

Meeting of Primary Care Commissioning Committee

Date: 27th April 2021

Time: 9:30 am

Location: MS Teams

Agenda Number :	6
Title:	Committee Effectiveness Review
Purpose: Decision	
Key Points for Discussion:	
<p>The survey was shared with committee members and attendees in February 2021; eight surveys were completed and the responses are reported at appendix 1. All respondents agreed with all the statements with the exception of the statements below:</p> <ul style="list-style-type: none"> • The committee has set itself a series of objectives it wants to achieve this year (2 disagree) • Committee members contribute regularly across the range of issues discussed (1 disagree) <p>Committee members provide real and genuine challenge (1 disagree). All respondents agreed with the statement “The committee actively challenges management to gain a clear understanding of key matters”</p> <ul style="list-style-type: none"> • I feel comfortable within the committee environment to be able to express my views, doubts and opinions (1 disagree) • At the end of each meeting we discuss the outcomes and reflect back on decisions made, what worked well and not so well (3 disagree) • The committee is clear about the complementary relationship it has with the other Governing Body committees (1 disagree) • The Chair has adequate support from CCG staff (2 unable to answer) • The Chair has a positive impact on the performance of the committee (1 unable to answer) • Meetings are chaired effectively and with clarity of purpose and outcome (1 unable to answer) • The Chair provides clear and concise information to the Governing Body on the activities of the committee (2 disagree) <p>Comments made about effective challenge included:</p> <ul style="list-style-type: none"> • While many members are able to challenge well, sometimes the challenge is left to a small number of members • For all members to be able to provide constructive challenge 	

- GP input is conflicting, their own personal business interests slip through and the constructive challenge on where improvements to care and a more cost effective delivery is lost

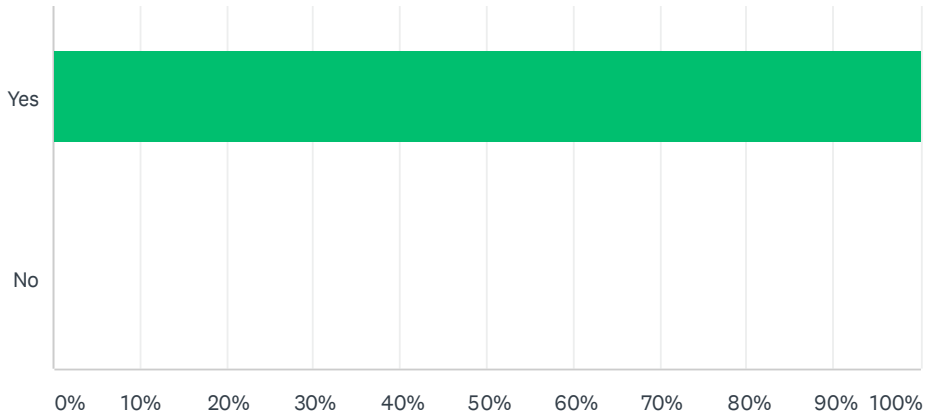
Some suggested responses for the committee to consider as possible next steps include:

- The whole Committee should be prepared to offer constructive challenge
- Review structure of agendas
- Follow up attendance by NHSEI
- Remind colleagues at start of meeting to declare interests

Recommendations	To discuss and agree the next steps based on the suggested actions
Previously Considered By and feedback :	first review of this paper
Management of Declared Interest:	There are no actual or potential conflicts of interest related to the contents of this paper
Risk and Assurance:	There is a risk to the organisation if the committee does not work effectively. Based on the comments provided the risk is scored 1x4=4
Financial / Resource Implications:	there are no financial implications
Legal, Policy and Regulatory Requirements:	there are no legal implications.
How does this reduce Health Inequalities:	If the committee did not work effectively there would be an impact on Health Inequalities
How does this impact on Equality & diversity	If the committee did not work effectively there would be an impact on inequalities
Patient and Public Involvement:	The effectiveness review is based on a survey of committee members and attendees. There has been no wider public engagement.
Communications and Engagement:	n/a
Author(s):	Sarah Carr, Corporate Secretary
Sponsoring Director / Clinical Lead / Lay Member:	Sarah Talbot-Williams

Q1 Are you ok to proceed with the survey on this basis?

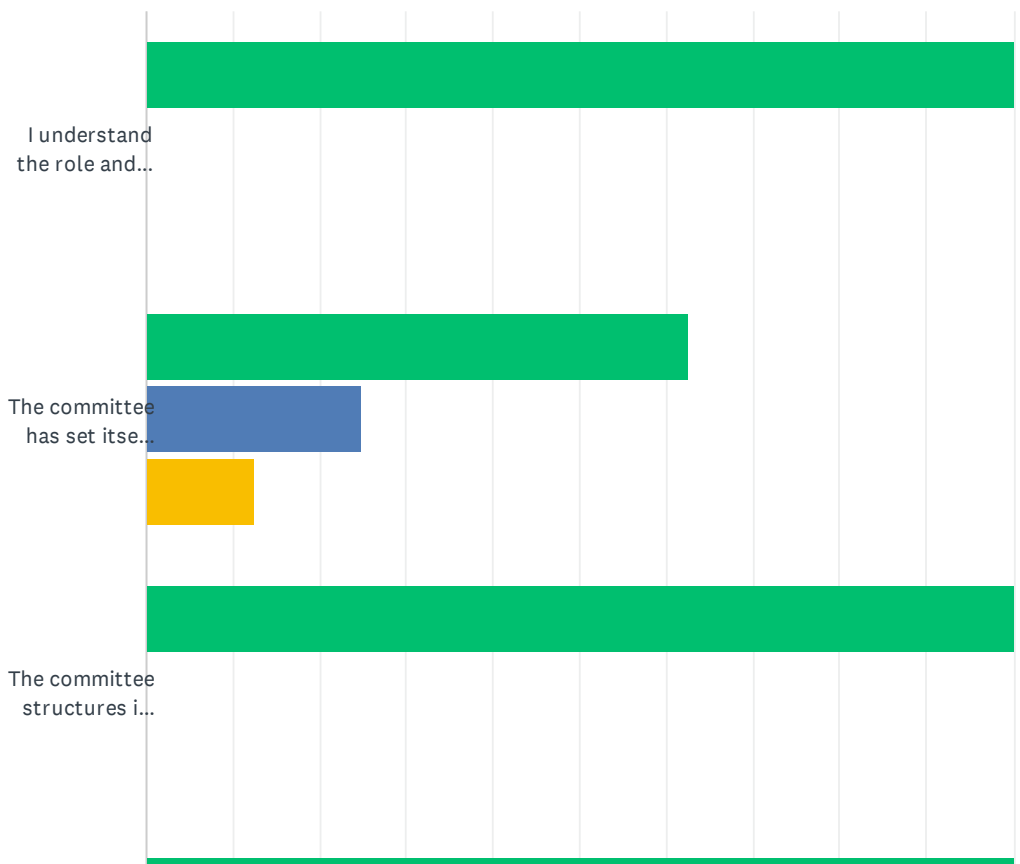
Answered: 8 Skipped: 0



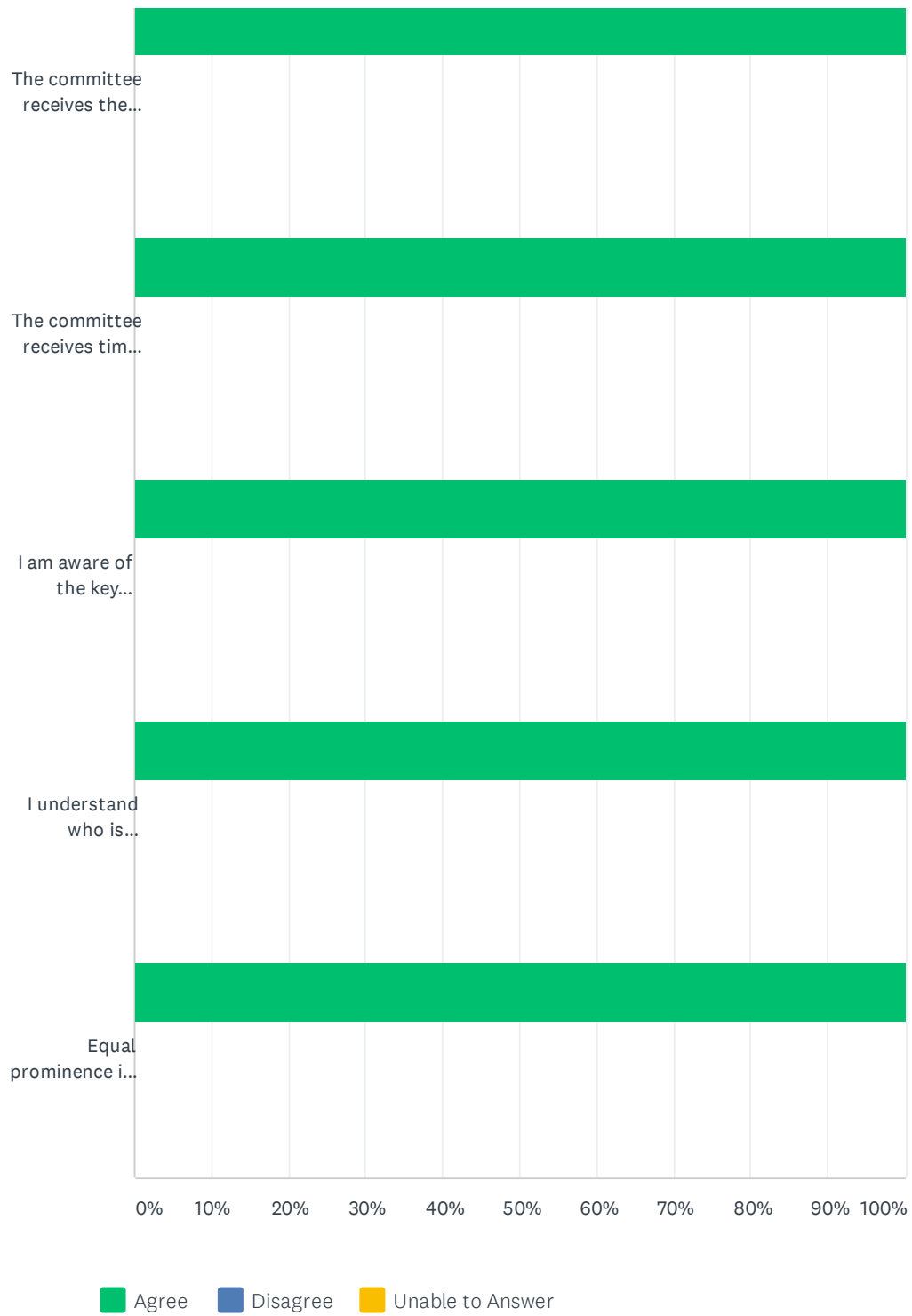
ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
TOTAL		8

Q2 To begin with we would like to explore your reflections on the focus of the committee. Please review the following statements and indicate whether you agree or disagree with each statement.

Answered: 8 Skipped: 0



Primary Care Commissioning - Committee Effectiveness Survey



Primary Care Commissioning - Committee Effectiveness Survey

	AGREE	DISAGREE	UNABLE TO ANSWER	TOTAL
I understand the role and remit of the committee	100.00% 8	0.00% 0	0.00% 0	8
The committee has set itself a series of objectives it wants to achieve this year	62.50% 5	25.00% 2	12.50% 1	8
The committee structures its agenda to cover all areas within its remit	100.00% 8	0.00% 0	0.00% 0	8
The committee receives the right level of information it needs to be able to carry out its role	100.00% 8	0.00% 0	0.00% 0	8
The committee receives timely information	100.00% 8	0.00% 0	0.00% 0	8
I am aware of the key controls and sources of assurances reported to the committee	100.00% 8	0.00% 0	0.00% 0	8
I understand who is responsible for mitigating the key risks reported to the committee	100.00% 8	0.00% 0	0.00% 0	8
Equal prominence is given to all the areas within the committee's remit	100.00% 8	0.00% 0	0.00% 0	8

Q3 Please reflect on your answers above and summarise your reflections on the focus of the committee?

Answered: 6 Skipped: 2

ANSWER CHOICES	RESPONSES
What is working well?	100.00% 6
What is working less well?	50.00% 3
What could be improved?	66.67% 4

#	WHAT IS WORKING WELL?	DATE
1	Excellent papers and well managed committee	2/5/2021 4:00 PM
2	Well established forward planner and also flexibility to cover time pressing issues.	2/5/2021 2:50 PM
3	Agenda & papers are provided in good time	1/31/2021 6:32 AM
4	well chaired, timely papers	1/28/2021 5:25 PM
5	Great chairing, focused papers	1/28/2021 3:19 PM
6	Staff team deliver good quality assurance focused papers on the whole and service the committee effectively	1/28/2021 3:04 PM

#	WHAT IS WORKING LESS WELL?	DATE
1	We haven't set objectives as such, but I'm not sure we need to	2/5/2021 4:00 PM
2	later papers tend to be more rushed	1/28/2021 5:25 PM
3	No changes required	1/28/2021 3:19 PM

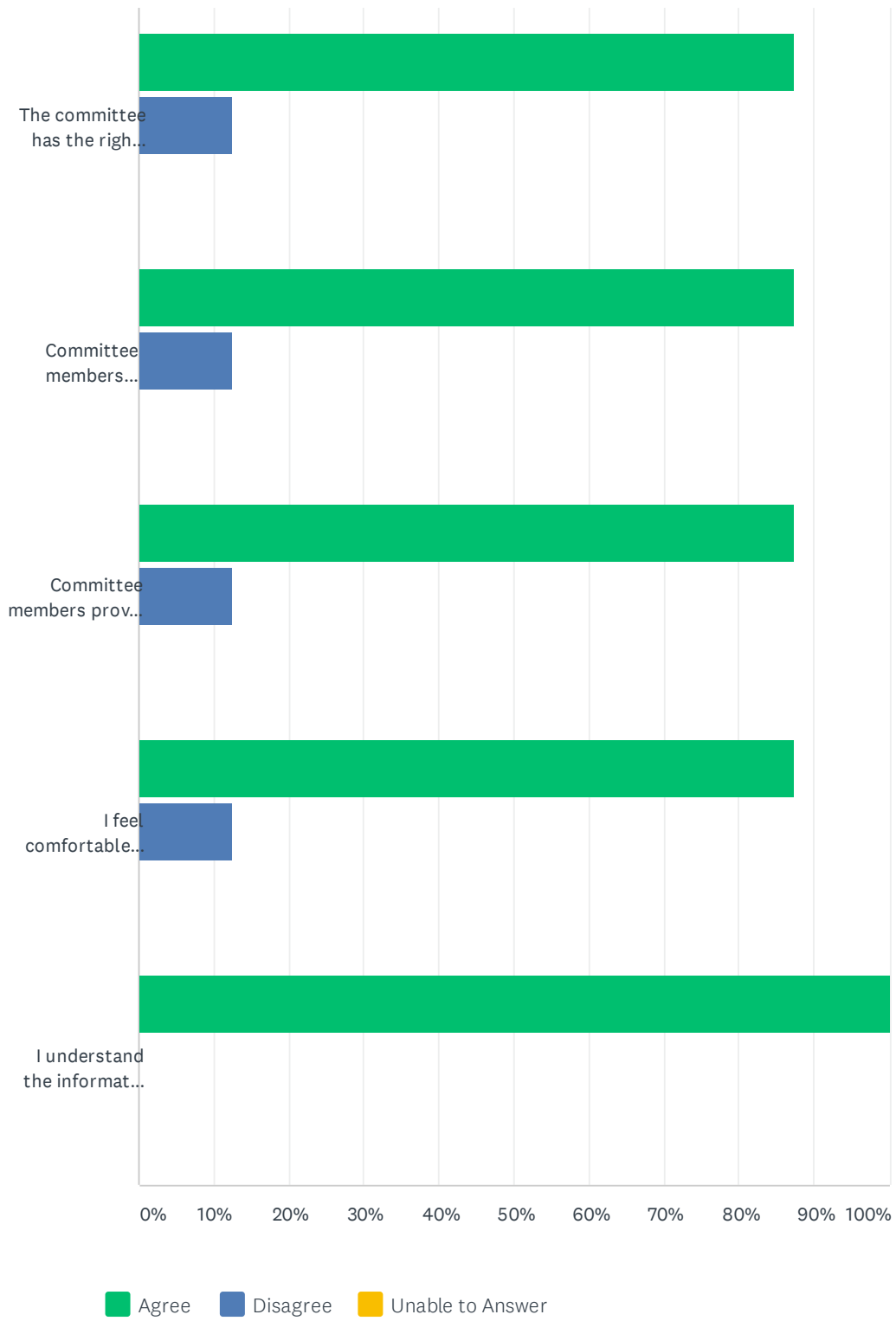
Primary Care Commissioning - Committee Effectiveness Survey

#	WHAT COULD BE IMPROVED?	DATE
1	I'm content with things as they are	2/5/2021 4:00 PM
2	The papers are normally very reasonable and informative – we follow the recommendations with some minor challenges on how to deliver but could be better at constructively challenging the costs and outcomes instead of spending time on the typos in the minutes.	1/31/2021 6:32 AM
3	perhaps we reverse the order sometimes eg put finance earlier to give it more time	1/28/2021 5:25 PM
4	No changes required	1/28/2021 3:19 PM

Q4 We would now like for you to consider the extent to which the committee works as a team or group. Please review the following statements and indicate whether you agree or disagree with each statement.

Answered: 8 Skipped: 0

Primary Care Commissioning - Committee Effectiveness Survey



Primary Care Commissioning - Committee Effectiveness Survey

	AGREE	DISAGREE	UNABLE TO ANSWER	TOTAL
The committee has the right balance of experience, knowledge and skills to fulfil the role described in its terms of reference	87.50% 7	12.50% 1	0.00% 0	8
Committee members contribute regularly across the range of issues discussed	87.50% 7	12.50% 1	0.00% 0	8
Committee members provide real and genuine challenge	87.50% 7	12.50% 1	0.00% 0	8
I feel comfortable within the committee environment to be able to express my views, doubts and opinions	87.50% 7	12.50% 1	0.00% 0	8
I understand the information and messages discussed at meetings	100.00% 8	0.00% 0	0.00% 0	8

Q5 Please reflect on your answers above and summarise your reflections on the way the committee works as a team?

Answered: 6 Skipped: 2

ANSWER CHOICES	RESPONSES	
What is working well?	100.00%	6
What is working less well?	83.33%	5
What could be improved?	66.67%	4

#	WHAT IS WORKING WELL?	DATE
1	Good spread of people around the table	2/5/2021 4:00 PM
2	Diverse membership which is a positive. Helpful having GPs around the table.	2/5/2021 2:50 PM
3	Most of the group are the right mix in terms of knowledge and skills	1/31/2021 6:32 AM
4	broad range of people on the committee	1/28/2021 5:25 PM
5	Mutual respect with committee members	1/28/2021 3:19 PM
6	Quality of contribution	1/28/2021 3:04 PM

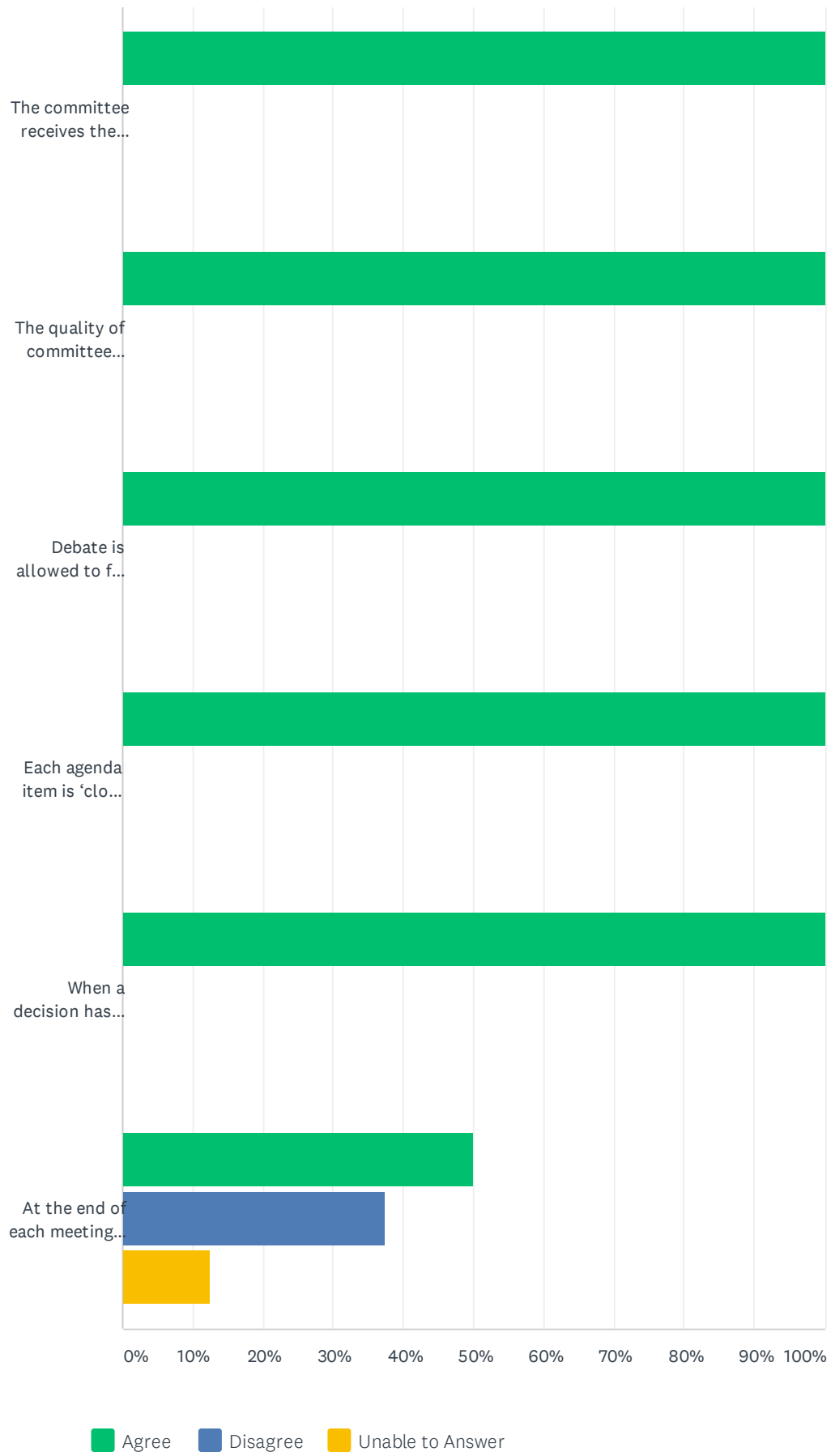
#	WHAT IS WORKING LESS WELL?	DATE
1	NHSEI don't often attend	2/5/2021 4:00 PM
2	Conflicts of interest are inevitable, would encourage more personal responsibility to raise them and also to try to keep commissioner hat on.	2/5/2021 2:50 PM
3	he length of the meeting and the changes to remote (Albeit necessary re c19) lessen the impact of the committee	1/31/2021 6:32 AM
4	Nothing	1/28/2021 3:19 PM
5	While many members are able to challenge well, sometimes the challenge is left to a small number of members	1/28/2021 3:04 PM

#	WHAT COULD BE IMPROVED?	DATE
1	N/A	2/5/2021 4:00 PM
2	More proactive contributions from some committee members outside of their own agenda items. We could be missing rich contributions	2/5/2021 2:50 PM
3	Happy with how it works	1/28/2021 3:19 PM
4	For all members to be able to provide constructive challenge	1/28/2021 3:04 PM

Q6 Now let's move onto the effectiveness of the committee. Please review the following statements and indicate whether you agree or disagree with each statement.

Answered: 8 Skipped: 0

Primary Care Commissioning - Committee Effectiveness Survey



Primary Care Commissioning - Committee Effectiveness Survey

	AGREE	DISAGREE	UNABLE TO ANSWER	TOTAL
The committee receives the administrative support it needs	100.00% 8	0.00% 0	0.00% 0	8
The quality of committee papers allows me to perform my role effectively	100.00% 8	0.00% 0	0.00% 0	8
Debate is allowed to flow and conclusions reached without being cut short or stifled	100.00% 8	0.00% 0	0.00% 0	8
Each agenda item is 'closed off' appropriately so that I am clear what the conclusion is in terms of who is doing what, when and how it will be monitored	100.00% 8	0.00% 0	0.00% 0	8
When a decision has been made or action agreed I feel confident that it will be implemented	100.00% 8	0.00% 0	0.00% 0	8
At the end of each meeting we discuss the outcomes and reflect back on decisions made, what worked well and not so well	50.00% 4	37.50% 3	12.50% 1	8

Q7 Please reflect on your answers above and summarise your reflections on effectiveness of the committee?

Answered: 5 Skipped: 3

ANSWER CHOICES	RESPONSES
What is working well?	80.00% 4
What is working less well?	60.00% 3
What could be improved?	40.00% 2

#	WHAT IS WORKING WELL?	DATE
1	I do think the papers are of excellent quality	2/5/2021 4:00 PM
2	boardpacks is great	1/28/2021 5:25 PM
3	The ask from presentations / and papers is clear.	1/28/2021 3:19 PM
4	Largely strong and useful debate. Time can be constrained but don't feel it stifles debate	1/28/2021 3:04 PM

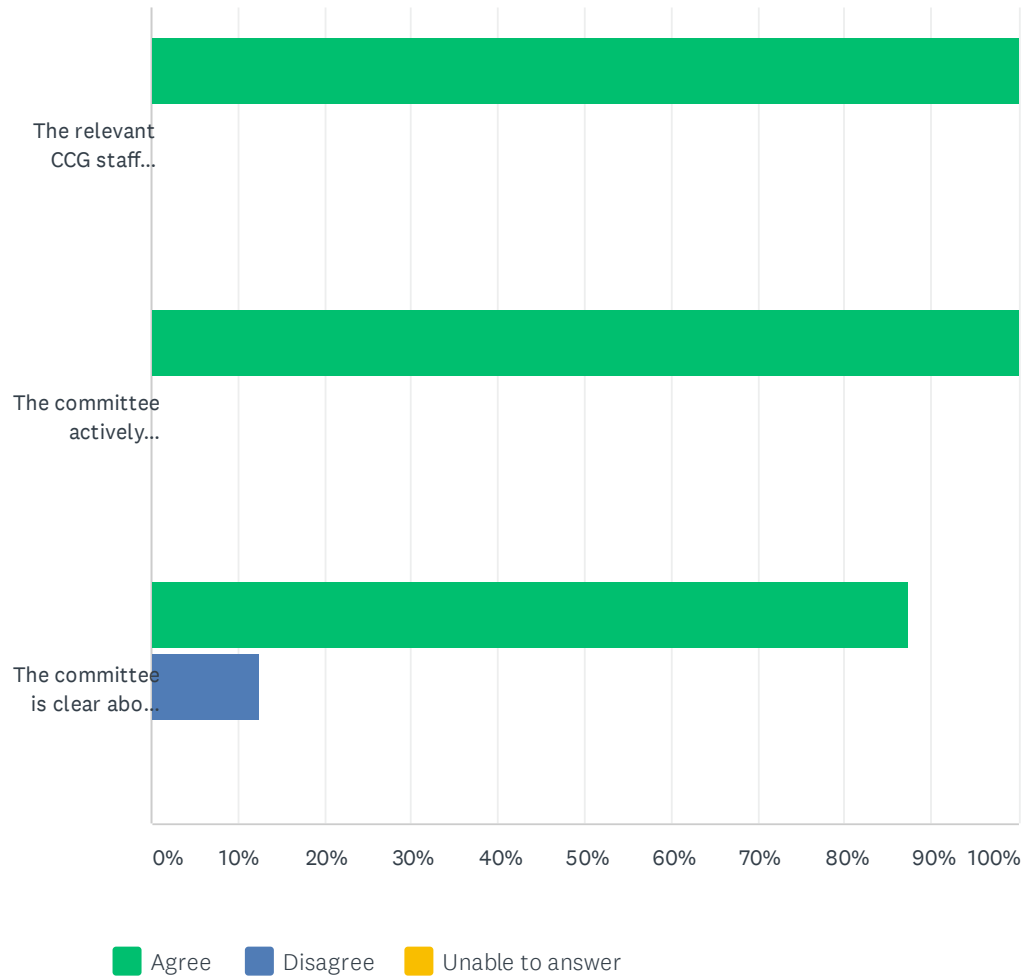
#	WHAT IS WORKING LESS WELL?	DATE
1	GP input is conflicting, their own personal business interests slip through and the constructive challenge on where improvements to care and a more cost effective delivery is lost	1/31/2021 6:32 AM
2	Happy with how this has run	1/28/2021 3:19 PM
3	Normally not enough time to discuss outcomes of meeting and reflect back on decisions made. We rely on minutes and action log to provide this at the beginning of the next meeting.	1/28/2021 3:04 PM

#	WHAT COULD BE IMPROVED?	DATE
1	No problems	1/28/2021 3:19 PM
2	Meeting reflection	1/28/2021 3:04 PM

Q8 We want to now review the extent of engagement the committee has with management and other Governing Body committees. Please review the following statements and indicate whether you agree or disagree with each statement.

Primary Care Commissioning - Committee Effectiveness Survey

Answered: 8 Skipped: 0



	AGREE	DISAGREE	UNABLE TO ANSWER	TOTAL
The relevant CCG staff attend meetings to help the committee understand the information and reports it receives	100.00% 8	0.00% 0	0.00% 0	8
The committee actively challenges management to gain a clear understanding of key matters	100.00% 8	0.00% 0	0.00% 0	8
The committee is clear about the complementary relationship it has with the other Governing Body committees	87.50% 7	12.50% 1	0.00% 0	8

Q9 Please reflect on your answers above and summarise your reflections on the engagement this committee has with management and other Governing Body committees?

Answered: 2 Skipped: 6

ANSWER CHOICES	RESPONSES
What is working well?	100.00% 2
What is working less well?	50.00% 1
What could be improved?	50.00% 1

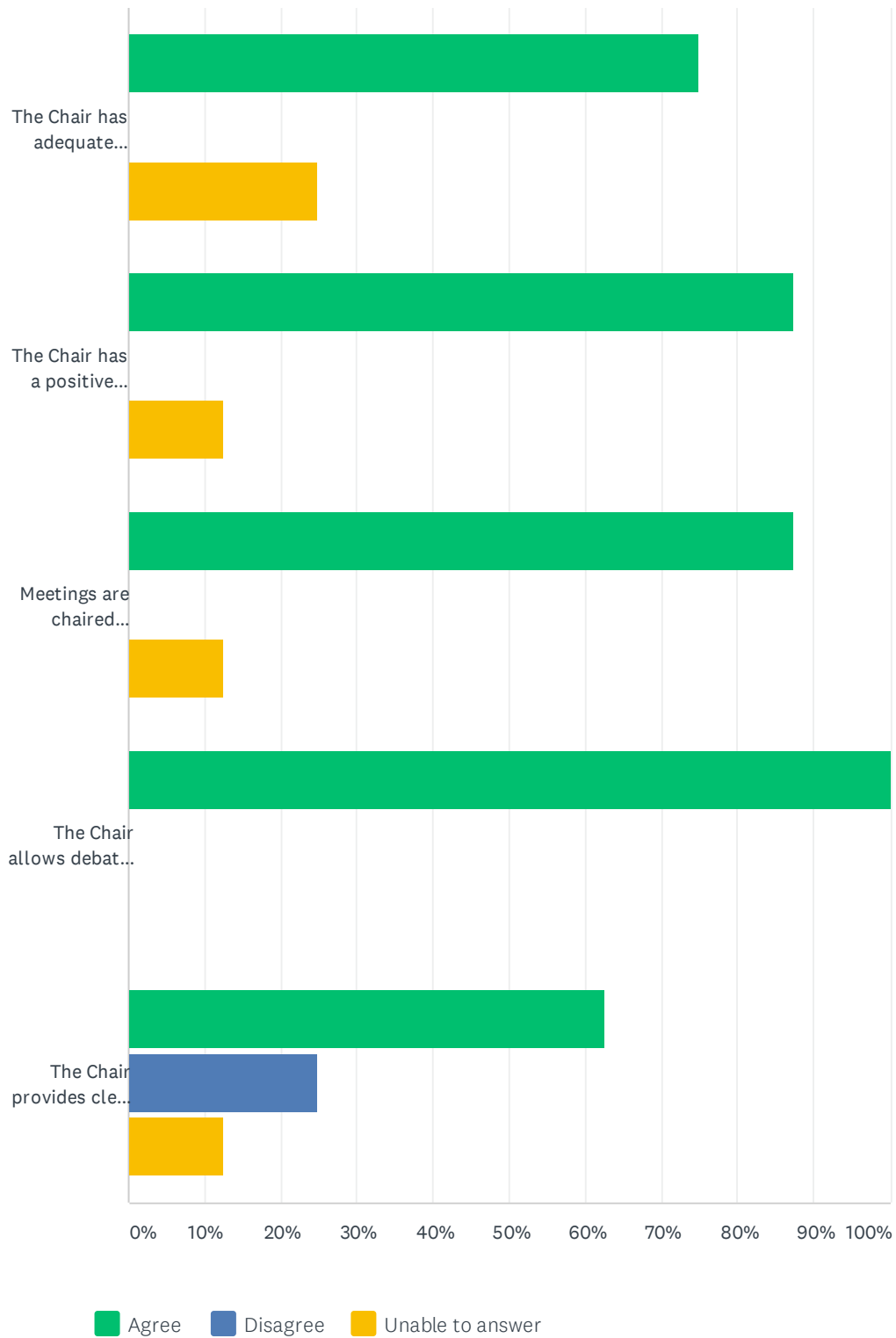
Primary Care Commissioning - Committee Effectiveness Survey

#	WHAT IS WORKING WELL?	DATE
1	Excellent officer and admin support. Over the last year particularly Jenny and David M need special commendation. The quality of the papers which enables committee to come to a decision is fabulous.	2/5/2021 2:50 PM
2	All appears fine	1/28/2021 3:19 PM
#	WHAT IS WORKING LESS WELL?	DATE
1	No problem	1/28/2021 3:19 PM
#	WHAT COULD BE IMPROVED?	DATE
1	No improvements required	1/28/2021 3:19 PM

Q10 Finally we would like you to reflect on the committee leadership and Chair. Please review the following statements and indicate whether you agree or disagree with each statement.

Answered: 8 Skipped: 0

Primary Care Commissioning - Committee Effectiveness Survey



	AGREE	DISAGREE	UNABLE TO ANSWER	TOTAL
The Chair has adequate support from CCG staff	75.00% 6	0.00% 0	25.00% 2	8
The Chair has a positive impact on the performance of the committee	87.50% 7	0.00% 0	12.50% 1	8
Meetings are chaired effectively and with clarity of purpose and outcome	87.50% 7	0.00% 0	12.50% 1	8
The Chair allows debate to flow freely and allows all to have an equal voice	100.00% 8	0.00% 0	0.00% 0	8
The Chair provides clear and concise information to the Governing Body on the activities of the committee	62.50% 5	25.00% 2	12.50% 1	8

Q11 Please reflect on your answers above and summarise your reflections on the leadership of this committee?

Answered: 4 Skipped: 4

ANSWER CHOICES	RESPONSES	
What is working well?	75.00%	3
What is working less well?	50.00%	2
What could be improved?	100.00%	4

#	WHAT IS WORKING WELL?	DATE
1	can be a difficult meeting to chair, Sarah does this really well.	2/5/2021 2:50 PM
2	Recent change in chair, there has been a smooth transition	1/28/2021 3:19 PM
3	Change of chair this year - good transition	1/28/2021 3:04 PM

#	WHAT IS WORKING LESS WELL?	DATE
1	No problems	1/28/2021 3:19 PM
2	Information flow to GB	1/28/2021 3:04 PM

#	WHAT COULD BE IMPROVED?	DATE
1	No explicit references to PCCC from Chair at GB, there is an executive briefing which helps but serves a different purpose	2/5/2021 2:50 PM
2	NED as Chair could be an option going forward	1/31/2021 6:32 AM
3	No need for improvement	1/28/2021 3:19 PM
4	Time to deliver information flow to GB	1/28/2021 3:04 PM