

Action Log – Primary Care Commissioning Committee – 01 May 2024 - PART 1

Date of Meeting	Name	Action	Done (✓)	Timescale	Links to other Committees
8 June 2023 14 September 2023 10 August 2023 14 September 2023	Debra Atkinson/ Peter Tinson/ Louise Talbot	Committee Membership/Regular Participants <ul style="list-style-type: none"> Membership <ul style="list-style-type: none"> Head of Delivery Assurance – currently vacant. Update 04.03.24: The post is again being considered via the internal establishment process. Update 01.05.24: Approved to recruit, post will shortly be shortlisted. Regular Participants: <ul style="list-style-type: none"> Clinical Advisor for Ophthalmic Services Update 04.03.24: Future role requirements being reviewed prior to end of March 2024. 		April 2024	-
14 December 2023	Peter Tinson	Provider Selection Regime (PSR) Consideration to be given to holding a development session post January 2024 on the application of the PSR. Update 04.03.24: Briefing provided and to be followed up with a further development session. Update 23.03.24: Awaiting dates from Shared Business Services (SBS) for May and June 2024. Update 01.05.24: Session held 24.05.24	Propose to close (✓)	End June 2024	-
18 January 2024	Peter Tinson / Neil Gregory / Deb Atkinson	Learning Event Learning event following the Withnell Health Centre outcome to be arranged and built into the Committee's workplan. Update 03.03.24: Event to be arranged after provider is secured and mobilised to ensure event encapsulates entirety of process.		TBC	-

08 February 2024	Viv Prentice	<p>Item Referred to Other Committees</p> <p>The Terms of Reference for the Finance & Performance Committee were likely to be reviewed and re-shaped. If this is the case, this Committee would need clarity and assurance to understand where areas of concern were being discussed.</p> <p>Update 07.03.24: Informed Finance & Performance Committee Administrator of action, who will liaise with the Committee Chair.</p> <p>Update 24.05.24: At a previous F&P Committee meeting, it was clarified that the F&P Committee would continue to review most aspects of the ICB's commissioning programme, and the Primary Care Commissioning Committee would continue to oversee all primary care issues.</p>	Propose to close (✓)	TBC	Finance & Performance Committee
14 March 2024	John Gaskins	<p>A performance element to be introduced to the finance report that looks at spend and performance against contracts.</p> <p>Update: Meeting being arranged between Debbie Corcoran, Ian Cherry and John Gaskins to discuss further.</p> <p>Update: Meeting arranged for 04 June 2024</p>	Propose to close (✓)	TBC	
14 March 2024	Peter Tinson	<p>Primary Care Monitoring and Reporting Framework Update</p> <p>There is a request for clarity and assurance regarding respective ICB committee responsibilities and arrangements for reviewing and responding to primary care performance metrics which was described as a 'performance framework'.</p> <p>Update: An update on the initial development of a performance framework would be presented to the Part 2 meeting in April 2024.</p> <p>Update: Update presented to the Part 2 meeting. The content and the approach was supported.</p>	Propose to close (✓)	April 2024	
01 May 2024	Greg Reide	<p>Withnell Procurement Evaluation Strategy (PES)</p> <p>The thresholds for an automatic pass to be reviewed.</p> <p>Update 01.05.24: The thresholds were amended and approved by Peter Tinson and John Gaskins.</p>	Propose to close (✓)	May 2024	-
01 May 2024	Donna Roberts	<p>Primary Care Capital Report 2024-25</p> <p>Reference to the Executive Director of Finance within the governance diagram to be amended to Chief Finance Officer.</p> <p>Update 29.05.24: Updated and uploaded onto the ICB website.</p>	Propose to close (✓)	May 2024	-

01 May 2024	Peter Tinson / Donna Roberts	Primary Care Capital Report 2024-25 Primary Care capital development session to be arranged. Update 29.05.24: Development session arranged for 22 August.	Propose to close (✓)	May 2024	-
01 May 2024	Peter Tinson	Local Enhanced Services (LES) including General Practice Quality Contract (GPQC) Update A paper outlining next year's approach together with any learning to be scheduled onto the Committee's business plan. Update 29.05.24: An update will be provided in October 2024 with a final proposal in December 2025. This has been added to 2024/25 Business Plan.	Propose to close (✓)	May 2024	
01 May 2024	Deb Atkinson	Draft Primary Care Commissioning Committee Business Plan 2024/25 Risk management update to be presented to the Committee on a quarterly basis. Update: Scheduled onto the 2024/25 Business Plan.	Propose to close (✓)	May 2024	
01 May 2024	Amy Lepiorz	Group Escalation and Assurance Report Updated report to be uploaded onto the ICB website following the correction in the meeting that it was in fact NHSE and not the West Lancashire PCCC that had approved the relocation of the Elms practice. Update: Report amended and uploaded onto the ICB website.	Propose to close (✓)	May 2024	