

ICB Primary Care Commissioning Committee

Date of meeting	13 February 2025
Title of paper	Group Escalation and Assurance Report
Presented by	Peter Tinson, Director of Primary and Community Commissioning
Author	Sarah Danson, Senior Delivery Assurance Manager David Armstrong, Senior Delivery Assurance Manager
Agenda item	8
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 16th January 2025 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: Paul Juson (Head of Delivery Assurance)

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	✓
2	To equalise opportunities and clinical outcomes across the area	

3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees	
4	Meet financial targets and deliver improved productivity	
5	Meet national and locally determined performance standards and targets	
6	To develop and implement ambitious, deliverable strategies	

Implications

	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				

Where paper has been discussed (list other committees/forums that have discussed this paper)

Meeting	Date	Outcomes
Primary Medical Services Group	22.01.2025	To provide oversight to the Primary Care Commissioning Committee of business conducted at the Groups during this period.
Primary Dental Services Group	23.01.2025	
Primary Optometric Services Group	No meeting held	
Pharmaceutical Services Group	15.01.2025	
Primary Care Capital Group	08.01.2025	

Conflicts of interest associated with this report

Not applicable

Impact assessments

	Yes	No	N/A	Comments
Quality impact assessment completed			✓	
Equality impact assessment completed			✓	
Data privacy impact assessment completed			✓	

Report authorised by:

Craig Harris, Chief Operating Officer & Chief Commissioner

ICB Primary Care Commissioning Committee

13 February 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: 22 nd January 2025	Chair: Peter Tinson
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Clinical Waste Management Agent	The Clinical Waste Management Agent contract ends on March 31 st , 2025, with an option to extend for six months. This extension is currently under review in light of the current legal challenge.	
Advise		
QOF Reagent	In June 2024, the Primary Medical Services Group recommended further investigation into QOF Data released in October 2024. This resulted from a paper which outlined that a reagent shortage may have affected QOF achievement for practices in the Pennine locality across two indicators for cholesterol (CHOL001 and CHOL002). Subsequent analysis showed half the practices across Lancashire & South Cumbria did not achieve full points for the indicators. The group requested that additional analysis was carried out to prove a case for exceptionality.	Paper will be brought to a Senior Leadership meeting within the next few weeks for discussion.
Capacity and Access Improvement Payment Update – 2024/2025	During the period 10th December 2024 to 15th January 2025 there have been 4 PCNs who have declared 6 elements which have been signed off by the local primary care place team.	
P81685 Gutteridge Medical Centre (Dr Ali) – Premises Relocation	<p>An application has been received by Gutteridge Medical Centre to relocate from their current premises on Deepdale Road, Preston to St Pauls Road, Preston.</p> <p>The practice has engaged with their registered population and have received positive feedback regarding their proposals however, there are several risks associated with the practices proposals.</p> <p>Therefore the group asked the Central Lancashire Place Team to contact the practice for their</p>	The Central Lancashire Place Team will contact the practice for their final premises plans, On receipt of the plans a paper will be brought back to a future meeting to consider the recommendation to relocate.

	finalised plans for the proposed new premises which will then be shared with the District Valuer.	
Assure		
Adult Not Brought Policy	Following the death of a vulnerable adult in Blackpool a Safeguarding Adult Review was published. One of the actions was for the CCG (now ICB) to develop a sample Adult Not Brought Policy to provide GP, Pharmacy and Optometric and Dental providers with a sample policy for when an Adult with care and support needs is not brought to an appointment. The group noted the Adult Not Brought Policy.	

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 Dental Services Group	Date: 23 rd January 2025	Chair: Amy Lepiorz
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Key Items Discussed		
Issue	Committee update	Action
Alert		
Advise		
Dr J Schonberg – Sedation Contract Uplift Request	<p>The Dental Team received a request from Dr J Schonberg for a recurrent increase to the sedation element of their GDS contract delivered from Burscough Anaesthetic Clinic, 19 Lord Street, Burscough, ORMSKIRK, Lancashire, L40 4BZ.</p> <p>After discussion the group declined the request as a full review of sedation services is to be undertaken by the Local Dental Network. The group requested the provider be invited to support the review process.</p>	<p>Notify the provider of the decision of the ICB.</p> <p>Invite the provider to support the service review.</p>
Dental Commissioning 5 Year Plan	<p>The purpose of the paper was to sight the group on the paper being presented to the Primary Care Commissioning Committee the ICB's Dental Commissioning Plan for the next five years. This plan builds on the Dental Access and Oral Health Improvement Plan presented to the Committee in November 2023.</p> <p>The group noted and supported the content of the report, and recommends the committee approves the plan</p>	The Dental Commissioning Plan recommended for approval is to be submitted to the Committee as a separate agenda item.
Update to Drakes Dental Care Ltd Relocation Request	<p>The purpose of the paper is to confirm that the provider has now undertaken all actions from the Dental Service Group held on 22 February 2024.</p> <p>The group noted the content of the report and approved the relocation request from 334 Whalley</p>	Notify the provider of the decision of the ICB.

	Range, Blackburn BB1 6NN to 44 New Bak Road, Blackburn, BB2 6JW	
Assure		
Contract Changes & Contract Hand backs – December 2024	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.	
2023/24 End of Year Contractual Outcome Position	Assure the Primary Care Committee that the group is assured that the Dental Team have completed the 2023-2024 End of Year Reconciliation outlined in Chapter 8.4 of the NHS England Policy Book for Primary Dental Services.	

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:	Chair: Dawn Haworth
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Advise		
Assure		

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: 15 January 2025	Chair: Sarah Danson
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Key Items Discussed		
Issue	Committee Update	Action
Alert		
Advise		

Medicines Delivery Service for Clinically Extremely Vulnerable Post Payment Verification (PPV) – 2021-22	<p>Various Contractors listed during this PPV.</p> <p>Contractors were contacted by the NHSBSA as part of this exercise and were not able to give evidence to support claims that had been made outside of the claim window.</p> <p>As part of this process, the ICB must sign off any reclaims of over payments.</p> <p>Approved – NHSBSA to reclaim overpayments</p>	Complete paperwork
Medicines Delivery Service for Clinically Extremely Vulnerable Post Payment Verification (PPV)– 2021	<p>Various Contractors listed during this PPV.</p> <p>Contractors were contacted by the NHSBSA as part of this exercise and were not able to give evidence to support claims that had been made outside of the claim window.</p> <p>As part of this process, the ICB must sign off any reclaims of over payments.</p> <p>Approved – NHSBSA to reclaim overpayments</p>	Complete paperwork
New Medicines Service Post Payment Verification (PPV)	<p>One contractor did not submit evidence to support claims made to the NHSBSA.</p> <p>As part of this process, the ICB must sign off any reclaims of over payments.</p> <p>Approved – NHSBSA to reclaim overpayments</p>	Complete paperwork
Pharmacy Quality Scheme (PQS) Post Payment Verification (PPV)	<p>Various contractors listed on this PPV exercise.</p> <p>This PPV is in relation to the Pharmacy Quality Scheme (PQS) These contractors did not submit gateway audits which are mandatory to ensure further PQS payments for different criteria even after the NHSBSA reopened the submission window.</p> <p>Approved – NHSBSA to reclaim overpayments</p>	Complete paperwork
Kendal Healthcare Consolidation to an existing site.	<p>Kendal Healthcare Ltd operate a 40-hour pharmacy based at 132 Highgate, Kendal, LA9 4HE. BMT Healthcare Ltd and would like to consolidate to 2 Maude Street, Kendal, LA9 4QD.</p> <p>If the application is granted, 132 Highgate, Kendal, LA9 4HE will close, and its services transferred to 2 Maude Street, Kendal, LA9 4QD.</p> <p>Application meets all required tests</p> <p>Approved</p>	Complete paperwork
Assure		
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: 08 January 2025	Chair: Paul Juson (David Armstrong)
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Key Items Discussed		
Issue	Committee update	Action
Alert		
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 first application submitted was 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 first grant application was to reconfigure and convert a large meeting room to create two digital consulting rooms to generate additional capacity within the premises, this will not incur any additional revenue costs for the ICB.</p> <p>The second grant application was not progressed, the group felt further clarification was required and will review the application again pending the requested revision. The practice has been informed and engaged to update the application.</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>	<p>The formal Grant Agreements will be issued for practices to sign off, these will require authorised by the ICB Director of Finance and NHS England Northwest Regional Director of Finance before the grants are formally awarded to the practices.</p>
Improvement Grant Contribution rate.	<p>The Premises Cost Directions 2024 permits the ICB to award grant upto 100% of the cost. The group recommended in 2024/25 to limit the ICB to the established rate of 66% that is consistent with the previous directions.</p>	<p>The recommendation has been included in a separate capital report for 2025/26 intentions submitted to the committee.</p>

	The group agreed that the ICB should continue to award grants up to a contribution rate of 66%, this will retain an equitable and consistent approach. The lower contribution permit the ICB to contribute to a wider range of developments.	
Apportionment of Capital	The group discussed the proposed initial estimations for capital investments in 2025/26. The group agreed to apportion the primary care capital allocation at 60% to GPIT and 40% to Improvement Grants	The recommendation has been included in a separate capital report for 2025/26 intentions submitted to the committee.
Guidance Note – Leased premises	The Group discussed the guidance contained within the Premises Cost Direction 2024 regarding the rent review process for leased premise. The guidance require practice to undertake a greater role in the challenge and negotiation of rent reviews with landlords. It was felt that a guidance note for practice should be developed and communicated.	The guidance note to be communicated to practices
Assure		

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
February 2025