

**Part 1 Minutes of the ICB Primary Care Contracts Sub- Committee**  
**Held on Thursday 11 December 2025**  
**11:00 via MS Teams**

<b>Members</b>		
Craig Harris	Chief Operating Officer & Chief Commissioner	System
Lindsey Dickinson	Associate Medical Director	System
Peter Tinson	Director of Primary & Community Care Commissioning	System
Julie Colclough	Primary Medical Care Partner Member	South Cumbria
Andrew White	Chief Pharmacist (joined at 11:40)	System
Judith Williams	Senior Finance Manager	System
<b>Attendees</b>		
Donna Roberts	Associate Director Primary Care – Central Lancashire	System
Collette Walsh	Associate Director Primary Care – East Lancashire	System
Corrie Llewellyn	Quality Assurance/ Strategic Clinical Lead	System
Ruth Cuthbert	Clinical Advisor for Ophthalmic Services	System
Amanda Bate	Head of Communications & Engagement (Transformation)	System
Umesh Patel	Pharmaceutical Advisor	System
Sarah Mattocks	Head of Governance	System
Dawn Haworth	Head of Delivery, Primary & Community Commissioning Team	System
David Armstrong	Primary Care Senior Delivery Assurance Manager	System
Debbie McCann	Delivery Officer, Primary & Community Commissioning Team (Minutes)	System
Ref	Item	Action
080	<p><b>Welcome, Introductions and Chair's Remarks</b></p> <p>The Chair welcomed all to the meeting of the Primary Care Contracts Sub-committee.</p>	
081	<p><b>Apologies for Absence/Quoracy of Meeting</b></p> <p>Apologies were received from Andy Knox, Kathryn Lord, David Bradley and Neil Greaves.</p> <p>The meeting was quorate.</p>	
082	<p><b>Declarations of Interest</b></p> <p>None declared. Participants were requested to declare any interests at the relevant agenda point and observe the 28-day rule to advise of an interest, to ensure that it is included in the draft minutes.</p>	
083	<p><b>a) Minutes from the meeting on 09.10.25</b></p> <p>The minutes of the Primary Care Contracts Sub-committee held on 13.11.25 were reviewed and agreed as an accurate record.</p> <p><b>b) Actions from the meeting held on 09.10.25</b></p> <p>The Action log from the Primary Care Contracts Sub-committee held on 13.11.25 was reviewed and updated.</p>	
084	<p><b>NHS Medium Term Planning Framework</b></p> <p>The Medium-Term Planning Framework (MTPF) builds on the 10 Year Health Plan and sets out how the NHS can deliver the three shifts and the new way of working:</p>	

	<ul style="list-style-type: none"> <li>• Hospital to community</li> <li>• Analogue to digital</li> <li>• Sickness to prevention</li> </ul>	
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It aims to reduce waiting times dramatically, restore access to local care to the level patients and communities expect, and slash unnecessary bureaucracy so that savings are poured back into frontline services and staff.

Dawn Haworth, Peter Tinson and Amy Lepiorz presented slides drawing out the key expectations for primary care and the four contractor groups for alignment to the ICB's primary care commissioning intentions and related work programmes for 2026/2027. There is also business as usual activity which supports and underpins the response.

Peter outlined the asks for General Practice:

- Deliver GP Contracts
- Same-Day Access
- Patient Communication
- Performance Monitoring
- Oversight and Variation
- Surge Capacity
- Digital Transformation
- Medicines Management

Amy outlined the asks for Dental:

- Urgent Care
- Capacity Planning
- Contract Reform
- Quality Improvement
- Performance Monitoring

Amy also outlined the asks for Pharmacy:

- Pharmacy First Model
- Emergency Services
- Prescribing Services
- Collaboration
- Digital Integration
- Communication

Dawn outlined the asks for Optometry:

- Community Eye Care Services
- Address Inequalities
- Prevention and Early Diagnosis
- Pathway Development
- Support for sight loss
- Workforce Development
- Digital Transformation
- Performance Monitoring

	<p>This work will be progressed via the commissioning intentions for 2025/26 and will feed into the ICB 5-year strategic commissioning plan and the commissioning strategy. It also links into the Primary Care Roadmaps.</p> <p>Julie Colclough expressed concern regarding the significant training burden for optometrists and that this may discourage them from providing new services. Ruth Cuthbert advised that Optometrists can apply for a small training grant but that this is unlikely to be sufficient to fully cover the costs.</p> <p><b>The Primary Care Contracts Sub-Committee received and noted the key asks for primary care and the associated ICB commissioning intentions and work programmes.</b></p>	
085	<p><b><u>Primary Care Roadmaps</u></b></p> <p>Peter Tinson updated the Sub-committee on the work recently undertaken to review and refresh the primary care road maps and to seek feedback.</p> <p>The Lancashire and South Cumbria Roadmap 2030 identified priorities for 2025/26 and beyond. These priorities include intermediate care, managing long-term conditions in primary care, improving end-of-life care and frailty in addition to delivering transformation in the way we provide cancer, mental health, children and young people's services, acute and elective care.</p> <p>This wider road map was informed by the development of several underpinning road maps, including for General Practice, Pharmacy, Dentistry and Eye Care.</p> <p>These road maps have recently been subject to rapid review and refresh, including engagement, to inform the Lancashire and South Cumbria Clinical Strategy currently being developed. This review has included an update and alignment to the Commissioning Intentions and NHS England Medium Term Planning Framework.</p> <p>Peter requested comments and feedback from the Sub-committee noting that the roadmaps may have been seen in other forums, but particularly in relation to if we are moving fast enough in relation to our ambition.</p> <p>The following comments were highlighted:</p> <ul style="list-style-type: none"> <li>• There is opportunity from an ambition point of view in relation to thinking about models of the future on primary care's role into neighbourhoods and federation at scale.</li> <li>• A piece of work is required to read across all of the 2030 road maps as there are a whole raft of enablers and themes that are cross cutting across a lot of these roadmaps which are some of the underpinning actions that need to be taken, eg digital transformation. There are pieces of work that each of the programmes are doing that need to be brought together. A workshop is to be arranged in January to start to read across all of these pieces of work.</li> </ul> <p><b>The Primary Care Sub-committee received and noted the refreshed road maps and were requested to provide any further comments or feedback.</b></p>	
086	<p><b><u>Integrated Primary Care Performance Report</u></b></p> <p>Peter Tinson presented the November 2025 Integrated Primary Care Performance Report which contained the most current performance metric data available at the time of publication. He provided an update on the latest position against key strategic primary care published performance metrics, focusing on the General Practice Local Enhanced Service (GP LES).</p> <p>The Primary and Community Care Team have not been made aware of any</p>	

	<p>concerning deterioration in any of the metrics omitted from this report.</p> <p>The key areas were noted as follows:</p> <ul style="list-style-type: none"> <li>• <b>GP LES Capitated Contracts:</b> The report includes new capitated data</li> <li>• <b>GP LES Long Term Condition Holistic Health Assessments:</b> 56.3% of practices have delivered more than 50% of their annual target, a 12.3% increase from last month. This is within expectations for this point in the year.</li> <li>• <b>GP LES Cost and Volume:</b> Activity compared to planned levels ranges from 60-80%. It is acknowledged that some LES contracts are new to some areas and a 'ramping up' of activity was expected in the first 6 months of delivery.</li> </ul> <p><b>The Primary Care Sub-committee received and noted the General Practice Local Enhanced Service (GP LES) performance data and reviewed and supported the actions being undertaken to improve performance against metrics contained in the report.</b></p>	
087	<p><b>Committee Escalation and Assurance Report</b></p> <p>Peter Tinson presented the report, highlighting key matters, issues and risks discussed at the group meetings as outlined below and to advise, assure and alert the Primary Care Contracts Sub-committee. The report also highlighted any issues or items, referred or escalated to Committees or the Board.</p> <p>Reports approved by the chair of each group were presented to the sub-committee to provide assurance that the groups have met in accordance with their terms of reference and to advise the sub-committee of the business transacted, noting that the Optometry group meets bi-monthly and had not therefore provided a report this month .</p> <p><u>Primary Medical Services</u></p> <ul style="list-style-type: none"> <li>• Additional Protected Learning Time Request – Fylde Coast – A paper was presented to the group requesting two additional PLT sessions in December and January to support discussions on forming a multi-neighbourhood partnership aligned with the 10-year plan.</li> </ul> <p>It was agreed to escalate to Andy Knox and Craig Harris, seek PCN confirmation of practice engagement and funding awareness, and include a checkpoint before sessions to review system pressures with a clause to cancel if pressures are too high.</p> <ul style="list-style-type: none"> <li>• Continuation of Enhanced Ankle Brachial Pressure Index (ABPI) Service in Central Lancashire - The ABPI service is currently commissioned solely through a practice in Central Lancashire. The group agreed to extend the practices contract until year-end at a cost of just over £25,000, within budget, allowing time to develop a 2026/27 commissioning plan.</li> </ul> <p>If needed, another short-term extension may be considered, but the aim is to present an early proposal to support financial planning.</p> <ul style="list-style-type: none"> <li>• LES Contract – Out of Grace Period Claims - The group agreed to approve Parcliffe Medical Practice's £16,452 claim for 2022/23, as the contract lacked a grace period, ensuring consistency with previous decisions.</li> </ul> <p>Claims for 2023/24 and 2024/25, totalling over £46,000, were declined because the three-month rule was clearly communicated, and reasons for late</p>	

	<p>submission were not deemed exceptional.</p> <p>The group also agreed to clarify grace periods in future contract communications, with a separate discussion ongoing on future commissioning and notice periods.</p> <ul style="list-style-type: none"> <li>Coniston Medical Practice – Provider Evaluation Strategy (PES) - Coniston Medical Practice partners have returned their contract, requiring procurement of a new provider.</li> </ul> <p>The Provider Evaluation Strategy (PES), aligned with the SBS strategy and containing only minor amendments, was presented, for recommendation to the subcommittee for formal approval.</p> <p>Advice confirmed the current sign-off approach is appropriate despite no explicit delegation reference.</p> <ul style="list-style-type: none"> <li>Adelaide Street Surgery – Proposal for Remedial Notices - Adelaide Street Surgery received three CQC warning notices for breaches in safe care, governance and staff suitability. An ICB follow-up visit found major concerns in leadership, culture, accountability, and workforce.</li> </ul> <p>The practice has an action plan and support from ICB, LMC, and People Directorate, including workshops and development initiatives.</p> <p>A task and finish group advised issuing remedial notices only for direct contractual breaches, consolidating similar issues under single notices.</p> <p><u>Primary Care Dental Services Group</u></p> <ul style="list-style-type: none"> <li>King Street Dental Surgery – Opening Hours Request Dispute - A report was presented updating the group on the current position.</li> </ul> <p>The purpose of this report was to consider whether a further remedial notice should be issued in relation to breach of Clause 75, relating to opening times, of the PDS Agreement, or whether the ICB should hold the notice and await the conclusion of the NHS Resolution process before re-considering issuing a remedial notice.</p> <p>The group agreed to the following actions:</p> <ul style="list-style-type: none"> <li>- The Delivery Assurance Team will contact Primary Care Commissioning (PCC) to seek specialist advice as to whether a remedial notice can be issued whilst there is an ongoing NHS Resolution</li> <li>- The Delivery Assurance Team will process Remedial Notice if guidance from the PCC supports this outcome.</li> </ul> <ul style="list-style-type: none"> <li>Incorporation Request – Mr M A Powell &amp; Mr H Sarwar – Mr. Powell and Mr. Sarwar are currently operating as a partnership, and the request received was to incorporate the GDS contract to Briercliffe Road Dental Practice Limited (Company number: 06850058).</li> </ul> <p>The group approved the request conditional to the following recommendations:</p>	
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	<ul style="list-style-type: none"> <li>- The inclusion of Clause 7 – Guarantee within the Novation Agreement for a period of 5 years from the date of novation.</li> <li>- Clarify the contractual opening hours under Clause 65 within the GDS contract.</li> <li>- Removal of Clause 26</li> </ul> <ul style="list-style-type: none"> <li>• National Urgent Dental Incentive Scheme 2025 – 2026 – A report was presented to request approval to utilise further budget surpluses arising within the ringfenced dental budgets, in addition to those already approved, to provide additional financial support and capacity to providers to achieve the following key national and local performance targets of the ICB: <ul style="list-style-type: none"> <li>- Urgent dental appointments – allowing providers signing up to the incentive scheme to over perform up to 110%</li> <li>- Waiting List – allowing primary care orthodontic providers to over perform up to 110% to reduce the increasing waiting list for primary care orthodontics services.</li> </ul> </li> </ul> <p>The group has reviewed the request to over perform, and recommends to the sub-committee that approval is granted. This will be done via a separate report which will be submitted to the sub-committee for approval.</p> <ul style="list-style-type: none"> <li>• Contract Changes and Contract Hand backs – October 2025 – The Primary Care Sub-committee are assured that all processes and contractual changes made by the Delivery Assurance Team are in line with the regulations and the delegated authority for the Dental Services Group.</li> </ul>	
	<p><u>Pharmaceutical Services Group</u></p> <ul style="list-style-type: none"> <li>• DSP application – AYP Healthcare Ltd - An application has been received from AYP Healthcare Ltd requesting to operate a distance selling pharmacy at 160 – 164 Lancaster Road North, Preston, PR1 2PZ.</li> </ul> <p>The Group considered the application alongside the pharmacy regulations and found that it did not meet them. The application has been refused.</p> <ul style="list-style-type: none"> <li>• DSP application – BDP Group - An application has been received from BDP Group requesting to operate a distance selling pharmacy at 9 Trafalgar Street, Burnley, BB11 1TQ.</li> </ul> <p>The Group considered the application alongside the pharmacy regulations and found that it did not meet them. The application has been refused.</p> <ul style="list-style-type: none"> <li>• DSP application – Fylde Healthcare - An application has been received from Fylde Healthcare requesting to operate a distance selling pharmacy at Ground Floor, Fylde House, Brookfield Street, Preston, Lancashire, PR1 1NR.</li> </ul> <p>The Group considered the application alongside the pharmacy regulations and found that it did not meet them. The application has been refused.</p> <ul style="list-style-type: none"> <li>• DSP application – SEDR Group - An application has been received from SEDR</li> </ul>	

	<p>Group requesting to operate a distance selling pharmacy at Unit 9005, Venture House, 7 – 9 Lund Street, Preston, PR1 1YH</p> <p>The Group considered the application alongside the pharmacy regulations and found that it did not meet them. The application has been refused.</p> <ul style="list-style-type: none"> <li>• No Significant Change Relocation – Layton Healthcare - An application has been received from Layton Healthcare Ltd requesting a no significant change relocation from 200 Kingscote Drive, Blackpool, FY3 7EN to 9 Westcliffe Drive, Blackpool, FY3 7BJ.</li> </ul> <p>The Group considered the application alongside the pharmacy regulations and found that it met them. The application was approved.</p> <ul style="list-style-type: none"> <li>• Changes of Ownership - The Contract Manager is making decisions in line with the Pharmacy Policy Handbook.</li> </ul> <p><u>Primary Care Capital Group</u></p> <ul style="list-style-type: none"> <li>• General Practice – Notional Rent Revaluations - The group reviewed the District Valuation Offices' tri-annual reports for notional rents for several practices. All revaluations were approved and are reported in line with the Premises Cost Directions (2013 or 2024). The group reviewed and approved the application for reimbursement of Stamp Duty Land Tax; the practice was supported through the whole process to relocate and sign a lease with CHP and was fully compliant with the PCD24 guidance and the ICB internal processes.</li> <li>• Improvement Grant – Griffin Lodge - The group reviewed the application for a small Section 2 Part 1 grant to be awarded to fund the initial costs relating to the Griffin Lodge project, specifically the design fees and planning costs. This is a CCG legacy scheme, due to the value of the grant the proposal is tabled under a separate paper requesting approval to award by the committee as it exceeded the values delegated to the capital group.</li> </ul> <p>Subject to a separate report to the Sub-committee requesting approval.</p> <p>Each of the service groups have conducted their business in line with their Terms of Reference.</p> <p><b>The Primary Care Contracts Sub-Committee received and noted the Alert, Assure and Advise (AAA) reports from the four Primary Care groups.</b></p>	
088	<p><u>Any Other Business</u></p> <p>There was no further business.</p> <p>Part 1 of the meeting closed at 11:45</p>	
089	<p><u>Date, Time and Venue of Next Meeting</u></p> <p>08 January 2026, 11:00 – 13:00 via MS Teams</p>	