



**Herefordshire and
Worcestershire**
Clinical Commissioning Group

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For attention of:
All Herefordshire and Worcestershire Primary Care Networks
PCN Clinical Directors
Primary Care Network Managers
Local Medical Committee

Dear Colleague,

Re: Primary Care Network Additional Roles Reimbursement Scheme 20/21

I am writing to confirm the requirements for the Additional Roles Reimbursement Scheme 20/21 as part of the Primary Care Network Directed Enhanced Service and key dates for you to be aware of in the coming months.

PCNs are required to plan their future workforce requirements to support claims under their Additional Roles Reimbursement Sum each year.

As set out in the Network Contract DES Specification, each PCN is required to complete and return to the CCG by 31 August 2020 a workforce planning template, providing details of its recruitment plans for 2020/21 and by 31 October 2020 indicative intentions through to 2023/24.

The CCG have sent all PCN Managers a copy of their Workforce Planning template for their respective PCNs. It is up to PCNs to decide the mix of workforce they require from the reimbursable roles under the Additional Roles Reimbursement Scheme in order to support delivery of the Network Contract DES requirements. However, we are aware there are some limitations from NHSE on the recruitment of some ARRS staff – Pharmacy Technicians and First Contact Physios. We have queried the local flexibility on the recruitment restrictions to these roles and are awaiting a response from NHSE.

The CCG will confirm the Workforce Plan with each PCN's Clinical Director and, once each plan is agreed, will share with NHS England and NHS Improvement Regional Teams by 30 September 2020 for 2020/21 plans, and by 31 October 2020* for indicative future plans.

The CCG will work collaboratively to support PCNs and complete the Workforce Plans and Returns required at STP level. The CCG's Workforce Team are also available to help PCN Network managers with any workforce planning support in order to complete the template by 31 August and 30th October respectively. Please email hw.workforce@nhs.net to request support.

PCNs will be expected to keep the National Workforce Reporting System (NWRS) updated as required.

The CCG has received some questions around the March 2019 PCN Baseline exercise. If a practice has changed their workforce skill mix, this should not affect PCN baselines and Additional Roles claims. In section 6.2.4 of the Network Contract Directed Enhanced Service (DES) Contract Specification 2020/21 – PCN Entitlements and Requirements document, the following is outlined:

With the agreement of the commissioner, which will not be unreasonably withheld, a PCN will be able to substitute between clinical pharmacists, first contact physiotherapists and physician associates within the PCN baseline. Where agreement to a substitution has taken place, the PCN will not be subject to an equivalent WTE reduction in workforce funding under the Network Contract DES Additional Roles Reimbursement Scheme.

Therefore if a practice's baseline has changed since March 2019, particularly with regards to Practice Pharmacists or other roles within the ARRS list, please ensure the CCG is cited on reasons for the change, as to avoid a reduction in ARRS funding to the PCN.

The Additional Roles Reimbursement Scheme claims process for 20/21 will mirror that set up by the CCG in 2019/20. The CCG is currently updating the 2019/20 claim form to account for the new roles available and the 100% reimbursement. PCNs will be asked to submit applications for funding when they recruit new staff, along with contract documentation. Payments will then be made automatically on a monthly basis. PCNs will then be asked to submit actual costs quarterly in arrears to enable reconciliation of payments.

All roles within the ARR scheme are 100% reimbursable from April 2020, this includes any roles recruited to during 19/20.

The CCG and colleagues from the Training Hub and GP Federations will shortly be confirming the date of an ARRS session aimed at PCN Clinical Directors, PCN Managers and anyone else involved in the ARRS workforce roles. The session will cover the ARRS rules, claims, workforce plans, recruitment (including job descriptions, tasks that the roles can undertake) and ongoing support. An invite will be included in the next PCN weekly update which is published on Teamnet.

If you have any queries, please do not hesitate to contact me on hw.primarycare@nhs.net

Yours sincerely



Hollie Hastings
Head of Primary Care Transformation
NHS Herefordshire & Worcestershire CCG