including Rochdale Borough Council and Healthwatch Rochdale. The governance principles and membership are detailed in the [Constitution](#).

## **Our policies and procedures**

Please view our Policies, Plans and Reports section on our website [here](#).

## **Lists and registers**

The CCG publishes the following registers:

- Declarations of Interest
- Conflicts of Interest
- Procurement Register
- Gifts and Hospitality
- Spending over £25,000

The above registers can be found on the CCG website [here](#).

## **The service we offer**

We are a commissioning organisation, therefore we do not directly provide any services. We commission a range of services for the people of Heywood, Middleton and Rochdale.

Our GP members provide general practice services. To view a map of CCG practices please [click here](#).

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for routinely published material will be justified, transparent and kept to a minimum. Material which is published and accessed on our website will be provided free of charge. Charges may be made for information which is subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where we are legally authorised, or we are justified to do so (including the general principles of the right of access to information held by public bodies).

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the CCG.

If a charge is to be made, we will advise of the amount due before the information is provided, and payment may be requested prior to providing the information.

## Copyright

The information the CCG provide to you is copyrighted to NHS HMR CCG and provided to you free of charge for your personal use or for other specific uses permitted in the Copyright Act.

If, however, you wish to use the information we have provided for any commercial purposes including the sale of the information to a third party then, under the Regulations on the Re-use of Public Sector Information Regulations 2005, you must ask us for permission to do so in respect of each specific piece of such information.

If we do grant such permission this may involve a licensing arrangement which may attract a fee. Should you wish to apply for permission for commercial re-use under the Regulations you should email: [hmr.ccg@nhs.net](mailto:hmr.ccg@nhs.net); write to **NHS Heywood, Middleton and Rochdale Clinical Commissioning Group, PO Box 100, Rochdale, OL16 9NP**

## Use of the CCG logo

The use of the CCG's logo and branding material on any document or in association with any information signifies that the document or information has been prepared or approved by the CCG.

The logos are used only on materials generated by the CCG or where the CCG has worked in association with an organisation. Use of the logo and other material without the CCG's consent infringes the copyright.

NHS Heywood, Middleton and Rochdale Clinical Commissioning Group adheres to NHS England's national guidelines, to view the NHS identity guidelines please visit the NHS England website [here](#).

## Information not already published

If you cannot find what you are looking for through this publication scheme, or elsewhere on our website, then you may wish to make a specific request to us for the information under either the FOI Act or the Environmental Information Regulations 2004 (EIR).

For more information on how to make an FOI request please see the CCG's FOI page [here](#).