

BNSSG CCG Primary Care Commissioning Committee (open session) - Action Log Sep 2019

Meeting Date & Item No.	Ref.	Action Point	Owner	Timescale	Update/Comments	Status
26-Mar-19 Item 9	85	<u>Primary Care Finance Report</u> In respect of locum expenditure NHSE have advised that current expenditure levels reflect the underlying demand and should be considered recurrent. RK asked JC if she would take this forward for a further NHSE response and JC agreed.	Jon Lund	Apr-19	September 2019 update: It was agreed to keep this action open. JL to take this forward with NHS England. October 2019 update: work is ongoing to analyse locum costs and associated recurrent budget increase which will be discussed and approved at PCOG. Following this, Sarah T will discuss this issue with NHS England.	Open
25-Jun-19 Item 5	99	<u>An Evaluation of a Centralised Repeat Prescription Management Hub in North Somerset</u> DC agreed a safety net was needed in respect of the gain share and that this would need further thinking and discussion with JL and ST.	Lisa Manson	Sep-19	Discussions have taken place, with JL, Dave Jarrett and Practice manager leads from each area. Jon Lund preparing paper for Strategic Finance Committee. Action to be closed	Closed

25-Jun-19 Item 9	105	<u>Primary Care Quality Report</u> It was agreed BJ would engage with practices further around incident reporting	Bridget James	Oct-19	July update - AM noted the guidelines around incident reporting had now been drafted and would be shared with Area Leadership Groups. AM queried if a further timeline was known. BJ confirmed some initial feedback had been received with more due in August and that the guidelines would then be shared with practices in September. A further update would come to the committee in the September report. Incident reporting guidelines have been drafted and will be shared with Area Lead Directors for comment, prior to wider distribution with all practices. A further update would be provided in October. October 2019 update: Draft Policy and guidance document shared with Area Directors and LLGs for comment.	Open
30-Jul-19 Item 2	110	ML would need to complete a CCG Declarations of Interest Form	Laura Davey	Sep-19	Form has been received and added to the register. Recommend closed	Closed
30-Jul-19 Item 5	112	<u>Chairs Report</u> JB to produce a written report on the Long Term Plan in relation to Primary Care. It was requested the report also detail how the CCG was positioned to respond to the requirements set out in the Long Term Plan.	Jenny Bowker	Sep-19	Discussed at the August seminar session. Recommend closed	Closed
30-Jul-19 Item 6	113	<u>Estates Strategy</u> TJ to raise at the STP Estates Group meeting - opportunities to pool resources across the STP to assist with business case development work	Tim James	Sep-19	Discussions have taken place around pooled resources at the STP Estates Group particularly around developing project plans. Recommend closed	Closed
30-Jul-19 Item 12	114	<u>Primary Care Finance Report</u> Delegated commissioning to be added as an item for discussion at the August Seminar Meeting	Laura Davey	Aug-19	Discussed at the August seminar session. Recommend closed	Closed
30-Jul-19 Item 12	115	<u>Primary Care Finance Report</u> RA to draft a paper for the 'Delegated commissioning' discussion at the August seminar that detailed the the CCGs recurrent and non-recurrent commitments over the next 5 years to support the discussion.	Rob Ayerst	Aug-19	Discussed at the August seminar session. Recommend closed	Closed
30-Jul-19 Item 12	116	<u>Primary Care Finance Report</u> LM noted she would ask the Lead Director of Primary Care from NHSE if he or one of his senior team would attend the August seminar.	Lisa Manson	Aug-19	Nikki Holmes attended the August seminar. Recommend closed	Closed

30-Jul-19 Item 13	117	<u>Primary Care Quality Report</u> it was asked that more specific detail on the actions and next steps be given in the next report.	Bridget James	Sep-19	The requested level of detail has been included in reports. Recommend closed	Closed
30-Jul-19 Item 13	118	<u>Primary Care Quality Report</u> A further report on Dementia to be shared at a future meeting	Bridget James	Oct-19	In progress and due to be presented in October. Oct 19: Dementia update included in the papers. Recommend closure	Closed
30-Jul-19 Item 13	119	<u>Primary Care Quality Report</u> complaints data for Quarter 1 and Quarter 4 to be requested for inclusion in the next report.	Bridget James	Sep-19	Quarter 4 complaints data had been received from NHS England and would be incorporated into the next report. The quarter 1 data had not yet been received.	Closed
24-Sep-19 Item 5	120	<u>PCCC Assurance Framework and Risk Register Primary Care</u> Forward planners for PCOG and PCCC to reflect the frequency the above would be presented. PCOG - monthly and PCCC - quarterly.	Jenny Bowker	Oct-19	Risk Register and Assurance Framework has been added to the PCCC Forward Planner. JB to discuss what is required for PCOG. Monthly risk register for primary care pulling from Quality/Medical Directorate/ Commissioning/Area Teams is being presented for review at PCOG. This review will inform future risk register reports to PCCC. Forward Planner for PCCC has been adjusted accordingly. Recommend Closed	Closed
24-Sep-19 Item 5	121	<u>PCCC Assurance Framework and Risk Register Primary Care</u> Individual risk owners to update their risks with more detail in relation to specific primary care risks. Risk relating specifically to primary care finance to be included on the register.	Martin Jones/Lisa Manson/Sarah Truelove/Bridget James	Nov-19	Risk register updated following PCCC review and finance risk will be included for next report. Recommend closed	Closed
24-Sep-19 Item 6	122	<u>Weston and Worle ISS Local Evaluation</u> Future seminar to be arranged to discuss the future development of Pier Health. Locality provider leads to be invited to attend.	Martin Jones	Nov-19		Open
24-Sep-19 Item 8	123	<u>Central Weston Estates Update</u> Risks and mitigations to be provided in more details within future reports	Colin Bradbury	Oct-19	Future reports on Central Weston Estates will provide detail on risk and mitigations. Recommend closed	Closed
24-Sep-19 Item 8	124	<u>Central Weston Estates Update</u> Evaluation criteria to be approved by the Committee. CB to review the timelines and ensure the criteria are presented to the Committee for approval.	Colin Bradbury	Oct-19	Financial and qualitative evaluation criteria have been sent to Sarah Truelove for a SFC Chair's action to be approved prior to SFC on 01/11 due to timing issues – evaluation of short listed sites to take place in October to permit OBC to be drafted in November 2019. A copy of the Chair's action to be sent to Alison Moon.	Open

24-Sep-19 Item 10	125	<u>Primary Care Finance Report</u> JL to take forward discussions with NHS England regarding non recurrent funding and whether the baseline allocations are correct	Jon Lund	Oct-19	Work is ongoing to analyse locum costs and associated recurrent budget increase which will be discussed and approved at PCOG. Following this, Sarah T will discuss this issue with NHS England.	Open
24-Sep-19 Item 10	126	<u>Primary Care Finance Report</u> PCOG to review the use of locums in practice and develop ideas on how to support practices to reduce locum use	Martin Jones	Oct-19		Open
24-Sep-19 Item 11	127	<u>Primary Care Finance Report</u> Confidence levels on the mitigations relating to NHS England additional funding to be reviewed	Jon Lund	Oct-19		Open
24-Sep-19 Item 11	128	<u>Primary Care Quality Report</u> Initial report regarding Montpelier Health Centre's CQC report to be presented to the Committee	Bridget James	Oct-19	Oct 19: Report written for closed meeting. Recommend closed	Closed
24-Sep-19 Item 11	129	<u>Primary Care Quality Report</u> Discussion with NHS England to take place on the number of complainants not providing consent and the subsequent complaints not investigated. Quarter 1 data to be requested.	Bridget James	Nov-19		Open
24-Sep-19 Item 11	130	<u>Primary Care Quality Report</u> Action plan for influenza vaccination planning to be presented to the Committee.	Bridget James	Oct-19	Oct 19: Plans for flu preparedness included in this months quality report. A full report will be presented in November. Recommend closure	Closed
24-Sep-19 Item 11	131	<u>Primary Care Quality Report</u> Report and action plan for Montpelier practice to be presented to the October meeting	Bridget James	Oct-19	Oct 19: Report written for closed meeting. Recommend closed	Closed
24-Sep-19 Item 12	132	<u>Contract and Performance Report</u> Paper regarding the Charlotte Keel Procurement to be presented to the Committee in November	David Moss	Nov-19		Open
24-Sep-19 Item 12	133	<u>Contract and Performance Report</u> Paper regarding the Care Home LES to be presented to the Commissioning Executive Committee	Lisa Manson	Oct-19		Open
24-Sep-19 Item 13	134	<u>Primary Care Commissioning Committee Terms of Reference</u> Amended ToRs to be presented to the Governing Body in November	Martin Jones	Nov-19	ToR on November Governing Body agenda. Recommend Closed	Closed
24-Sep-19 Item 13	135	<u>Primary Care Commissioning Committee Terms of Reference</u> JB to discuss attendance to the Committee with the Local Medical Council	Jenny Bowker	Oct-19	JB has discussed. LMC are committed to attending PCCC and have reviewed their scheduling to support this. Recommend closed	Closed
24-Sep-19 Item 15	136	<u>Questions from the public</u> Response to the petition to be added to the BNSSG CCG website	Lisa Manson	Oct-19	Added to website. Recommend closed	Open