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19 December 1995

## **Out-of Hours Development Funding**

**Hampshire Local Medical Committees  
Hampshire FHSA  
North and Mid Hampshire Health Commission  
Portsmouth and South East Hampshire Health Commission  
Southampton and South West Hampshire Health Commission**

### **1 Introduction**

This document has been jointly prepared by Hampshire LMC, Hampshire FHSA and the 3 Hampshire Health Commissions to inform General Practitioners about the local arrangements for the use of the Out of Hours Development fund.

Its aim is to provide information regarding

- The potential use of funds
- How to make bids for development monies
- How bids will be considered

### **2 What are the objectives of the development fund?**

- To support improvement in out of hours services which reduce pressure on individual GPs.
- To support improvements which make more cost effective use of GP time.
- To maintain or improve standards of care for patients out of surgery hours.

### 3 How big is the fund allocated to Health Commissions

- Each Health Commission has been awarded £1432-00 per unrestricted principal with each job sharing principals counting as half.

### 4 What can funds be used for?

- For reimbursement of some of the costs of increasing the range of out of hours services in accordance with the amendment to the statement of Fees and Allowances (SFA) published recently by the Department of Health. These amendments will be included in the red book as new paragraphs 59 and 60 . This includes:

- a) Cost of communication equipment.
- b) Cost for development, improvement, use and maintenance of premises for out of hours use.
- c) Management costs for the organisation of GP rotas above practice level.
- e) Cost of Non Medical Staff
- f) Computer Costs
- g) Locum payments for Isolated Rural GPs
- h) Part of the costs of using a deputising service including those elements of costs attributable to:

Premises (extension, alteration, improvement, rental and rates and maintenance)

Non Medical Staff

Computers

Communication equipment

- For reimbursement of some costs in accordance with **existing** SFA which apply to cash limited GMS funding, i.e. expenditure on premises, computer systems and staffing- administrative, clerical or nursing staff. Where this expenditure supports out of hours services.
- Reimbursement **cannot** be made to cover the costs of employing Doctors (unless this is under the Isolated Rural Practitioner arrangements)
- Reimbursement **cannot** be made for costs relating to vehicles
- Reimbursement **can** be backdated to April 1995 for eligible costs incurred by GPs in schemes which fall within the SFA and which represent good value for money.
- GPs should note that funds are provided to **reimburse actual expenditure** on items which fall within the SFA regulations.
- It is very important that monies are **properly accounted** for within partnership accounts. Practices' full expenditure on items should be shown as expenditure with reimbursement received from the fund being shown as income.

## 5 Who should GPs send Bids to?

- Bids are to be submitted to a named person in the Primary Care Directorate of each Health Commission in accordance with the attached proforma.

North and Mid Hampshire Health Commission	Code A	Code A
Portsmouth and South East Hampshire Health Commission	Code A	Code A
Southampton and South West Hampshire Health Commission	Code A	Code A

## 6 Who can provide advice to GPs considering making a bid?

- Information and advice is available from the Health Commission lead as outlined above, alternatively GPs can contact the LMC secretary at the Hampshire LMC Office.

Hampshire Local Medical Committee	Dr Mike Williams or Dr Robert Button	01962 867793
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## 7 How will bids be considered?

- Bids **must be made by individual practitioners** and will be considered by each Health Commission acting on behalf of the FHSA. Never the less bids can be coordinated by larger organisations such as cooperatives or commercial deputising services provided they are endorsed in writing by individual GPs.
- The Shadow LMCs (acting as sub-committees of the Hampshire LMC) for each Health Commission will be consulted to develop agreed priorities for investment with reference to the Officers of Hampshire LMC where appropriate.
- Bids will be approved in accordance with the priorities agreed between the Health Commissions and their Shadow LMCs
- These decisions will be ratified by Hampshire FHSA and Hampshire LMC as the statutory bodies.

## 8 What is the Timetable for submitting and considering bids for 1995/96 monies?

- Bids which meet the requirements of the SFA and agreed local priorities can be considered now although initially reimbursement will only be awarded to a maximum of £1,432 per participating GP.

- In order to assist with financial planning all bids will be considered as part of a two stage process.

The deadline for receiving draft or outline bids is **January 31st 1996**

Finalised bids should be confirmed by GPs by **29th February 1996**

- Any assistance to progress draft bids can be offered by the Health Commissions or LMC.
- Following the deadline all bids will then be considered. Bids previously approved will be reconsidered if there is scope to increase the levels of reimbursement

## Application for Out of Hours Development Funding

### Suggested Structure of Application

The aim of this proforma is to:

- Help General Practitioners formulate their applications
- To help prioritise use of development funds
- To ensure that information supplied in applications help to demonstrate a high level of probity for use of NHS funding both locally to Patients, General Practitioners, FHSAs/ Commissions and to external bodies such as GMSC, the NHS Executive and prospective auditors.

It is suggested that General Practitioners applying for development funds should include the following in their application. Priorities for out of hours developments will be jointly agreed between the LMC and the Health Commissions (acting on behalf of the FHSA).

- 1 Describe your current out of hours service and who participates.
- 2 Describe the proposed service and who will participate.
- 3 How will the proposed development improve or maintain current out of hours services for both patients and General Practitioners?
- 4 For those wishing to establish cooperatives: have you considered how the service and performance will be monitored?
- 5 What other options have been considered to provide out of hours services before the applicants decided upon their preferred option described in 2/?
- 6 What are the costs of the proposed development? Costings should provide:
  - Clear costings for initial start up / capital costs
  - Clear costings for likely recurrent costs
- 7 Evidence of costings being comprehensive
 

For example     Have heating lighting and cleaning been accounted for if appropriate?  
                          Have unsociable hours payments been costed in non medical staffs pay
- 8 Evidence of costings being based upon best value for money
  - a) Use of NHS discount prices for communications, computer hardware and software
  - b) Intention to tender for services where appropriate
  - c) Involvement of existing organisations in the provision of accommodation, control room facilities, cars and drivers

In considering costings for larger schemes it would be advisable for applicants to involve appropriate accountancy expertise in reviewing the costings within business plans.

Signed

**Code A**

**Code A**

Code A

Dr Warner  
Chair "Shadow LMC"

Penny Humphris  
Chief Executive Health Commission

**Code A**

**Code A**

*PP*  
Dr J Hughes  
Chair Hampshire LMC

Alice Harding  
General Manager Hampshire FHSA