

Meeting: Primary Care Commissioning Committee			
Meeting Date	24 March 2021	Action	Approve
Item No.	3	Confidential	No
Title	Minutes and Action Log		
Presented By	Mr Peter Bury, Chair		
Author	Lindsay Johnson, Committee Secretary		
Clinical Lead	-		

Executive Summary
The minutes are presented as an accurate reflection of the previous Primary Care Commissioning Committee Part 1 (meeting in public), reflecting the discussion, decisions and actions agreed on 24 th February 2021.
Recommendations
It is recommended that the Primary Care Commissioning Committee:- <ul style="list-style-type: none"> • Approve the minutes as an accurate record; and • Note the updates provided against the actions

Links to CCG Strategic Objectives	
SO1 People and Place To enable the people of Bury to live in a place where they can co-create their own good health and well-being and to provide good quality care when it is needed to help people return to the best possible quality of life	<input checked="" type="checkbox"/>
SO2 Inclusive Growth To increase the productivity of Bury's economy by enabling all Bury people to contribute to and benefit from growth by accessing good jobs with good career prospects and through commissioning for social value	<input checked="" type="checkbox"/>
SO3 Budget To deliver a balanced budget	<input checked="" type="checkbox"/>
SO4 Staff Wellbeing To increase the involvement and wellbeing of all staff in scope of the OCO.	<input checked="" type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	
GBAF N/A	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Is an Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Are there any associated risks including Conflicts of Interest?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Governance and Reporting		
Meeting	Date	Outcome

Title	Minutes of the Primary Care Commissioning Committee 24th February 2021 - Meeting in Public		
Author	Lindsay Johnson, Committee Secretary		
Version	1		
Target Audience	Members of the Primary Care Commissioning Committee		
Date Created	24/2/2021		
Date of Issue			
To be Agreed			
Document Status (Draft/Final)	Draft		
Description	Minutes of the Primary Care Commissioning Committee 24 th February 2021 – Meeting in Public		
Document History:			
Date	Version	Author	Notes
1.3.2021	1	Lindsay Johnson	Sent to Amy to review. No changes to incorporate.
1.3.2021	1	Lindsay Johnson	Sent to Peter to review. Peter approved
Approved:			
Signature:			<p>.....</p> <p>Peter Bury, Lay Member (Chair of the PCCC)</p>

Primary Care Commissioning Committee
Meeting in Public

MINUTES OF MEETING
24 th February 2021
Chair – Peter Bury

ATTENDANCE

Members
Voting members Mr Peter Bury, Lay Member for Quality and Performance - Chair Mr David McCann, Lay Member for Patient Participation, Lay Member Ms Pat Crawford Joint Chief Finance Officer Mr Will Blandamer, Joint Executive Director of Strategic Commissioning Mrs Julie Gonda, Director of Community Commissioning Mrs Fiona Boyd, Registered Nurse of the Governing Body Mrs Amy Lepiorz, Deputy Director of Primary Care
Non-voting members Dr Jeff Schryer, CCG Chair Dr Cathy Fines, Clinical Director- Primary Care Ms Gail Henshaw, NHS England Representative Dr Mohammed Jiva, LMC Representative
Others in attendance
Ms Carol Shannon-Jarvis, Associate Chief Finance Officer Ms Zoe Alderson, Head of Primary Care Lindsay Johnson, Committee Secretary (minutes)

MEETING NARRATIVE & OUTCOMES

1	Welcome, Apologies And Quoracy
	The Chair welcomed all to the meeting and noted apologies had been received from Geoff Little, Accountable Officer, Richard Rawlinson, Mohammed Patel and Lesley Jones. The meeting was confirmed to be quorate and commenced.
2	Declarations of Interest
	The Chair reminded the Primary Care Commissioning Committee members of their obligation to declare any interest they may have on any issues arising from agenda items which might conflict with the business of NHS Bury Clinical Commissioning Group. Declarations made by members of the Primary Care Commissioning Committee are

listed in the CCG's Register of Interests which is presented under this agenda and also available from the CCG's Corporate Office or via the CCG website.

Declarations of interest from today's meeting

There were no declarations made.

ID	Type	The Primary Care Commissioning Committee:	Owner
D/02/01 PCCC Pt1	Decision	Noted the declarations of interest register.	

3 Minutes Of The Last Meeting and Action Log	
3.1	The minutes of the Primary Care Commissioning Committee meeting held on 25 th November 2020 were agreed as a true and accurate record.
3.2	The action log was referred to and noted accordingly.

ID	Type	The Primary Care Commissioning Committee:	Owner
D/02/02 PCCC Pt1	Decision	Approved the minutes of the meeting held on 25 th November 2020 as a true and accurate record.	

4 Chair's Update	
4.1	<p>Background</p> <p>A request was emailed to all Primary Care Commissioning Committee Voting Members on 17th February 2021 as part of the Primary Care Commissioning Committee's Emergency and Urgent Decision Process under delegated duties.</p> <p>A series of markers were also agreed to ensure priorities were achieved and practices would be required to report on these.</p>
4.2	The request was in line with the PCCC's Terms of Reference (section 8) which states that where an emergency or urgent decision needs to be executed in the period between the scheduled meetings, in agreement with the Chair (or in their absence the vice chair) the request can be circulated to voting members of the Committee for a response.
4.3	<p>Details of the request</p> <p>In November 2020 NHS England confirmed there was to be an additional £150 million of funding (non-recurrent) to support General Practice during the COVID-19 pandemic. The allocation for Bury was confirmed as £507k and the purpose of this funding was to support expanding general practice capacity until the end of March 2021.</p>
4.4	PCN leads, Primary Care and Finance colleagues agreed to split these monies via population "fair shares" to the PCNs for securing additional staff and achievement of the priority markers. It was also agreed that £30k would be held back to fund oximetry @ home.
4.5	<p>A series of markers were also agreed to ensure priorities were achieved and practices would be required to report on these.</p> <p>This split of the £477k was:-</p> <ul style="list-style-type: none"> £160k - Bury PCN £159k - Horizon PCN £90k - Prestwich PCN £68k - Whitefield PCN

4.6	Why this was requested outside of the PCCC Meeting The approval was required by Friday 19 th February in order to process the payment internally on Monday 22 nd February 2021. The scheduled PCCC meeting on 24 th February would therefore be outside of this required timescale for processing and as such this was deemed as an urgent request.
4.7	Confirmation of the Decision The majority vote in support was received with 7 votes (out of 9) in agreement . Two nil votes were received, however the Terms of Reference for PCCC state that the decision will be met by the majority vote and as such confirmation has been provided to Simon O'Hare, Acting Deputy Chief Finance Officer for the next steps to be implemented.
4.8	The PCCC members noted the update as provided and no comments were received.

ID	Type	The Primary Care Commissioning Committee:	Owner
D/02/03 PCCC Pt1	Decision	Noted the verbal update provided by the Chair and of the decision made in relation to this request under the PCCC's Emergency and Urgent Decision Process and delegated duties.	
5	Public Questions in relation to the agenda		
5.1	There were no public members present at the meeting and no questions had been received either in advance or on the day.		

6	Garden City Medical Centre Procurement Process – Procurement & Evaluation Update		
6.1	A verbal update was provided in this matter and it was noted that confirmation would now be provided to the Bidder that the Primary Care Commissioning Committee had reviewed the recommended bidder report (in the Part 2 Closed PCCC meeting) and as such the 10 day standstill period would now commence.		
	Type	The Primary Care Commissioning Committee:	Owner
D/02/04 PCCC Pt1	Decision	Noted that the 10 day standstill period would now start in relation to the Recommended Bidder for Garden City Medical Centre.	

7	Primary Care Locally Commissioned Services Update 2021/2022		
7.1	Mrs Lepiorz introduced the report and advised that from 1 October 2020, NHS Bury CCG commissioned the Primary Care LCS directly from General Practice. She informed PCCC that due to the Covid-19 pandemic, payment for the contract had been made on a block basis since the contract went live on 1 October 2020 to 31 March 2021, to ensure General Practice stability during the Covid-19 pandemic.		
7.2	It was reported also that General Practice had also been receiving a block monthly payment for the Minor Surgery DES whilst activity had been suspended.		
7.3	Ms Lepiorz outlined that the paper was to seek approval from the Primary Care Commissioning Committee to rollover both contracts from 1 April 2021 to 30 September 2021 which would allow both General Practice and the Primary Care Team time to prioritise their continued commitment to the provision of the Covid-19 Vaccination Programme roll out and delivery.		

7.4	The Chair opened up the item for discussion.
7.5	Mr McCann enquired about the block monthly payments for the Minor Surgery and asked if the work was continuing to be carried out? Mr McCann was informed that this area of work had been prioritised as a low and that other pieces of work take a higher priority which was detailed within the guidance and remit.
7.6	Mr McCann outlined therefore that it needed to be acknowledged that payments for locally commissioned services would continue to be made to General Practice, however the services were not being fulfilled due to the re-prioritisation exercise that had taken place due to the provision of the Covid-19 Vaccination Programme roll out and delivery. As a result of this, Mr McCann (although understanding the methodology behind this approach), said it was important to recognise that the block payments were being made with no proactive monitoring currently in place.
7.7	Dr Jiva asked whether this was a national decision being followed or a local decision and he was advised it was a local decision and approach that had been taken.
7.8	Dr Jiva also enquired about the premises whereby the vaccinations were being delivered and if services were to resume in those venues? Mr Blandamer informed PCCC that there was no intent to change the vaccination centres that were in place.
7.9	Ms Henshaw informed PCCC that there is national team income protection from 1 st April 2021 to support the efforts that all Primary Care Providers are doing in relation to the pandemic roll out. She said that any decisions that fall out of that national remit would need to be local decisions.
7.10	Dr Fines referred to the Government Roadmap that had been shared and said that discussions needed to start to take place now for Primary Care on how to deliver the new way of working and what would be expected as well as looking at how to future manage Covid positive patients.

ID	Type	The Primary Care Commissioning Committee:	Owner
D/02/05 PCCC Pt1	Decision	Approved the rollover of the existing Primary Care LCS and Minor Surgery DES 2020/21 contracts from 1 April 2021 - 30 September 2021 against the existing financial envelopes.	

7	Primary Care Risk Report
7.1	The item was introduced by Mr Blandamer and the report explained that risk management provides a systematic and consistent integrated framework through which the CCG's strategic objectives are pursued.
7.2	The work involves the identification of risks, threats and opportunities to achieving those objectives and taking steps to mitigate, manage and control the associated risks to delivery. The paper included those assigned to PCCC in line with the Risk Management Strategy.
7.3	PCCC noted that the report provided narrative on those risks which had been reviewed in the reporting period and specifically included: <ul style="list-style-type: none"> risks which had no reported change in score;

- risks that had reached their target level;
- risks which had reduced in score;
- risks which had increased in score;
- risks that were proposed for closure; and
- new risks included on the register for the first time

7.4 Mr Blandamer advised that in summary, there was one risk in total included on the Primary Care Committee Risk Register and PCCC was reminded the risk undergoes an annual risk assessment unless concerns are raised in-year. As a result of this, the risk underwent a risk assessment in January 2021 which will be reviewed again in January 2022.

7.5 Mr Blandamer advised that the risk was in relation to Uplands and that Louise Rigg, along with Paul Lakin were working with the CCG on the estates strategy and that discussions and progress were taking place.

Mr Blandamer confirmed that this risk was appropriately scored and that it was a long standing risk of concern that is part of the significant risk profile. He agreed therefore to provide an update at the next PCCC meeting.

ID	Type	The Primary Care Commissioning Committee:	Owner
D/02/06 PCCC Pt1	Decision	Received the report and noted the risks on the risk register (as reflected in appendix A).	
D/02/07 PCCC Pt1	Decision	Noted the risk was last reviewed in January 2021 and was not due to be reviewed until January 2022.	
D/02/08 PCCC Pt1	Decision	Noted the summary position.	
D/02/09 PCCC Pt1	Decision	Noted that no risks from the PCCC risk register were reported onto the Corporate Risk Register.	
D/02/10 PCCC Pt1	Action	Agreed for an update on Uplands to be provided at the next meeting.	

9	Closing Matters
	The Chair closed the meeting at 13.01

Reference	Action	Assigned to	Due Date	Comments	Status
D/02/10 PCCC Pt1	Agreed for an update on Uplands to be provided at the next meeting.	WB	24/03/2021	Feasibility report due 12/3/21 from GB Partnerships (GBP) which will provide further clarification. Meeting scheduled between GBP and CCG/LA colleagues w/c 15/3/21. Report to go to Joint Executive Team to thereafter for further discussion.	On track