**LMC Recommendations: List Capping Process**

* The practice should consider not registering new patients, if continuing to do so would jeopardise their ability to provide safe care to those patients already registered at the practice.
* The practice should consider if this is currently the case, or if they could anticipate reaching a ceiling list size number in the near future, based on the rate of current registration/

re-registration requests.

* In either case practices should contact their NHS England contract manager to inform them of this decision, and, in the case of a planned ceiling, inform NHS England when they anticipate reaching this, as far as this is possible to predict.
* Practices are also recommended to inform the CCG, and should do so directly if their CCG holds delegated (Level III) co-commissioning status.
* When informing the Area Team and CCGs, the practice should ask if there is any support either organisation could offer the practice of a nature which would make it unnecessary to cease registering new patients and consider whether such support means it is unnecessary to cap the list.
* By capping their list, the practice is declining to register all new NHS patients for the time being. Practices should do so in a non-discriminatory way, and therefore should not discriminate between patients who reside within or outside the practice boundary, or who are, or are not, currently registered with any practice locally, or indeed any other practice. However, the LMC would be of the view that it would be appropriate and not discriminatory to continue to register:
* newborn or adopted babies of parents already registered at the practice
* first degree relatives of patients already registered at the practice who are living or will be living at the same home address.
* Practices should inform patients that the practice is not currently registering new patients via notices in the practices and on the practice website.
* Patients who request registration and are declined are entitled to a letter from the practice explaining why their registration has not been accepted [template enclosed].
* Practices must also keep a list of patients who have been declined registration and NHS England or the CCG are entitled to request this list.
* Practices should not keep a ‘waiting list’ of patients to be contacted when the practice is once again accepting patients.
* Practices should provide NHS England, on request, with the reason(s) why the decision to cap their list is being made. Such reasons may include:
* Unexpected demands on practice services, such as a rapid increase in registration requests.
* Insufficient clinical staff available to provide a safe service, eg: due to unexpected illness, inability to obtain a locum for a planned absence, such as maternity leave, or inability to recruit to a substantive post following retirement or resignation.
* Unexpected or unresolved infrastructure difficulties, such as building damage or IT failure.

There may be other relevant reasons and it is expected the Area Team may require some evidence.

* Practices should provide NHS England with some indication of how long they would expect to cap their list; this and the appropriateness of requesting formal list closure will be, the LMC anticipates, of particular interest to NHS England and practices may find it helpful to forward any correspondence from NHS England in relation to these points to the LMC.
* Practices who do wish to formally close their list should contact the Area Team and obtain the appropriate application form.
* Practices should, ideally, not ‘cap’ and ‘un-cap’ their list repetitively as this will be confusing to patients. The LMC had identified this issue as one that would ideally have agreed timescales with NHS England. Whilst such a joint agreement has not been reached, the LMC suggest setting a fixed period in which the practice list will be capped and then reviewing this regularly based on the reason(s) justifying the original decision to cap the list.
* Practices may anticipate they may receive enquiries from the local media or MPs. It is recommended a pre-prepared response is made available. NHS England or the CCG may also be able to offer assistance in responding to such queries.