



North



North East



Oxford City



South East



South West



West

NHS Oxfordshire Clinical Commissioning Group (OCCG) Publication Scheme April 2021



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South East



South West



West

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NHS Oxfordshire Clinical Commissioning Group Commitment to Publishing Information

The Freedom of Information Act 2000 (FOI Act) requires public authorities to adopt and maintain a Publication Scheme. NHS Oxfordshire Clinical Commissioning Group (OCCG) is committed to meeting the statutory requirements of the [Freedom of Information Act 2000](#) (FOI Act), and has adopted the Information Commissioners Office's (ICO) [Model Publication Scheme](#).

I. 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 reasonably can to help.

II. About the NHS Oxfordshire CCG Publication Scheme

This Publication Scheme is divided into classes as defined by the Information Commissioner's Office and has been designed to give you a complete guide to the information routinely published by NHS Oxfordshire CCG.

The scheme is not an exhaustive list of all the types of information that we publish – our policy is to publish proactively as much information as we can where the information would have a wider public interest.

The scheme does not include information that we consider to be sensitive, such as certain types of commercial or personal information.

We shall review the Scheme at regular intervals and monitor how it is operating.

III. Publication Scheme Classes

The Information Commissioner's Office 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 in [Definition Document for Health Bodies in England](#)

- 1.) Who we are and what we do
- 2.) What we spend and how we spend it
- 3.) What our priorities are and how we are doing
- 4.) How we make decisions
- 5.) Our policies and procedures
- 6.) Lists and registers
- 7.) The services we offer

- IV. **Copyright** : The information we have provided is copyrighted to NHS Oxfordshire CCG and provided to you free of charge for your personal use or for other specific uses permitted in the [Copyright, Designs and Patents Act 1988](#). Brief extracts of any of the material included in this Publication Scheme may be reproduced for the purposes of research, private study, criticism, review and news reporting. 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 [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 write to the Freedom of Information Manager : [Freedom of Information](#)

V. Charges for Information

Nearly all of our information can be accessed from this website free of charge. In some cases charges may apply.

If you do not have access to the internet, a printed copy of the web page(s) or document(s) can be sent to you. This can be requested by contacting the [Freedom of Information Officer](#)

The following may incur a charge: Requests for multiple copies or where the cost of photocopying, postage and packing exceed £50. Any charges made will be to cover the costs of photocopying, postage and packing. You will be told in advance of our supplying the information whether there will be a charge, and how much it will be.

- VI. Information Not Already Published** If you cannot find what you want through this scheme, or otherwise on our website, you may wish to make a request to us in writing under the [Freedom of Information Act 2000](#). You can find out how to make a Freedom of Information request via our website: [Freedom of Information](#)

VII. Feedback and Complaints About the Scheme

If you would like to give feedback – good or bad – about the Publication Scheme, please contact the Freedom of Information officer: [Freedom of Information](#)

1. Who We Are and What We Do

1.1 How We Fit Into the NHS Structure

NHS Oxfordshire CCG was established in April 2013 as part of major changes to the NHS. From April 2013 Primary Care Trusts were abolished under the [Health and Social Care Act 2012](#) and Clinical Commissioning Groups became responsible for commissioning or buying health and care services. CCGs are clinically led statutory NHS bodies responsible for the planning and commissioning of healthcare services for their local area. CCG members include GPs and other clinicians, such as nurses and consultants. The [About Us](#) section of our web-site will give you more information.

NHS Oxfordshire CCG is overseen by [NHS England and NHS Improvement](#). The [NHS Long Term Plan](#) sets out a vision for the future of the NHS.

- [The NHS Constitution for England](#) establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and pledges which the NHS is committed to achieve, together with responsibilities, which the public, patients and staff owe to one another to ensure that the NHS operates fairly and effectively.

1.2 Organisations Who Monitor our Work

- [NHS England & NHS Improvement](#)
- [Health and Safety Executive](#)
- [HM Revenue and Customs](#)
- [Healthwatch Oxfordshire](#)

1.3 Organisations We Work in Partnership With : OCCG commission a range of hospital and community health services from providers across the area, and works closely with Oxfordshire County Council to commission services. Further information can be found in the [Who We Work With](#) section of our web-site.

1.4 Commissioning Support

Alongside establishment of the CCG, South, Central and West Commissioning Support Unit (CSWCSU) was also established. The CSWCSU contracts with Oxfordshire CCG to provide a range of functions, including HR

support, contracting, finance and IT services. Further information can be found - [South, Central and West Commissioning Support Unit](#)

1.5 NHS Oxfordshire CCG Organisational Structure

- For information on our Board members - [NHS Oxfordshire CCG Board](#)
- For information about how we work - [How we Work](#)
- For information on our Constitution and governance arrangements - [Constitution](#)
- For information on your local area and GP Member Practices see [Your Local Area](#)
- For our staff structure see the [Contact Us](#) section of the website which provides a link to our Structure Chart.

1.6 Standards and Codes of Conduct

Members of NHS Boards, Clinical Commissioning Group Boards and NHS Managers are expected to meet core standards of conduct. Guidance can be found in the [Standards for Members of NHS Boards and Clinical Commissioning Group Boards in England](#), and the [Code of Conduct of NHS Managers](#).

1.7 Senior Executives and Board Members

Identification, biography and responsibilities of those making strategic and operational decisions about the OCCGs functions: [OCCG Who's Who](#)

1.8 Contact Details

Oxfordshire Clinical Commissioning Group
Jubilee House, John Smith Drive,
Oxford Business Park South,
Oxford OX4 2LH

Telephone: 01865 336800

E-mail: oxon.gpc@nhs.net

For details on how to contact us, and where to find our offices [Contact Us](#)

2. What We Spend and How we Spend It

2.1 Information about the general **financial duties** of the CCG can be found in the [OCCG Constitution](#)

2.2 Financial Statements, Budgets and Variance Reports : For financial information on where money has been spent: [OCCG Financial Accounts](#)

Details of items of expenditure over £25,000, including costs, supplier and transaction information can be found: [Invoices paid over £25,000](#)

2.3 Salary and Allowance of Senior Managers of Oxfordshire Clinical Commissioning Group can be found in the [Annual Report](#) in the key Publications section of the website.

[Agenda for Change](#) (AfC) is the current National Health Service (NHS) grading and pay system for all NHS staff (excluding doctors, dentists and some very senior managers). [Current Agenda for Change pay rates](#)

Details of reimbursement of travel costs and subsistence allowances for NHS Employees can be found in the [NHS Terms and Conditions of Service Handbook](#)

2.4 Procurement and Tendering Procedures

Details of procedures used for the acquisition of goods and services, including contracts currently being tendered can be found: [Procurement and Tendering](#)

2.5 List and Value of Contracts Awarded

Information on [OCCG Clinical Contracts](#) : This information includes Type of Healthcare Contract; Lead Commissioner; Contract Value; Contract Start Date and Contract End Date

3. What Are Our Priorities and How Are We Doing?

3.1 Priorities

Details of the CCG's priorities can be found in [Key Publications](#) section of our web-site and the [OCCG Board Meetings Papers](#)

3.2 Key Publications include:

- [Annual Equality Publication 2018](#)
- [Annual Equality Publication 2019](#)
- [Annual Equality Publication 2020](#)
- [Annual Report 2017-18](#)
- [Annual Report 2018-19](#)
- [Annual Report 2019-20](#)
- [Annual Report and Annual Accounts 2016-17](#)
- [Annual Report Patient and Public Involvement 2017 - 2018](#)
- [Annual Report Patient and Public Involvement 2018 - 2019](#)
- [Annual Report Patient and Public Involvement 2019 - 2020](#)
- [Annual Report Summary 2017 - 2018](#)
- [Annual Report Summary 2018 - 2019](#)
- [Annual Report Summary 2018-2019 easy read](#)
- [Annual Report Summary 2019 - 2020](#)
- [Armed Forces Covenant 2018](#)
- [Bucks, Oxon and Berks West Local Digital Roadmap \(LDR\)](#)
- [Case for Change Dataset](#)
- [Deer Park - Letter from Secretary of State 14/03/17](#)
- [Draft Bucks, Oxon and Berks West STP - Public Summary](#)
- [Draft Bucks, Oxon and Berks West Sustainability and Transformation Plan \(STP\)](#)
- [Equality Analysis for OCCG Strategy and Plan](#)
- [Good Corporate Citizen Certificate](#)
- [Independence Assurance Report in connection with the 2018-19 mental health investment standard compliance 31 March 2019](#)
- [Joint Working and Sponsorship Arrangements with Commercial Organisations including the Pharmaceutical Industry](#)
- [Mental Health Investment Standard Statement of Compliance](#)
- [OCCG Commissioning Contracting Intentions 2017-2019](#)
- [OCCG Communications and Engagement Strategy 2020-2021](#)
- [OCCG Judicial Review Approved Judgement from Mr Justice Mostyn](#)
- [OCCG Plan on a page](#)
- [OCCG Primary Care Framework](#)
- [OCCG Risk Management Strategy and Policy](#)
- [OCCG SIROs Report Risk Assessment on IAR-DFM 2020](#)
- [OCCG's Strategy 2014-2019 and Plan 2014-2016](#)
- [Oxfordshire CAMHS \(Children and Adult Mental Health Services\) Long Term Plan Refresh 2017-18](#)

- [Oxfordshire CAMHS \(Children and Adult Mental Health Services\) Transformation Plan 2015](#)
- [Oxfordshire Health Inequalities Commission Report](#)
- [Oxfordshire Health Inequalities Headline Report](#)
- [Oxfordshire Market Position Statement - 2019/2022](#)
- [Oxfordshire Primary Care Estates Strategy 2020-2025](#)
- [Practice Boundary Map for Bampton Medical Practice](#)
- [Practice Boundary Map for Broadshires Health Centre](#)
- [Practice Boundary Map for Burford Surgery](#)
- [Practice Boundary Map for Charlbury Medical Centre](#)
- [Practice Boundary Map for Cogges Surgery](#)
- [Practice Boundary Map for Eynsham Medical Centre](#)
- [Practice Boundary Map for Nuffield Practice](#)
- [Practice Boundary Map for Windrush Medical Practice](#)
- [Practice Boundary Map for Woodstock Surgery](#)
- [Stakeholder Survey 2017 - 2018](#)

3.3 As a CCG we work with various other partners, across health, social care and the voluntary sector to improve local health services for our population. This section highlights some of the key projects we are working on : [Work Programmes](#)

3.4 [Oxfordshire Healthcare Transformation Programme](#) The Oxfordshire Transformation Programme's purpose is to develop plans for the next generation of integrated GP, community and hospital services. Its aims are to: Provide innovative ways of delivering outcomes for a society that lives longer and expects more.
Maximise the value of Oxfordshire's health and social care spend.
Find ways to become better at preventing and managing demand.
Help people to take greater responsibility for their own health and prevent avoidable disease.

3.5 [Buckinghamshire, Oxfordshire and Berkshire West Integrated Care System](#) Our footprint is made up of the local health and care economies of Buckinghamshire, Oxfordshire & Berkshire West (BOB). Our vision is to achieve the 'triple aim' set out in the Next Steps On The [NHS Five Year Forward View](#) and close the health and well-being, care, quality and financial gaps across the BOB ICS area.

3.6 Reports on Clinical and Corporate Governance are presented to our [OCCG Board](#)

3.7 Patient and Public Involvement, Feedback and Service User Surveys are in the [Get Involved](#) section of our web-site.

3.8 Protecting Personal and Confidential Information : NHS Oxfordshire Clinical Commissioning Group (CCG) is responsible for securing, planning, designing and paying for your NHS services, including planned and emergency hospital care, mental health, rehabilitation, community and primary medical care (GP) services. This is known as commissioning. We need to use information to enable us to do this effectively, efficiently and safely. Please see our [Fair Processing Notice](#). This contains information on :

- Your Rights
- Our Commitment to Data Privacy and Confidentiality Issues
- Personal Information we Collect and Hold About You
- Our Uses of Information
- Contact us

4. How We Make Decisions

4.1 OCCG Board Papers – Agenda, Supporting Papers and Minutes

Information on where decisions are made about the provision of services can be found at [Board Meetings](#). Board papers also contain updates from sub-committees.

4.2 Patient and Public Engagement Strategy

NHS Oxfordshire CCG is committed to involving and consulting with its patients and the public and responding to the feedback we receive. The [OCCG Communications and Engagement Strategy 2020-2021](#) can be found on the [Talking Health](#) section of our website.

4.3 Public Consultations

Open engagement Opportunities can be found in the Talking Health section of our web-site: [Current Opportunities](#)

The results of previous consultation exercises can be found on [Closed Engagement Activities](#)

4.4 Communications Guidance and Criteria Used for Decision Making

Guidance for dealing with the business of the authority can be found in our [Constitution](#)

5. Our Policies and Procedures

5.1 The following documents are included in [NHS Oxfordshire Clinical Commissioning Group Constitution](#)

- [OCCG Constitution](#)

Supporting documents:

- [Terms of Reference of Committees](#)
- [Member Practices by Locality](#)
- [Practice Signatures](#)
- [Scheme of Delegation](#)
- [Roles and Responsibilities of Members of the Board](#)
- [Standing Orders](#)
- [Disputes Resolution Process](#)
- [Prime Financial Policies](#)

5.2 The [Equality & Diversity](#) section of our website contains the following information:

- [Equality Delivery System \(EDS2\)](#)
- [Workforce Race Equality Standard \(WRES\)](#)
- [Equality Analysis](#)
- [OCCG's Equality Objectives](#)
- [Annual Equality Publication](#) can be found in the key publications section of the website.

5.3 [Emergency Planning](#) NHS organisations must have plans to enable them to respond to a large scale emergency. Our key emergency planning documents are:

- Business Continuity Policy and Plan
- Operational Response Manual
- Major Incident Plan

5.4 How we handle **personal data** in respect of Feedback Forms; Complaints/Compliments; Requests for Information; and Recruitment can be found in our [Fair Processing Notice](#)

5.5 [Oxfordshire Care Summary](#): From March 2013, clinicians across Oxfordshire have been able to access the Oxfordshire Care Summary. The Oxfordshire Care Summary is a single electronic view of specific, up-to-date, clinical information from your GP record and other records which may be kept to support your care in NHS organisations in Oxfordshire. You will already have been asked for consent to share these pieces of information. The information will be used to ensure you get the safest treatment as quickly as possible.

5.6 The Deputy Director of Quality is the **Caldicott Guardian and Freedom to Speak Up Guardian**, The Caldicott Guardian is a senior person responsible for protecting the confidentiality of service user information and enabling appropriate and lawful information-sharing.

5.7 Information on **Recruitment**: [Work For Us](#)

5.8 Patient Services and Complaints: The [Patient Services Team](#) (formerly PALS), deals with queries and concerns related to Oxfordshire CCG. Information about [Making a Complaint](#) is also available on our website.

6. Lists and Registers

6.1 Declarations of Interests We manage conflicts of interest as part of day-to-day activities. Effective handling of such conflicts is crucial for the maintenance of public trust in the commissioning system. The [register of interests](#) for Board members and members of staff is reviewed regularly and updated as necessary. Information includes :

- [The Register of Interests – Board Members](#)
- [The Declarations of Interest Register All Staff](#)
- [The Conflicts of Interest Policy](#)
- [The Declarations of Hospitality Register](#)
- [The Register of Procurement Decisions to March 2018](#)
- [Register of Procurement Decisions from March 2018](#)

Registers of Interests for each of the Oxfordshire Localities can be found below:

- [City Locality](#)
- [North East Locality](#)
- [North Locality](#)
- [South East Locality](#)
- [South West Locality](#)
- [West Locality](#)

6.2 [Register of Gifts and Hospitality](#) . This information can also be found in the Corporate Governance Report of each [Board Meeting](#)

6.3 Freedom of Information Disclosure Log: Responses to previous Freedom of Information requests can be found on the [Disclosure Log](#)

6.4 Financial information and assets regarding NHS Oxfordshire CCG can be found [Annual Report and Accounts](#)

6.5 [Procurement and Tendering](#) : Procurement is a service provided to us by South Central and West Commissioning Support Unit (SCW CSU). New contract opportunities are advertised appropriately using websites such as [Supply to the NHS](#) for healthcare contracts and [SIMAP](#) being used for non-healthcare goods and services. All current [Clinical Contracts](#) and [Invoices paid over £25,000](#) are detailed on our website.

7. The Services We Offer

7.1 Since April 2008 patients referred by GPs for planned treatment can [choose](#) to be seen in any hospital or clinic which can provide NHS standard care, at NHS prices. The NHS Choices website has detailed information about every hospital in the UK. This will help you to make a more informed decision about your healthcare. Information about primary care services in your area (dentists, GPs, pharmacies and opticians) as well as local hospitals and clinics can be found at [NHS Choices](#)

7.2 Organisations we work with: We work with a range of health and social care partners to deliver healthcare across Oxfordshire. Collaborative working, shared decision making and jointly (as well as locally) defined priorities are crucial in our bid to make the best use of available resources.

[Who We Work With](#)

7.3 Clinical services commissioned: Please see our list of [Clinical Contracts](#)

7.4 The Patient Services Team (Formerly PALS) answer queries and concerns related to NHS Oxfordshire CCG - [Patient Services](#)

7.5 Details of **Complaints Services** can be found: [Making a Complaint](#)

7.6 Corporate Communications and Media Releases: [News](#)

7.7 NHS Oxfordshire Newsletters: [Talking Health Newsletter](#)

7.8 Updates for GP practices : [GP Bulletin](#)