**Report to: Primary Care Commissioning Committee**

**Date of meeting: 10/08/2021**

**Date paper distributed: 03/08/2020**

**Subject: GP Practice Electronic Declaration (eDec)report**

**Presented by: Rachel Barrowcliff**

**Previously distributed to: N/A**

**STATUS OF THE REPORT *(auto check relevant box****)*

**Decision required** [ ]

**For Discussion to give Assurance** [x]  *(Only if requested by Committee member prior to meeting)*

**For Information** [ ]

**Report Exempt from Public Disclosure**  [x]  No [ ]  Yes

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| **PURPOSE OF REPORT:** | To update the committee of the actions taken regarding the review of the GP Practice Electronic Declaration(eDec) report for 2020/21. |
| **Recommendations:** | To receive and note this update regarding the review and subsequent actions taken by the CCG. |
| **Clinical Engagement**  | Not applicable |
| **Patient/Public Engagement** | Not applicable |
| **Committee Process and Assurance:** | Not applicable |

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| **Link to CCG’s Priorities** | * Sustainable services
* Empowering people
 | [x] [ ]  | * Supporting communities
* Fit for purpose organisation
 | [ ] [x]  |
| **Are there any specific and/or overt risks relating to one or more of the following areas?** | * Legal
* Finance
* Quality
* Equality analysis (and Due Regard Duty)
 | [ ] [ ] [ ] [ ]  | * Data protection
* Performance
* Other
 | [ ] [ ] [ ]  |

**Provide a summary of the identified risk**

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| None identified |

**Executive summary:**

**Document purpose**

This document summarises the contents of the self-declaration completed by each practice in 2020/21. It provides assurance to the Committee on a range of markers that demonstrates practice adherence to a number of contractual requirements.

**Context**

In accordance with NHS England’s Primary Medical Care Policy and Guidance Handbook (PGM) commissioners of Primary Medical Care are responsible for the quality, safety and performance of services delivered by providers, within their area of responsibility. Commissioners have a statutory duty to conduct a routine annual review of every primary care medical contract it holds. This is covered through the annual GP practice self-declaration (eDec) collection which NHS England and NHS Improvement (NHSE/I) has established. In North East Lincolnshire, this has been undertaken directly by NHSE/I local team on behalf and with the support of the CCG through the delegation agreement.

**Background**

The annual eDec mandatory data collection was first introduced to practices in April 2013. Information is collected is eight categories:-

* Practice details
* Practice staff
* Practice premises and equipment
* Practice services
* Information about the practice and its procedures
* Governance
* Compliance with CQC
* GP Information Technology

It captures information such as, operating policies, opening times and assurance about practice procedures. This information will link with contractual requirements and may also contain responses to ‘reasonable requests for information’ e.g. from other government departments and bodies, parliamentary questions and freedom of information requests. The information declared is shared with the CCG and the CQC reducing the burden of separate information returns across organisations e.g. as part of pre-inspection information requests.

**Annual e-Declaration for 2020/21**

All practices were required to submit their eDec electronically during a six week period, which due to the pandemic was extended slightly, and ended on 29th January 2021. It is usually submitted by a senior member of the practice staff, such as the practice manager and/or senior partner. There was 100% compliance by GP practices in the North East Lincolnshire area.

The 2020/21 eDec was prepopulated with responses provided from 2019/20 collection. It included mandatory and voluntary questions. For questions that were marked voluntary, practices were encouraged to complete responses to these questions but could leave the questions blank if they prefer.

Following the submissions by practices, commissioners are then expected to review the practice eDec returns. It is important to note that whilst exercising of the functions passes to the CCG, the liability for the exercise of any of its functions remains with NHS E/I.

**Outcomes of the 2020/21 submission**

Individual practice declarations for 2020/21 were reviewed by the CCG primary care team and a number of queries were raised with practices. It was pleasing to note that the queries were vastly reduced from the previous year.

**Patient Participation Group questions**: There are two practices who are not able to evidence that it has engaged with a PPG that is representative of its population throughout the year and make feedback available to the practice population including actions and reports. These practices have reported that despite their efforts to recruit patients as PPG members they have not been able to. It should be noted that the CCG has contacted both practices and suggested that a PCN PPG could be explored, with support from the Primary Care Community Lead.

**Whistleblowing/Freedom to Speak up guardian**: There was one practice did not demonstrate they had a freedom to speak up guardian/local whistleblowing lead. This practice has now confirmed that this action has been addressed and is in place.

**Online Appointments**: Contractually, practices are required to make 25% of appointments available for booking online. However, this requirement was stood down during the response to the pandemic. Eight practices answered no to this question. All practices were contacted and confirmed that they offer total triage currently, which will be reassessed as the recovery continues. It is envisaged that this model is likely to remain in most practices.

**Direct Booking into 111**: One practice did not confirm that they could process directly booked appointments from NHS111. This has now been resolved, the practice has confirmed this requirement is in place.

**Fax Machines**: One practice did not confirm that they had removed all fax machines. This practice was contacted and responded to say that they had answered incorrectly, and they not use a fax machine any longer.

**Recommendations:**

The Committee is asked to:-

* Receive this update and accept the assurance of practices compliance with the contract.
* Note the actions taken by the CCG to address issues raised.