

Frequently asked questions:

NHS England Specialised Commissioning Clinical Priorities Advisory Group open meeting

Twice a year, CPAG considers treatments and services that would require additional funding in order to be introduced into the NHS. Based on this prioritisation process, the Group make recommendations to NHS England about whether they should be routinely commissioned (funded) based on their relative clinical benefit and cost.

As part of a pilot for the May prioritisation process, Part I of the CPAG meeting will be open for the public to observe. In this part of the meeting, the papers and evidence for the treatments under consideration will be presented to the Group. This may include comments from stakeholder consultations and how the draft recommendations were formed. In Part II of the meeting, some of the information the Group needs to discuss is confidential and public observers will not be permitted to attend.

The open, Part I of the meeting will be held on **29th May from at City Hall, The Queens Walk, London, SE1 2AA. Observers must register to attend in advance on the NHS England website. Attendees will be asked to arrive at 9.30am to allow time to pass through security, register and receive a pre-briefing. The meeting will conclude once all agenda items for Part I have been addressed, no later than 5pm.** More information on how to find City Hall can be found on their website www.london.gov.uk/about-us/our-building-and-squares/how-find-city-hall

The Specialised Commissioning Communications and Engagement Manager will welcome the public observers as they arrive for the meeting and provide a briefing for public attendees before the meeting starts.

Please find below a list of common questions and answers about the CPAG open meeting. For any further enquiries, please email ENGLAND.CET@nhs.net

Who can be a public observer?

Public observers are those that can come to Part I of the CPAG meeting, but are not directly involved in the business of the meeting. Public observers might include:

- members of the public
- manufacturer representatives
- representatives from the pharmaceutical or healthcare industries
- representatives from patient, carer and voluntary sector organisations
- members of the press.

How can I register to attend the May CPAG meeting?

You can register to attend the meeting on the NHS England Specialised Commissioning website. Registration will close 10 days before the meeting takes place. A limited number of places will be available per treatment under consideration.

We are unable to reserve or block book places to observe committee meetings. Please note that it may not be possible to accept late registration requests.

Once registration has closed, the NHS England Specialised Commissioning team will contact applicants via email to let them know whether they have a place at the meeting. The final agenda will be on the website at least a day before the meeting.

Can public observers take part in the meeting?

People who come to watch a committee meeting are there only as public observers. Public observers will be able to listen to the business of the meeting, except when confidential information is being discussed (see 'Will I be able to listen to all the discussions?' below for more details). However, they will not be able to participate in the Group's discussions. So they will not be permitted to ask questions, take part in voting or put their own views to the members of the Group.

If I have any questions, who should I talk to?

The Specialised Commissioning Communications and Engagement Manager will welcome the public observers as they arrive for the meeting. They will do their best to help with practical questions about the running of the meeting and the facilities available at the venue. They will also provide a short pre-briefing for observers before the meeting begins to recap what to expect.

Please note that we cannot discuss the evidence considered, or the outcome of the meeting with public observers.

How will the CPAG meeting run?

At the start of the meeting, Sir Nick Partridge, CPAG Chair, will introduce himself. He will then move on to the business of the meeting. The following items will be discussed during the public part of the meeting:

- the agenda for the day
- the minutes of the last meeting

- whether any Group member has a conflict of interest they need to declare
- presentations on each of the treatments under consideration

Who will be at the CPAG meeting?

The full list of CPAG members and their biographies are available on the NHS England Specialised Commissioning website at www.england.nhs.uk/commissioning/cpag/

In addition to the Group Chair and members, members of the Specialised Commissioning team involved in running the meeting and supporting the committee will be present.

What will the Group talk about?

Following the order on the agenda, information will be heard on each of the treatments under consideration. In each case, the Group will:

- note how each proposal was developed
- receive background information
- consider the clinical evidence
- review the public consultation and responses received.

Will papers be available for public attendees of the meeting?

A draft agenda for the meeting will be available on the Specialised Commissioning website, 10 working days before the meeting. The final agenda will be published online as soon as possible and at least 24 hours before the meeting.

The final versions of the papers for each policy after consultation are also available online. Attendees are welcome to download these documents and bring them along to the meeting.

Because other papers run to many pages and often contain confidential information (academic or otherwise), we are not able to provide these for public observers.

How can I keep up to date on details of where and when the CPAG meeting will be held?

In the unlikely event that the meeting time or location has to be moved due to unforeseen circumstances, we will update our website as soon as possible and contact, via email, those who have registered to attend. We advise that all attendees check the NHS England Specialised Commissioning website and their emails up to the day before the meeting to make sure they have the most up to date agenda and information about the start time and venue.

Do I need to let you know if I have registered to attend the meeting but can no longer attend?

Yes. Please inform us as soon as possible if you are unable to attend the meeting. There are a limited number of places available to observe the CPAG meeting, and by sending your apologies early, other registrants could be given the opportunity to attend.

Will I be able to listen to all the discussions?

Part I of the CPAG meeting will be open to the public. In Part II of the meeting, some of the information the Group needs to discuss is confidential and public observers will not be permitted to attend.

Information classed as confidential includes confidential academic or policy work. This means that public disclosure of this information could have an impact on the academic interests of a research or professional organisation, or the policy interest of the government.

Will a decision be made about any of the treatments at the public meeting?

Decisions about the treatments will need to be based on confidential information, for example, 'academic in confidence' information and will therefore take place in the closed Part II meeting.

The final decisions on which treatments will be funded as part of the twice yearly prioritisation rounds are always announced on the NHS England website. Attendees to the meeting will be kept informed on the expected date of this announcement.

How long does it take to discuss each treatment?

The length of time taken for each policy under consideration may vary depending on the type and volume of evidence under consideration. The chair will outline the agenda for the day at the start of the meeting, and may give an indication of when certain treatments will be discussed.

It is important that all public observers arrive promptly to ensure they receive the required briefing prior to the meeting. The meeting will not be delayed for late arrivals. To keep disruptions to a minimum, late arrivals may not be allowed into the meeting until there is a suitable break.

Do I have to stay for the entire meeting?

Attendees are strongly encouraged to stay for the entirety of the meeting if possible. This is intended to encourage a global view of all the policies under consideration, not just the treatment in which they have an interest. When it is not possible for an attendee to stay for the entire meeting, they are asked to leave between agenda items to avoid disruption.

What facilities do you have to accommodate people with disabilities?

City Hall has a number of accessibility features. For more information please go to www.london.gov.uk/about-us/our-building-and-squares/access-for-disabled-people

If you have any queries or additional accessibility needs please contact us at:

ENGLAND.CET@nhs.net

Will refreshments be provided for public observers?

Light refreshments, in the form of tea, coffee and water, will be provided for public observers at the CPAG meeting. During the lunch break, public observers can purchase food from the café downstairs or leave the venue and visit other cafés or shops in the area.

Can I quote what is said at the CPAG meeting?

You may not quote what is said by any person present at the CPAG meeting directly or indirectly (for example attribute the quote to an unnamed panel member or Specialised Commissioning team member) unless NHS England provides explicit approval and the relevant person has agreed to be quoted. We want to ensure that Group members feel able to speak freely in public meetings without concern that they may be misquoted or be quoted out of context. We greatly appreciate the cooperation of observers of the meeting in this matter.

Can I report what is said at the meeting without using quotations?

Yes, external publications can publish information on what is discussed at the meeting as long as they do not attribute the text to an individual or particular group participating in the meeting (e.g. Group member or NHS England team). A broad range of evidence will be considered at the CPAG meeting and the draft and final recommendations are agreed by the entire committee in Part II of the meeting. These important decisions could not be reached unless discussions covered the full range of views before making the draft and final recommendations.

Can I talk to members of the Group during breaks?

We ask public attendees to address any questions they have to the Engagement and Communications Manager. The role of Group members is to make an independent assessment of the evidence. It is therefore very important that no one tries to influence an individual Group member's view during the meeting, the breaks or outside the meeting on any topics that are under discussion by NHS England.

Interviews with external experts should be conducted away from the premises where the meeting is held. Requests for media interviews should be made through the NHS England press office. Interviews with external experts should be conducted away from the premises where the meeting is held.

Can children attend the meeting?

No. To keep disruptions to a minimum, children under the age of 16 cannot attend the CPAG meeting.

What will happen if a public observer tries to disrupt the CPAG meeting?

We expect that everyone who comes to a meeting will respect the work of the Group committee and will not cause any disruption. If a public observer causes any disruption, the individual may be asked to leave.

We may also restrict public observers who cause a disruption from attending any future meetings.