



The [PCN DES form](#) requires you provide the following six pieces of information to your CCG, below each item are our notes on what should be submitted.

PCN member practices and ODS codes

Sum of member practice list sizes

- Commissioners will usually only approve registration of a PCN if the combined list size of the member practices falls between 30,000-50,000 patients.

Name of clinical director

- This will be a practising clinician from within the PCN member practices - there is 'not an absolute requirement' that this be fulfilled by a GP.
- The clinical director is accountable to the PCN members - not the CCG, STP nor ICS.
- The minimum requirements of the role are set out in [the contract specification \(4.4.2d\)](#), but the PCN, not the commissioners, will determine the more detailed requirements of the role. See our Keep It Simple guide to the '[PCN clinical director role and responsibilities](#)'.
- The PCN, not the commissioners, will appoint their clinical director. The PCN, not the commissioners, will decide the appointment process. This should follow a selection process, election process or both; the agreed appointment process should be included in schedule 1 of the PCN agreement.

Details of PCN's nominated payee

Map of PCN area

- The contract specification states (3.7) that the network area must cover an area that makes sense to:
 - a. constituent members,
 - b. other community-based providers who configure their teams accordingly, and
 - c. the local community.
- This will normally cover a geographically contiguous area, and would not normally cross CCG, STP or ICS boundaries.
- The contract specification (3.8) states that commissioners 'will not unreasonably reject the proposed network area'.
- However, please be aware that commissioners need to ensure 100% population coverage. The '[Investment and evolution: A five-year framework for GP contract reform to implement The NHS Long Term Plan](#)' document (p28) states 'In some CCGs, marginal adjustment to PCN membership and boundaries may prove necessary.'



Initial network agreement

- This requires completion of details of member GP practices, the network area, the clinical director and nominated payee only (see previous sections).
- The contract specification (2.3) states that PCNs **may** also provide in their initial Network Agreement additional information in Schedule 1 relating to PCN meetings and decision-making **but it is recognised that this may not have been fully agreed by the 15th May submission date.**

If you are experiencing any difficulties in forming your PCN, or in providing this information to commissioners, please contact us for support and advice – info@lmc.org.uk or share inappropriate requests via our [BEAM to LMC app](#).