

## Action Log – Primary Care Commissioning Committee – 08 February 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	<b>Committee Membership/Regular Participants</b> <ul style="list-style-type: none"> <li>• <b>Membership</b> <ul style="list-style-type: none"> <li>- <b>Head of Delivery Assurance</b> – currently vacant. <b>Update: The post was currently being progressed via the Vacancy Panel followed by the Establishment Panel.</b></li> </ul> </li> <li>• <b>Regular Participants:</b> <ul style="list-style-type: none"> <li>- <b>Clinical Advisor for Ophthalmic Services</b> <b>Update: Role to be considered as part of the transfer of clinical advisor arrangements from NHS England to the ICB, planned for September.</b></li> <li><b>Update: Former NHSE clinical advisors had transferred to the ICB on 1 September 2023 and the ophthalmic advisor role was being progressed via this process.</b></li> </ul> </li> </ul>		To be completed as soon as possible	-
14 September 2023	Amy Lepiorz/ Nick Barkworth	<b>Dental Access and Oral Health Improvement Programme</b> As a number of projects were not due to be fully mobilized until early 2024, an update would be submitted to the February 2024 committee meeting. This would be added to the committee workplan.  <b>Update: 01.02.23: Postponed pending outcome of wider ICB financial discussions and consideration of dental commissioning plan at a future committee meeting.</b>		TBC	-
14 December 2023	Peter Tinson	<b>Provider Selection Regime (PSR)</b> Consideration to be given to holding a development session post January 2024 on the application of the PSR.		February 2024	
14 December 2023	Neil Greaves	<b>Provider Selection Regime (PSR)</b> Supporting comms approach to be developed.  <b>Update 01.02.23: The ICB has shared information on the website relating to the Provider Selection Regime including adding this to the glossary on the website and directing to national information regarding the guidance. The ICB has been providing information to</b>	Propose to close (✓)	February 2024	

		members of the public on the new guidance specifically in relation to the Withnell Health Centre procurement. A session is planned with a Patient Steering Group to answer any queries regarding the new guidance. Information about the guidance will support communications and engagement for future procurement processes so members of the public understand the guidance. As more national information and materials become available on the guidance, this will be shared on the ICB website and with relevant partners.			
14 December 2023	Donna Roberts	<b>Capital Working Group Terms of Reference (ToR)</b> Ensure they are aligned with those of the other groups reporting to the committee to ensure a consistent approach to managing risks.  In addition, a read across to be undertaken between the decision-making matrix with the ToR and the Scheme of Delegation to ensure they are cohesive.		February 2024	
14 December 2023	John Gaskins	<b>Finance Report Q2</b> The Committee Chair and Deputy Chair to meet with the finance lead to discuss the format of future reports.  <b>Update: 01.02.24: Meeting arranged for 07 February 2024</b>	Propose to close (✓)	End February 2024	Finance & Performance
18 January 2024	Peter Tinson	<b>Withnell Request for Information Outcome</b> Consideration of the recently received specialist legal advice was necessary to support decision-making, therefore the decision to agree the most applicable procurement route will be deferred to a future meeting		March 2024	
18 January 2024	Peter Tinson	<b>Market Engagement for Special Allocation Scheme (SAS)</b> A detailed options appraisal to be submitted to the February or March meeting.		Feb/March 2024	
18 January 2024	Peter Tinson	<b>Dental Commissioning Plan</b> An updated paper including clarity around the 24/25 financial planning process to be presented to a future meeting.		TBC	
18 January 2024	Viv Prentice	<b>Group Escalation and Assurance Report</b> Primary Optometric Services Group - The risk relating to paper-based referrals and what mitigations were in place sat within planned care and would need to be conveyed to the appropriate committee to ensure assurance was given of the mitigations in place.  <b>Update 31.01.23 – Jayne Mellor, Executive Lead and Claire Moore, Head of Risk, Assurance and Delivery advised of the risk with a request for any mitigations.</b>		March 2024	

18 January 2024	Peter Tinson / Neil Gregory / Deb Atkinson	<b>Learning Event</b> Learning event following the Withnell Health Centre outcome to be arranged and built into the Committee's workplan.		TBC	
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