

ICB Primary Care Commissioning Committee

Date of meeting	16 January 2025
Title of paper	Group Escalation and Assurance Report
Presented by	Peter Tinson, Director of Primary & Community Care
Author	Sarah Danson, Senior Delivery Assurance Manager David Armstrong, Senior Delivery Assurance Manager
Agenda item	7
Confidential	No

Executive summary

This report highlights key matters, issues, and risks discussed at the below group meetings since the last report to the Committee on 20th December 2024 to advise, assure and alert the Primary Care Commissioning Committee.

- Primary Medical Services Group: Peter Tinson (Director of Primary and Community Care)
- Primary Dental Services Group: Amy Lepiorz (Associate Director Primary Care)
- Pharmaceutical Services Group: Amy Lepiorz (Associate Director Primary Care)
- Primary Optometric Services Group: Dawn Haworth (Head of Delivery)
- Primary Care Capital Group: Donna Roberts (Associate Director of Primary Care)

Each summary report also highlights any issues or items referred or escalated to other committees or the Board. Appended to the report are the risks currently being managed by the respective groups.

Reports approved by each Group Chair are presented to Committee to provide assurance that the committees have met in accordance with their terms of reference and to advise the Committee of business transacted at their meeting.

Recommendations

The Primary Care Commissioning Committee is requested to:

- **Receive** and **note** the Alert, Assure, Advise (AAA) reports from the five delegated primary care groups and risk registers from each group

Which Strategic Objective/s does the report contribute to		Tick
1	Improve quality, including safety, clinical outcomes, and patient experience	X
2	To equalise opportunities and clinical outcomes across the area	X
3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees	X
4	Meet financial targets and deliver improved productivity	X

5	Meet national and locally determined performance standards and targets	X
6	To develop and implement ambitious, deliverable strategies	X

Implications			
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	Yes	No	N/A	Comments
Associated risks				Any risks for the Committee's awareness are included in the triple A report
Are associated risks detailed on the ICB Risk Register?				
Financial Implications				Similarly, any financial implications are identified

Where paper has been discussed (list other committees/forums that have discussed this paper)			
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Meeting	Date	Outcomes
Primary Medical Services Group	18 th December 2024	To provide oversight to the Primary Care Commissioning Committee of business conducted at the Groups during this period
Primary Dental Services Group	19 th December 2024	
Primary Optometric Services Group	11 th December 2024	
Pharmaceutical Services Group	18 th December 2024	
Primary Care Capital Group	4 th December 2024	

Conflicts of interest associated with this report			
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Not applicable			
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Impact assessments			
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	Yes	No	N/A	Comments
Quality impact assessment completed			X	
Equality impact assessment completed			X	
Data privacy impact assessment completed			X	

Report authorised by:	Craig Harris, Chief Operating Officer & Chief Commissioner
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ICB Primary Care Commissioning Committee

16 January 2025

Committee Escalation and Assurance Report

1. Introduction

- 1.1 This report highlights key matters, issues, and risks discussed at the Service Group meetings since the last report to the Committee to advise, assure and alert the Primary Care Commissioning Committee.

Committee: Primary Medical Services Group	Date: 18 th December 2024	Chair: Peter Tinson
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Special Allocation Scheme	<p>The Special Allocation Scheme current provision has been extended with the current provider until May 31st 2025, as approved by the Primary Care Commissioning Committee in November 2025.</p> <p>The key criteria questions that accompany the decision-making matrix are currently under review by Procurement Support Colleagues to ensure these align with the recommendations from a recent review of the 'Most Suitable Provider' process.</p> <p>Final documentation will be presented to the Primary Care Commissioning Committee on January 16th, 2025, for approval and to formally commence the process.</p>	<p>Request for further comments from Primary Medical Services Group members. Responses due by 30th December 2024.</p> <p>Reviewed and updated paper to be presented at Primary Care Commissioning Committee in January 2025.</p>
Review of Local Enhanced Services (LES)	<p>A meeting with the Local Medical Committee (LMC) had taken place to review the service bundles and costs and further discussions were planned.</p> <p>The formal proposal will be received at either the Board or Primary Care Commissioning Committee in January 2025 for consideration. Practice engagement will also commence in January 2025.</p>	<p>Formal proposal to be received at either Board or Primary Care Commissioning Committee in January 2025.</p>
Advise		
Application for Additional Practice Payments for the Enhanced Ankle Brachial Pressure Index (ABPI) Service	<p>Ribbleton Medical Centre has requested an increase in their commissioned activity for Ankle-Brachial Pressure Index (ABPI) to meet demand.</p> <p>The group recognised the associated risks and whilst supporting the request in principle referred it to the Primary and Community Delivery Unit for financial consideration.</p>	<p>Request referred to Primary and Community Delivery Unit.</p>
Winter Access Fund - CCTV	<p>Kirkham Health Centre has identified historic unpaid claims for CCTV installed in April 2022.</p>	<p>Evidence to be reviewed by finance colleagues and if</p>

Historic Funding Request Kirkham Health Centre	The group agreed that the evidence provided should be reviewed by finance colleagues and if appropriate the request considered by the Discretionary Funding Panel.	appropriate the request submitted to Discretionary Funding Panel.
Micro-suction of the Ear – Parcliffe Medical Practice	Parcliffe Medical Practice has identified that it has not received payment for the service provided for several years. The group noted that activity based payments should be claimed within a 3 month timeframe and requested that all evidence provided was reviewed and feedback provided at the next group meeting.	Evidence to be reviewed and feedback provided at the next meeting.
Stamp Duty Land Tax – Recommended Resource	Under the Premises Cost Direction 2024, the ICB must consider GP Practice funding applications and where appropriate approve within budget constraints. In July 2024, the group approved a decision-making process in principle, pending further review of potential liabilities. It is recommended that a recurrent £50,000 budget should be set to support practices with scope for annual non-recurrent adjustments during financial planning. The group supported the paper in principle and requested that the funding request should be fed into the wider ICB planning process.	Include in Commissioning Intentions informing the Operational and Financial Planning Process.
Assure		
Primary Care/Quality Interface Reporting	The reporting structure for all Primary Care Services Groups and Primary Care Quality Group has been mapped out focusing on clear lines of communication between the groups. Each Primary Care Services Group will have a standing agenda item for escalation to the Primary Care Quality Group and the information provided to Primary Care Quality Group will cover performance, quality visits and reactive incidents.	
Capacity and Access Improvement Payment Update – 2024/2025	During the period 4th November to 10th December 2024 there have been 10 PCNs who have declared 20 elements. The group authorised the payments in accordance with the agreed process.	Action payments.
Assurance Framework	The primary medical services section of the Delegation Assurance Framework was shared for Q3 2024/25 for review and agreement. The group considered that the indicator for contractor/provider compliance and performance should be rated as amber.	
Local Risk and Issues Log	The current risk register was shared with the Group and current risks were highlighted.	

2. **Summary of items or issues referred to other committees or the Board over the reporting period.**

Committee and Date	Item or Issue	Referred to
Primary Medical Services Group - 18 th December 2024	Special Allocation Scheme	Primary Care Commissioning Committee – January 2025
Primary Medical Services Group - 18 th December 2024	Review of Local Enhanced Services	Board or Primary Care Commissioning Committee – January 2025
Primary Medical Services Group - 18 th December 2024	Application for Additional Practice Payments for the Enhanced Ankle Brachial Pressure	Primary and Community Delivery Unit

Committee: Primary Care Dental Services Group	Date: 19 th December 2024	Chair: Amy Lepiorz
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Advise		
DAOHI Pathway 2 Post Payment Verification Exercise	A post payment verification exercise has been undertaken with the four pilot providers. The group agreed a new activity based payment approach.	Implement new payment approach.
ARC Dental Surgery – Incorporation Request	After an informed discussion, the group supported and approved the request from Dr A Matmari and Dr R Matmari, a partnership contractor known as ARC Dental Surgery to incorporate the GDS Contract to Manor Smiles Ltd. The approval is subject to the following: <ul style="list-style-type: none"> - The provider agreeing to a non-recurrent reduction to 95% of the current contracted UDA's per year until the provider can demonstrate an ability to deliver in full the recurrent contractual UDA target of 16,991 UDA's. This should be supported with a satisfactory action plan. - The opening hours of the new GDS contract are those listed within the provider application. - The dental practice advisor to undertake a dental inspection visit at the practice. 	Notify the provider of the decision and support them to develop and implement their action plan.
King Street Dental Surgery - Remedial Notices	The provider(s) is currently breaching the requirement of Clause 75 of their PDS Agreement and the 4 GDS contracts. The group approved the proposed action to issue a remedial notice to the provider(s) for not delivering their contracted opening hours outlined in Clause 75 for the PDS Agreement and the 4 GDS contracts.	Issue the remedial notices and support the provider(s) to remediate the notices.

Primary Care /Quality Interface Reporting	<p>The reporting structure for all Primary Care Services Groups and Primary Care Quality Group has been mapped out focusing on clear communication between the groups.</p> <p>Each Primary Care Services Group will have a standing agenda item for escalation to the Primary Care Quality Group and the information provided to Primary Care Quality Group will cover performance, quality visits and reactive incidents.</p>	
Assure		
Delegated Services Assurance Framework Q3	<p>The report highlighted the local approach to ensuring compliance with the assurance requirements NHS England expects from the ICB in relation to the commissioning of delegated primary care services. The paper contains the completed section of the assurance framework for Dental Services for Quarter 3, ending December 2024 for approval.</p> <p>The group noted and approved the content of the report.</p>	
Winter Assurance Update	<p>The report provided assurance of the plans that have been put in place to ensure that patients can access urgent dental care during the Christmas period.</p> <p>A total of 25 additional sessions have been commissioned over the Christmas period, which is based on a review of previous years capacity and demand.</p> <p>The group noted and approved the content of the report.</p>	
Special Care Oral Health Needs Assessment	<p>The final outcome report led by the Special Care Managed Clinical Network will be reviewed by a Task and Finish Group and any relevant actions will be picked up as part of the five-year dental plan.</p>	
Contract Changes & Contract Hand backs – November 2024	<p>Assure the Primary Care Committee that the Group is assured that all processes and contractual changes made by the Delivery Assurance Team are in line with the regulations and the delegated authority for the Dental Services Group.</p> <p>The group noted a contract hand back within the Blackpool locality as of 31st March 2025. Due to the low level of contracted UDA activity an appropriate level of communication will take place. Associated funding will be prioritised in line with the dental access plan.</p>	

2. Summary of items or issues referred to other committees or the Board over the reporting period.

Committee and Date	Item or Issue	Referred to

Committee: Primary Optometric Services Group	Date: 11/12/2024	Chair: Dawn Haworth
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Advise		
Risk Register	License with Smartsheet has been renewed. Risks were reviewed and agreed – no additional risk were added to the risk register.	
Quality in Optometry	Data has been collated and reviewed for the next two contractors for which visits are due.	
Post Payment Verification	One practice was highlighted where a reclaim was required amounting to £87.00.	
Primary Care Support England (PCSE) System Error	PCSE have identified a system error which has resulted in some unprocessed claims from 2023. PCSE has requested that the ICB communicates with the 42 affected practices in December 2024.	Send PCSE communication to relevant practices
Care Home Development Package	In previous meetings flow charts were shared that had been produced to ensure that care homes understand what service they can expect from a domiciliary optometric provider when they visit care homes to provide eye sight tests for residents. The flowcharts have now been added to a comprehensive information pack for care homes which includes a self-assessment tool. This pack has now been submitted to the Care Sector Board for approval in December 2024 followed by Local Optical Committees and then circulated to contractors and care sector colleagues.	
Assure		
Assurance Framework	The ICB holds a delegation agreement with NHS England which requires the ICB to make Primary Care Commissioning Decisions in line with the legislation, national policy and agreed processes. Part of the process is the ICB provide NHSE clarity that we are complying with the requirements. It was confirmed that all Assurance Framework indicators for Ophthalmic Services are green.	

2. Summary of items or issues referred to other committees or the Board over the reporting period.

Committee and Date	Item or Issue	Referred to

Committee: Pharmaceutical Services Group	Date: 18 December 2024	Chair: Paul Juson
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Advise		
No Significant Change Relocation - Kendal Healthcare FD222	To consider the request received from Kendal Healthcare Ltd to relocate the pharmacy premises from 132 Highgate, Kendal, LA9 4HE to 1 Station Road, Kendal, LA9 6BT. All regulation tests met. Approved	Complete paperwork
Lancashire Pharmacy Ltd – Application for Inclusion in the Pharmaceutical List: application offering to secure Unforeseen Benefits (Regulation 18)	To consider the request received from Lancashire Pharmacy Kendal Ltd to open pharmacy premises to secure unforeseen benefits. The best estimate for where the relevant premises would be located is 40-108 Hough Lane, Leyland or 1-27 Chapel Brow, Leyland, PR25 2SD. Regulation tests not met. Refused	Complete paperwork
Assure		
Assurance Framework	The pharmacy section of the Delegation Assurance Framework was shared for Q3 24-25 for the group's review and agreement. All indicators for Pharmacy are rated green. This was agreed by the group.	
Local Risk and Issues Log	The current risk register was shared with the Group and current risks were highlighted.	
Change of Ownerships	The contract manager is making decisions in line with the pharmacy policy handbook.	

2. Summary of items or issues referred to other committees or the Board over the reporting period.

Committee and Date	Item or Issue	Referred to

Committee: Primary Care Capital Group	Date: 04 December 2024	Chair: Donna Roberts (David Armstrong)
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Key Items Discussed

Issue	Committee update	Action
Alert		
General Practice – Notional Rent revaluations	<p>The group reviewed the District Valuation Offices' tri-annual reports for notional rents for several practices. All revaluations are reported in line with the Premises Cost Directions (2013 or 2024).</p> <p>The group approved all notional rent reviews recommended by the District Valuation Office in line with all approved occupancy information.</p>	Issue documentation to practices notifying and request acceptance of the revised values
Advise		
Improvement Grant Applications	<p>The group undertook a review of two grant applications additional to the prioritised for investment in 2024/25, utilising slippage on the capital budget. Direction was provided to the group to utilise in full the capital allocation budget, and where possible prioritise improvement grants.</p> <p>The two applications submitted where in full compliance with the premises cost directions 2024, included a full and thorough justification for the grant investment, and were supported with drawings and a minimum of 3 commercial quotations to assure value for money.</p> <p>The two applications are to improve infection control and compliance at both sites, these will not incur any additional revenue costs for the ICB.</p> <p>The group approved the awarding of the two grants in line with the groups decision making matrix as the grant applied for is below the group authorised approval limit of £50,000.</p>	The formal Grant Agreements will be issued for practices to sign off, these will require authorisation by the ICB Director of Finance and NHS England Northwest Regional Director of Finance before the grants are formally awarded to the practices.
GPIT Applications	<p>The group undertook a review of three GPIT project Initiation Documents (PIDs). The three PIDs submitted are in line with the guidance on GPIT investments, have been developed to ensure the main issues relating the general practice digital are addressed, including software, hardware and general equipment.</p> <p>In accordance with the decision-making matrix the PIDs have been approved and will progress to NHS England for their formal approval.</p>	Submit the PIDs to NHS England Northwest for formal approval, authorisation of the PID from the ICB Director of Finance, NHSE Director of Digital, NHSE NW Regional Director of Finance.
Prioritisation Toolkit	<p>The group reviewed in detail the proposed Prioritisation Toolkit. The group reviewed Stage One of the toolkit which incorporates the following metrics to prioritise and provide a focus upon practices who are in the greatest need of support from the ICB to develop their premises: -</p> <ul style="list-style-type: none"> - Existing Clinical Capacity. - Deprivation rates. - Training provision and capacity. - Existing Resources and Investment. 	

	<ul style="list-style-type: none"> - Utilisation Rates. - Practice size for impact. <p>Stage Two of the prioritisation toolkit is for use in assessing investment proposals received from prioritised practices. This stage will include the following: -</p> <ul style="list-style-type: none"> - Strategic Fit - Alignment with the ICB Strategic Infrastructure plans and contribution to the delivery of ICB objectives. - Quality & Patient Benefit – contribution to clinical safety and clinical service sustainability. - Deliverability and Feasibility. - Validation and Approval. <p>The group resolved to review the scoring matrix for Stage One prior to concluding Stage Two of the toolkit's development.</p>	
Assure		
Primary Care Network Estate Plan review	<p>The group reviewed in detail the feedback received from practices and PCN's regarding the Estate Plans produced with the support of Community Health Partnerships (CHP). The engagement requested that each PCN plan was reviewed in detail by the members of each PCN, to seek feedback on any factual elements that could be corrected, but more critically to assess the outcomes of the plans to ensure the proposed strategic developments proposed within the reports were aligned to the practice and PCNs expectations and intentions. The feedback will be used to inform and update the strategic recommendations arising from the estate plans for each PCN. Where feedback has challenged any specific factual element, this will be reviewed in greater detail by local teams and verified prior to updating the database.</p>	

Summary of items or issues referred to other committees or the Board over the reporting period.

Committee and Date	Item or Issue	Referred to

2. Conclusion

- 2.1 Each of the service groups has concluded their business in line with their terms of reference.
- 2.2 A copy of the associated risk registers can be found in appendix one.

3. Recommendations

- 3.1 The Primary Care Commissioning Committee is requested to:

- Receive and note the Alert, Assure and Advise (AAA) reports and risk register from the five delegated primary care groups.

Sarah Danson and David Armstrong
Senior Delivery Assurance Managers
December 2024