

**Terms of Reference for a CCG Individual Funding Request Panel with:  
Greater Manchester Shared Services (GMSS)**

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**Purpose**

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The CCG EUR panel will meet bi monthly to review requests for funding for treatments not currently covered by commissioning arrangements or for treatments excluded from those arrangements and those cases where a decision could not be reached by GMSS on our behalf.

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

The panel will consider requests on an individual named basis for treatments either not covered by commissioning arrangements or where a treatment is specifically excluded from those arrangements.

The panel will be responsible for 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.

**Membership**

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- Deputy Director of Quality & Safeguarding
- Consultant in Public Health Medicine
- GP Representative
- Head of Mental Health and Learning Disabilities

All of the above can nominate an appropriate representative

\*\* Representative members have the same authority to vote as regular panel members

**Administrative Support**

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Meetings will be arranged and resourced by the CCG and managed by their nominated lead officer.

Preparation of agendas and all request papers, 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 GMSS EUR team on behalf of the CCG. Ensuring a suitable venue is available is the responsibility of the CCG lead for EUR.

## Quoracy

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At least 3 members of the panel should be present to be quorate, two must be clinically qualified.

## Chairs Action / Urgent Decisions

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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. If any Panel members are unable to attend a meeting in person, comments should be submitted to the Chair for consideration, to ensure the meeting can be declared quorate. In extraordinary circumstances and with the agreement of the Chair meetings may be held by E-mail conference.

## Training of IFR Panel Members

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Training of IFR panel members is the responsibility of the CCG but will be supported by the GMCSU EUR team. Members should attend at least one meeting per quarter to maintain continuity and expertise.

## Confidentiality

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All requests will be treated as highly confidential as the majority will contain sensitive and / or clinical information. Papers will be sent to members via a secure e-mail service, e.g. NHS.net. Consent from the patient will be assumed. All confidential papers will be gathered for shredding at the end of the meeting.

## Review

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These terms of reference will be reviewed annually or sooner if there are relevant changes in legislation or local/national guidance.

Last review date: **January 2018**

Agreed by:

*Michelle Walsh*

**Michelle Walsh,**  
**Deputy Director of Quality & Safeguarding**