

Action Log – Primary Care Commissioning Committee – 14 March 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	Committee Membership/Regular Participants <ul style="list-style-type: none"> • Membership <ul style="list-style-type: none"> - Head of Delivery Assurance – currently vacant. Update 04.03.24: The post is again being considered via the internal establishment process. • Regular Participants: <ul style="list-style-type: none"> - Clinical Advisor for Ophthalmic Services Update 04.03.24: Future role requirements being reviewed prior to end of March 2024. 		April 2024	-
14 September 2023	Amy Lepiorz/ Nick Barkworth	Dental Access and Oral Health Improvement Programme 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. Update 04.03.24: Proposed Commissioning Plan being received at March committee meeting.	Propose to close (✓)	March 2024	-
14 December 2023	Peter Tinson	Provider Selection Regime (PSR) Consideration to be given to holding a development session post January 2024 on the application of the PSR. Update 04.03.24: Briefing provided and to be followed up with a further development session.		End March 2024	
14 December 2023	Neil Greaves	Provider Selection Regime (PSR) Supporting comms approach to be developed. 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	Propose to close (✓)	February 2024	-

		regarding the guidance. The ICB has been providing information to 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	<p>Capital Working Group Terms of Reference (ToR) Ensure they are aligned with those of the other groups reporting to the committee to ensure a consistent approach to managing risks.</p> <p>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.</p> <p>Update 04.03.24: Complete</p>	Propose to close (✓)	February 2024	-
18 January 2024	Peter Tinson	<p>Withnell Request for Information Outcome 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.</p> <p>Update 01.03.24: Included on the March agenda.</p>	Propose to close (✓)	March 2024	-
18 January 2024	Peter Tinson	<p>Market Engagement for Special Allocation Scheme (SAS) A detailed options appraisal to be submitted to the February or March meeting.</p> <p>Update 01.03.24: Included on the March agenda.</p>	Propose to close (✓)	March 2024	-
18 January 2024	Peter Tinson	<p>Dental Commissioning Plan An updated paper including clarity around the 24/25 financial planning process to be presented to a future meeting.</p> <p>Update 01.03.24: Included on the March agenda.</p>	Propose to close (✓)	March 2024	-
18 January 2024	Viv Prentice	<p>Group Escalation and Assurance Report 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.</p>	Propose to close (✓)	March 2024	-

		<p>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.</p> <p>Update 01.03.23: A paper was presented to the Commissioning Resource Group in January recommending continued funding for 2024/25 of the Electronic Eye Referral System (Opera). This was subsequently approved. The risk has therefore been mitigated.</p>			
18 January 2024	Peter Tinson / Neil Gregory / Deb Atkinson	<p>Learning Event Learning event following the Withnell Health Centre outcome to be arranged and built into the Committee's workplan.</p> <p>Update 03.03.24: Event to be arranged after provider is secured and mobilised to ensure event encapsulates entirety of process.</p>		TBC	-
08 February 2024	Viv Prentice	<p>General Practice Capital Investment Requested that the word 'lift' that was capitalised within the paper was amended to ensure there was no confusion with LIFT initiatives. The revised paper to be updated on the ICB's website.</p> <p>Update 01.03.24: The paper has been updated and the revised version uploaded onto the ICB's website</p>	Propose to close (✓)	February 2024	-
08 February 2024	Peter Tinson	<p>Primary Care Contracts Assignment Report 2023/24 An update on progress and impact to be provided to the March meeting.</p> <p>Update 01.03.24: Update included on the March agenda.</p>	Propose to close (✓)	March 2024	-
08 February 2024	Peter Tinson	<p>Items for the Risk Register The outcomes from the internal audit on the ICB's primary care commissioning arrangements to be included on the risk register.</p> <p>Update 04.03.24: Inclusion on the risk register is pending completion of agreed process to share outcome of associated workshop with attendees, receive further feedback from attendees and other stakeholders and develop proposed improvement framework. Related paper on March agenda.</p>		March 2024	-
08 February 2024	Viv Prentice	<p>Item Referred to Other Committees The Terms of Reference for the Finance & Performance Committee were likely to be reviewed and re-shaped. If this is the case, this Committee would need clarity and assurance to understand where areas of concern were being discussed.</p> <p>Update 07.03.24: Informed Finance & Performance Committee Administrator who will liaise with the Committee Chair.</p>		TBC	Finance & Performance Committee

Committee to Committee Actions

Date	Committee Referred From	Action	Name	Done (✓)
21.02.24	Quality Committee	<p>Infection Prevention & Control Each GP practice does not have a lead on infection, prevention and control issues (IPC Champion), and the referral to PCCC is to seek to understand why this is not in place at every practice and whether as a result of this there is any detrimental impact.</p> <p>Update 28.02.24: The GMS contract states: The Contractor must ensure that it has appropriate arrangements in place for infection control and decontamination. There is no contractual requirement as such for there to be a named lead and therefore this isn't something we routinely monitor. There is a CQC requirement for there to be "clear roles and responsibilities" around infection prevention and control.</p>	Peter Tinson	Propose to close (✓)
21.02.24	Quality Committee	<p>Any Other Business To advise as to when the quality committee will be required to look at assurances for the Pharmacy First service.</p> <p>Update 28.02.24: This is an advanced service and as such compliance with the service specification is picked up as part of the annual Community Pharmacy Assurance Framework (CPAF) process. Within the Community Pharmacy Access Programme, we are working with the Local Pharmaceutical Committee (LPC) to review what quality improvement may need to take place both from a provision of service perspective and from a referral in perspective.</p>	Peter Tinson	Propose to close (✓)