

Subject to ratification at the next meeting

**Minutes of the ICB Primary Care Commissioning Committee  
Held in Public on Thursday, 9 November 2023 at 10am  
in Lune Meeting Room 1, ICB Offices, County Hall, Preston**

Name	Job Title	Organisation
<b>Members</b>		
Debbie Corcoran	Chair/Non-Executive Member	L&SC ICB
Ian Cherry	Vice Chair/Co-opted Lay Member	L&SC ICB
Peter Tinson	Director of Primary Care	L&SC ICB
Dr David Levy	Medical Director	L&SC ICB
Neil Greaves	Director of Communications and Engagement	L&SC ICB
John Gaskins	Finance Lead for Primary Care	L&SC ICB
Corrie Llewellyn	Primary Care Nurse	L&SC ICB
<b>Participants</b>		
Professor Craig Harris (from item 3 onwards)	Chief Operating Officer	L&SC ICB
Sarah Danson	Senior Delivery Assurance Manager	L&SC ICB
Amy Lepiorz	Associate Director Primary Care - Blackpool, Lancashire (North), South Cumbria	L&SC ICB
Donna Roberts	Associate Director Primary Care – Lancashire (Central)	L&SC ICB
David Bradley	Clinical Advisor for Dental Services	L&SC ICB
Lisa Rogan (named deputy for Andrew White)	Strategic Director of Medicines, Research and Clinical Effectiveness	L&SC ICB
Jodie Carney (on behalf of David Blacklock)	Healthwatch Representative	Healthwatch
Lindsey Dickinson	Associate Medical Director	L&SC ICB
<b>In Attendance</b>		
Sandra Lishman	Committee and Governance Officer	L&SC ICB
Viv Prentice	Business Manager to ICB Chief Operating Officer	L&SC ICB

No	Item	Action
<b>Standing items</b>		
1.	<p><b><u>Welcome, Introductions and Chair's Remarks</u></b></p> <p>The Chair, D Corcoran declared the meeting held in public and welcomed everybody.</p> <p>Prior to the meeting, no questions had been submitted from members of the public in relation to the meeting agenda and there were no members of the public observing.</p>	

2.	<p><b><u>Apologies for Absence</u></b></p> <p>Apologies for absence had been received from Dr Geoff Jolliffe, Andrew White, David Blacklock, Kathryn Lord, Debra Atkinson, Collette Walsh and Dr Peter Gregory.</p> <p>The meeting was quorate.</p>	
3.	<p><b><u>Declarations of Interest</u></b></p> <p><b>RESOLVED: That there were no declarations made relating to the items on the agenda.</b></p> <p>The Chair asked that she be made aware of any declarations that may arise during the meeting.</p> <p><b>(a) Primary Care Commissioning Committee Register of Interests – Noted.</b></p> <p><i>Craig Harris joined the meeting.</i></p>	
4.	<p><b><u>(a) Minutes of the Meeting Held on 12 October 2023 and Matters Arising</u></b></p> <p><b>RESOLVED: That the minutes of the meeting held on 12 October 2023 were approved as a correct record.</b></p> <p>There were no matters arising.</p> <p><b><u>(b) Action Log</u></b></p> <p><b>Dental Access and Oral Health Improvement Programme –</b> C Harris advised that discussion had been held at the ICB Board meeting the previous day around the size and scale of challenges faced with dental services. Engagement and communication work would be undertaken around what people could do to support their own oral health. There was concern around provision. The service receives funding for 60% of the population, therefore, it was thought this would always be challenging. Workforce also provided challenge and it was felt that the current contract was not an attractive incentive. An extensive oral health programme, along with communications and engagement was planned to take place in the very near future. Dissatisfaction from members of the public was expected for some time. The ICB Board had been receptive, with a lot of concern and worry around the way forward. Item to be included in the committee workplan, linked to the ICB Board linked for oversight.</p> <p><b>Committee Terms of Reference –</b> Currently under review. D Corcoran and I Cherry recently met with committee chairs to discuss the review. Linkage would be explored at the committee development session to be held later today.</p> <p><b>Delegated Services Assurance Framework –</b> The Chair to liaise with A Lepiorz and P Tinson. Item to remain open.</p>	LJT (✓)

## Commissioning Decisions

### 5. Decisions made/direct/remit of Primary Care Commissioning Committee

**(a) Special Allocation Scheme – Market Engagement** - It was explained that the special allocation scheme was a service commissioned for patients who had been removed from a practice register where staff had been concerned for their safety or where a patient had been unable to maintain a relationship with the GP practice. S Danson spoke to a previously circulated paper advising that following a direct award by the Primary Care Contracting Group in March 2023, the contract for the special allocation scheme service remained within the current provider Fylde Coast Medical Services (FCMS) Limited until 31 May 2024. It was noted that 'Compass' was the name of the medical practice, being part of FCMS. In order to ensure continued provision to general medical services for patients currently allocated to the scheme, it was proposed that a market engagement exercise be undertaken. Prior to the current direct award being made, a market engagement exercise had been undertaken and one provider had responded. Due to the timelapse, a further exercise would be conducted to explore any interest.

J Gaskins highlighted that the financial value quoted within the meeting paper would not be the final value as the service had been commissioned under an APMS contract, therefore by June 2024, financial uplifts would have been added. S Danson continued that the current provider was expected to submit a bid. An engagement plan had been put together for the 259 patients who utilise the service. Given the complexities of the patients involved, consideration had been made to different ways of engaging, ensuring being really accessible, looking at different ways to capture detail, being easy to read and understand and accessible. It was the intention to write to patients and ask to undertake a survey, comment on the service plus convey any additional information from an improvement perspective. The Chair encouraged S Danson and the team to reflect how quality was measured in follow up activity to take into account a slightly different approach of quality in terms of the needs and expectations of patients.

**RESOLVED: That the Primary Care Commissioning Committee:-**

- **Approve the proposed action to carry out a Request for Information to support the committee to decide the best option to secure ongoing service provision to patients allocated to the Special Allocation Scheme**
- **Approve that the detailed Request for Information be signed off by the Primary Medical Services Group prior to its publication in line with recent market engagement exercises**
- **Agreed that the Primary Care Reference Group be asked to take forward and manage the process and terms of reference.**

<b>Standing Items</b>		
6.	<p><b><u>Committee Escalation and Assurance Report to the Board</u></b></p> <p>Advise the actions being taken forward in respect of the special allocation scheme.</p>	
7.	<p><b><u>Items Referred to Other Committees</u></b></p> <p>No items.</p>	
8.	<p><b><u>Any Other Business</u></b></p> <p>N Greaves reported that an updated Dentistry and Oral Health Communications and Engagement Plan would be presented to the Patient Involvement and Engagement Advisory Committee at their December meeting.</p>	NG (✓)
9.	<p><b><u>Items for the Risk Register</u></b></p> <p><b>RESOLVED: The Committee agreed that there was a risk in terms of procurement being a sole provider of the service. Further discussion would be held at the Committee Development Session to understand where the risk sits and how it would be managed.</b></p>	PT
10.	<p><b><u>Reflections from the Meeting</u></b></p> <p>All colleagues were thanked for attending.</p>	
11.	<p><b><u>Date, Time and Venue of Next Meeting</u></b></p> <p>The next meeting would be held on Thursday, 14 December 2023 at 10.00am-11.30am in Lune Meeting Room 1, ICB Offices, County Hall, Preston.</p>	