
**TERMS OF REFERENCE
INDIVIDUAL FUNDING REQUEST PANEL**

Terms of Reference Document Control Sheet

Document Control	
Document Name	Individual Funding Request Panel Terms of Reference
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Version Control

Version Ref	Amendment	Date Approved
v0.1	Initial draft	
V2.1	Ratified by Clinical Cabinet	May 2014
V2.2	Refresh of Terms of Reference submitted to commissioning for review	August 2019
V2.3	Feedback received from commissioning and draft ToR shared with CCG Chair and Director of Commissioning and Business Delivery	November 2019
V2.4	Updated to include feedback from Dr Schryer and IFR Team	November 2019
V2.5	Updated in respect to additional feedback from CCG Chair and Director of Commissioning and Business Delivery and shared with wider IFR Panel	February 2020
V3.0	Approved by Strategic Commissioning Board	August 2020

1.0 Introduction

- 1.1 The NHS is under a statutory duty 'to promote comprehensive healthcare within the resources available'. It is not an absolute obligation to provide every treatment that a patient, or group of patients, may demand. The NHS is entitled to take into account the resources available to it and the competing demands on those resources. The precise allocation of resources and the process for prioritising the allocation of those resources is a matter of judgement.
- 1.2 NHS Bury CCG works collaboratively with all Greater Manchester CCGs and has approved the Greater Manchester Effective Use of Resources Operational Policy in order to improve the cost effectiveness of services and secure the greatest health gain from the resources available by making decisions based on evidence about clinical effectiveness balanced with known population needs.
- 1.3 The CCG has established an Individual Funding Request Panel (IFR), referred to in these Terms of Reference as the Panel, to review requests for funding on an individual named basis for treatments not currently covered by commissioning arrangements or for treatments excluded from those arrangements.

2.0 Membership

- 2.1 The IFR panel, shall comprise of the following members:
- IFR Chair and EUR Clinical Lead (GP)
 - 2 GPs;
 - 2 additional clinical members, who are not officer representatives;
 - CCG Finance representative;
 - CCG Medicines Management Representative;
 - Public Health Representative;
 - Lay Member representative; and
 - A senior commissioning representative from the CCG.
- 2.2 The Chair of the Panel shall be a GP.
- 2.3 The Vice Chair of the Panel will be one of the additional clinicians who is not an officer representative and shall be determined by the Panel.
- 2.4 The Panel may co-opt additional members when required, particularly when specialist expertise is needed.
- 2.5 Where a person is to be co-opted onto the Panel for the purposes of participating in any of its meetings the decision to co-opt that individual shall be agreed in advance by the Chair and Vice Chair.

3 Quoracy

3.1 The Panel will be quorate when the following attendees are present:

- The Chair or Vice Chair;
- At least one GP and one clinical representative, who can also be the Chair or Vice Chair;
- Two other CCG representatives; and
- Either the Public Health or Lay Member representative.

3.2 A duly convened meeting of the Individual Funding Request Panel at which the quorum is present shall be competent to exercise all of any of the authorities, powers and discretions delegated to it.

3.3 Members should normally attend meetings, and it is expected that members will normally attend a minimum of 75% of meetings held per annum.

4 Deputising Arrangements

4.1 Should a member not be able to attend a Panel meeting, apologies in advance must be provided to the CCG's Corporate Office on Buccg.corporateoffice@nhs.net

4.2 Deputies can attend on behalf of non-clinical members of the Panel, however they must have the same professional expertise and must be agreed in advance with the Chair of the Panel and notified to the CCG's Corporate Office on Buccg.corporateoffice@nhs.net

4.3 Deputising arrangements will count towards the quorum, where formal representative status is confirmed, and this will be reflected within the minutes.

5 Chairs Action and Urgent Decisions

5.1 In clinically urgent situations a request may be considered in advance of the Panel using the mechanism agreed in the GM EUR Operational Policy/Standard Operating Procedures.

5.2 All emergency and urgent decisions will be reported to the Panel at its next meeting by the Chair (or vice chair) with a full explanation, regarding:

- what the decision was;
- why it was deemed an emergency or urgent decision (required to be made in the period between the scheduled meetings);
- what was the majority view of the members of the Panel; and
- how the decision was implemented.

5.3 A record of the above will form part of the minutes of the next scheduled meeting, following the emergency powers/urgent decision being made.

6 Frequency

- 6.1 The Panel will be scheduled to meet on a monthly basis, however where there are no cases for discussion, the panel will be stepped down. Where it is considered that there are an insufficient number of cases to be heard, cases may be deferred to the following month, subject to clinical need and / or assessment, or the panel may meet virtually via teleconferencing or other electronic communication means.
- 6.2 Where a panel cannot achieve quoracy and there are cases to be reviewed, the Chair of the IFR Panel, in collaboration with the GM EUR team, will determine whether it is appropriate for the cases to be deferred to the next IFR Panel meeting or agree an alternative date for the meeting, which will be convened within the same month.

7 Conduct of Meetings

- 7.1 The Panel will operate in accordance with the CCG's Standing Orders, Scheme of Reservation and Delegation and Standing Financial Instructions.
- 7.2 Meetings will be arranged, including sourcing a suitable venue, by the CCG and managed by their nominated lead officer.
- 7.3 Preparation of agendas and all supporting papers for consideration by the Panel is the responsibility of the GM EUR team on behalf of the CCG. These will be issued at least 5 working days in advance of the meeting.
- 7.4 Recording the outcomes of the meeting, taking any actions arising and ensuring letters are sent to the requesting clinician and patient within agreed timescales is the responsibility of the GM EUR team on behalf of the CCG.
- 7.5 Members of the IFR Panel shall respect confidentiality requirements as set out in the CCG's Constitution.
- 7.6 Members of the IFR Panel have a collective responsibility for the operation of the Panel. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.
- 7.7 All emergency and urgent decisions, which are taken by the GM EUR Clinical Triage Team on behalf of the CCG's IFR panel, will be reported to the Panel at its next meeting for ratification with a full explanation, regarding:
- what the decision was;
 - why it was deemed an emergency or urgent decision (required to be made in the period between the scheduled meetings);
 - what was the majority view of the members of the Panel; and
 - how the decision was implemented.
- 7.8 A record of the above will form part of the minutes of the next scheduled meeting, following the emergency powers/urgent decision being made.

8 Conflicts of Interest

8.1 Panel Members will be expected to declare any conflicts of interests and/or an unusual interest or specialist knowledge of a particular area at all meetings and the Chair will determine how those discussions will be conducted.

9 Duties and Responsibilities

9.1 The Panel will be responsible for:

- reviewing requests for funding for treatments on an individual named basis not currently covered by commissioning arrangements or for treatments excluded from those arrangements;
- assessing the clinical effectiveness of the procedure and then the cost effectiveness of the requested treatment based on the evidence available to them at the time. For requests where a treatment is excluded from commissioning arrangements the Panel will review the evidence to determine whether or not the request under consideration is exceptional and should therefore have access to that treatment funded by the NHS.

10 Accountabilities and Decision Making

10.1 The Panel will make decisions within the bounds of its remit.

10.2 The decisions of the Panel will be binding on NHS Bury CCG.

10.3 The Panel will adopt a consensus approach to decision making where unanimous view cannot be reached on an individual request.

11 Confidentiality

11.1 All requests will be treated as highly confidential as the majority will contain sensitive and/ or clinical information.

11.2 Papers will be sent to members via the BlueTeq © system, however additional arrangements will be made to share the papers via secure e-mail e.g. NHS.net. or registered post, if required.

11.3 All confidential papers will be gathered for shredding at the end of the meeting.

12 Reviewing Terms of Reference

12.1 The Terms of Reference of the panel (including membership) shall be reviewed annually, to reflect the experience of the Panel in fulfilling its functions or sooner if there are relevant changes in legislation or local / regional or national guidance.