

## ICB Primary Care Commissioning Committee

<b>Date of meeting</b>	12 October 2023
<b>Title of paper</b>	Primary Care Commissioning Committee Terms of Reference
<b>Presented by</b>	Sarah Mattocks, Head of Governance
<b>Author</b>	Sarah Mattocks, Head of Governance
<b>Agenda item</b>	5
<b>Confidential</b>	No

<b>Executive summary</b>				
<p>Since the committee was established on 31 March 2023, there have been some updates to the membership of the committee, and some considerations identified with regards to the membership and quoracy. The Terms of Reference (TOR) are presented to the committee to provide an update on the members and some considerations for amendments to membership and quoracy.</p> <p>Any approved amendments to the TOR will be submitted to the Board in November for approval via the committee 'Advise, Assure, Alert' report submitted to this meeting.</p>				
<b>Advise, Assure or Alert</b>				
The purpose of this paper is to assure the committee that it remains within its delegated responsibility as a formal committee of the Board.				
<b>Recommendations</b>				
The committee are asked to approve the updates to the Terms of Reference				
<b>Which Strategic Objective/s does the report contribute to</b>				<b>Tick</b>
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			X
6	To develop and implement ambitious, deliverable strategies			
<b>Implications</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Associated risks		X		
Are associated risks detailed on the ICB Risk Register?			X	
Financial Implications		X		

<b>Where paper has been discussed</b> (list other committees/forums that have discussed this paper)				
<b>Meeting</b>	<b>Date</b>		<b>Outcomes</b>	
Not applicable				
<b>Conflicts of interest associated with this report</b>				
Not applicable				
<b>Impact assessments</b>				
	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Quality impact assessment completed			X	
Equality impact assessment completed			X	
Data privacy impact assessment completed			X	
<b>Report authorised by:</b>	Debra Atkinson, Company Secretary / Director of Corporate Governance			

# ICB Primary Care Commissioning Committee

## 12 October 2023

---

### Primary Care Commissioning Committee Terms of Reference

#### 1. Introduction

- 1.1 The Terms of Reference (TOR) of the primary care commissioning committee (PCCC) require that they are reviewed at least annually and more regularly if required, with all amendments submitted to the Board for approval.
- 1.2 The Board approved the TOR to establish the committee when it met on 29 March 2023. Now that the committee is established and has met on four occasions, there are some considerations to be updated in the TOR.
- 1.3 The proposed amendments to the TOR are outlined at section 2 of this paper for the committee to support. The amended ToR are attached as **Appendix A** and all changes are highlighted in tracked changes. If supported by the committee the amendments will be submitted to the Board in November for approval via the committee 'Advise, Assure, Alert' report submitted to this meeting.

#### 2. Proposed amendments

##### Membership

- 2.1 Since the committee has been established there have been amendments to the portfolios of the executive team. The role of the Chief of Strategy, Commissioning and Integration is now aligned to the business of this committee and therefore it is proposed that the membership of the committee is amended to include the Chief of Strategy, Commissioning and Integration.
- 2.2 The list of members has also been updated to highlight where individuals are clinically qualified. There are six clinical members of the committee.
- 2.3 Section 4.4 of the TOR state '\*voting members must not be engaged in the delivery of primary medical or pharmaceutical services'. This is an administrative error and should be deleted. The preceding paragraph sets out that GPs can and should be members of the PCCC.

##### **NHS England (NHSE) Pharmacy Manual Requirements**

- 2.4 This section has also been strengthened to include reference to the NHSE Pharmacy Manual requirement for certain job roles to be barred from taking part in decision making on applications for inclusion in a pharmaceutical list or a

dispensing doctor, and this list includes a person who is a provider of primary medical services. However, as referenced earlier in section 4.4 of the TOR, GPs can and should be members of the committee so long as conflicts of interest are managed.

### **Quoracy**

- 2.5 Section 5.2.1 of the TOR state that the requirements of quoracy are one of three roles in attendance (Medical Director, ICB Partner Member or Primary Care Nurse). In order to provide greater flexibility it is proposed that quoracy is amended to a requirement for at least two clinically qualified members in attendance without specifying which specific member this must be.

### **3. Other considerations**

- 3.1 The committee should note that the TOR require a second lay member to also act as a Vice Chair, with quoracy requiring either the Chair (non-executive member) or the vice chair to be in attendance. The committee has now appointed a lay member as vice-chair to its membership at the meeting which took place on 14 September.
- 3.2 The committee should also note that there is one remaining role on the membership that has not yet been fulfilled which is the post of Head of Assurance and Delivery which has not yet been appointed to. This post is currently subject to the ICB scrutiny processes for recruitment.

### **4. Recommendations**

- 4.1 The committee is requested to:
1. Note the contents of the report.
  2. Support the proposed updates to the TOR as outlined in section 2 of this report, for onward submission to the Board to approve in November.

**Sarah Mattocks**

**26 September 2023**