

ANNEX 2 - REMIT AND TERMS OF REFERENCE OF THE INDIVIDUAL FUNDING REQUEST (IFR) PANEL

Name

The group shall be called the Individual Funding Request (IFR) Panel (referred to as “the Panel” below)

Status and conduct of business

The Panel shall be a sub-committee of the Executive of the CCG.

The Panel shall conduct its business in line with the establishment orders and standing orders of the CCG.

Chair and membership of the Panel

The Chair of the Panel shall be appointed by the Board of the Clinical Commissioning Group.

The members of the Panel shall also be appointed by the Board and shall include:

- Associate Director of Integrated Governance and Policy as Chair
- Commissioning Manager
- Public health professional
- A lay member (Board Representative)
- GP Clinical lead (Prescribing Lead)

GM CSU will provide administrative support for these meetings as detailed in the GM CSU EUR Product specification.

All members will have a named deputy to stand in for them to cover periods of leave, sickness etc.

Replacement members shall be appointed by the Panel and ratified by the Board.

In the absence or non-availability of the Chair for a particular meeting of the Panel, the Panel shall appoint one its members to chair the meeting.

The members of the Panel shall have the following expertise: commissioning, public health, clinical and patient perspective.

The record of the meeting

The record of the meeting will consist of: the minutes of the meeting and a set of papers for each case considered. The latter shall consist of a front sheet, the request proforma/clinical letter and all associated papers. The minutes of the meeting shall be produced within 5 working days of the meeting.

The record shall include the following:

- a) Background to each application
- b) The key points of each application
- c) The issues raised by the referring clinician including an accurate description of the issues.
- d) The Panel's response to the issues raised by the referring clinician
- e) Main issues which emerged in the course of the discussion
- f) The reasons for a decision where a decision is reached by consensus or the reasons for individual members of the panel where a vote is held.
- g) The minutes of the meeting shall be agreed at the next meeting of the Panel.

Quorum

The quorum for the meeting a meeting of the Panel shall be 3 including the Chair and a medically-qualified clinician.

Meetings

The Panel shall be scheduled to meet once every month although a meeting may be cancelled if no cases have been forwarded for consideration from the EUR team in the GM CSU. The Chair may also convene a meeting should he or she be of the opinion that a view needs to be taken on an urgent or important application/matter. In the latter case, the meeting may be held 'virtually': i.e. through electronic circulation of the case papers with deliberation and decision being communicated by e-mail.

Terms of reference

The Panel shall have the following terms of reference:

- To consider and, if appropriate, approve applications from eligible patients for funding intervention/s or treatment/s which fall under the category of non-contractual activity.
- To ensure that, when considering the said applications, the Panel acts in line with relevant existing CCG or national policy.
- To ensure that, when considering the said applications, the Panel considers and if appropriate follows any existing good practice guidance.
- To ensure [where practicable] that it reaches its decisions in a timely manner.
- To ensure that the decisions of the Panel are transparent and easy to understand by the public.

- To ensure that the business of the Panel is conducted with appropriate degree and level of confidentiality.

Interest and conflict of interest

Any member who knows [or could be taken to have known] or believes that she/he has an interest in a case under consideration, should declare this interest prior to the commencement of the deliberations in question.

The Chair shall then determine whether such an interest amounts to an interest which could be deemed to a “conflict of interest”. If the determination is in the affirmative the chair shall take the appropriate action.

Limit of Authorisation

The Panel shall not authorise any application for funding where the monetary value of the authorisation exceeds £250,000.

If the funding requested exceeds £250,000 the Panel shall refer the application to the Clinical Commissioning Group Board.