

## Action Log – Primary Care Commissioning Committee – 20 July 2023 - **PART 1**

Date of Meeting	Name	Action	Done (✓)	Timescale
8 June 2023	Louise Talbot	<b>List of Named Deputies</b> Request named deputies to members, include on the committee register of interests, inform the committee Chair and advise of any changes on an ongoing basis.	✓	Propose to close off action but ongoing
8 June 2023	Louise Talbot	<b>Committee Register of Interests</b> Maintain and ensure up to date in order that decision-making can be made as relevant.	✓	Propose to close off action but ongoing
8 June 2023	Debra Atkinson/ Peter Tinson/ Louise Talbot	<b>Committee Membership/Regular Participants</b> <ul style="list-style-type: none"> <li><b>Membership</b> <ul style="list-style-type: none"> <li><b>Second Lay Member</b> will be the Deputy Chair and appointment to the role was awaited.</li> <li><b>Head of Delivery Assurance</b> – currently vacant</li> </ul> </li> <li><b>Regular Participants:</b> <ul style="list-style-type: none"> <li><b>Healthwatch Representative</b> – being progressed - <b>Confirmed</b></li> <li><b>Clinical Advisor for Ophthalmic Services</b> – currently vacant</li> </ul> </li> </ul>	✓	To be completed as soon as possible
8 June 2023	Louise Talbot	<b>Rationale for Items in a Part 2 Meeting</b> Retain a record	✓	Propose to close off action but ongoing
8 June 2023	Debra Atkinson	<b>Risks and Assurances</b> Risks within the ToR - committee to understand how the different risk registers are formulated in order that they are sighted on risks and have assurances accordingly. The PCCC would receive all risks relating to primary care on a quarterly basis and the ICB Board would receive the Board Assurance Framework. There needed to be interlinks with submission dates and a report would be provided at the next committee meeting.  <b>Update: Risk Management report to be regularly submitted to the committee.</b>	✓	Propose to close off action/regular reporting noted
	Louise Talbot	The frequency would be scheduled on the committee workplan.	✓	

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8 June 2023	Peter Tinson/ Neil Greaves	<b>Communicating PCCC Operating Model</b> Communicating the arrangements to all four contractor groups would be undertaken in order to provide assurance to the committee.		Completed
	Amy Lepiorz	<b>Reporting Diagram</b> A stronger connection would be made to the Primary Care Quality Group and Quality Committee.		Completed
	Amy Lepiorz	Correction – Finance and Performance Committee NOT Finance and Procurement Committee	✓	Completed
8 June 2023	Neil Greaves	<b>Terms of Reference Supporting the Groups of the Committee</b> More detail regarding involvement and engagement on decisions in the decision-making matrix to be submitted to the July meeting of the committee. Helpful to continue to test with the public to gain their valuable feedback. Noted that it was intended to co-produce with the public and test and engage with areas and groups including the ICB's Public Involvement and Engagement Advisory Committee (PIEAC).  <b>Update: Further work to be undertaken to complete the action including engagement work.</b>		To be advised
8 June 2023	Louise Talbot	<b>Committee Workplan 2023/24</b> Quarterly Reviews with Group Chairs – add to workplan Triple A to be in full, ie, Alert, Advise and Assure	✓	Completed
8 June 2023	John Gaskins/ Neil Greaves	<b>Primary Care Finance Report</b> Headline information on which budget lines the committee has oversight of (GP, dental, community pharmacy and optometry budgets) to be included in the reports and on the website.		July/August 2023
		Communications and Engagement Team to work with the Finance Team to clarify the delegated budgets and relating funding streams so that the public has a clear line of sight.	✓	Completed
	All authors of papers	Important that the committee has assurance when decisions are made that the funding is available to make those decisions and should always be included within papers and recommendations.	✓	Propose to close off action but ongoing

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8 June 2023	Neil Greaves	<b>Public Understanding of Reports</b> Ensure the public is supported to have a clear understanding of the information contained within the agenda and papers. Neil Greaves and the team to review and seek feedback.		Ongoing
8 June 2023	Neil Greaves/ Louise Talbot	<b>Rolling List of Ideas - Improvements</b> A rolling list of ideas for improvement would be captured and held to review.	✓	Ongoing
8 June 2023	Neil Greaves/ Sarah Mattocks/ Louise Talbot	<b>Future Meeting Venues</b> To be arranged and consideration attempt holding meetings in pertinent geographical arrangements as determined by the meeting agendas.		Ongoing
Escalation from the ICB Quality Committee 21 June 2023	David Levy/ Peter Tinson	<b>Dental Contracting and Service Provision - Escalated from the Quality Committee</b> Recognised that access to services, waiting times and inequalities are all challenges. Contracting and provision to be developed by primary care commissioning and overseen by the Primary Care Commissioning Committee with a view for the plan to return to the Quality Committee in January/February 2024. The matter has been escalated to the Board (5 July 2023) via the committee escalation report as an alert.  Escalate to the Primary Care Commissioning Committee for further scrutiny and development in September.		14 September 2023 meeting