

## Primary Care Joint Commissioning Committee Actions Log

### Open Items

| Action No | Date of meeting | Minute Number | Item                                                                                                                                                                                         | By When       | By Whom                      | Action Update                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 35        | 02.08.16        | PCC176        | <p><b>Premises Charges</b><br/>Ms Nicholls to look into support available to GP practices with increased premises charges and provide an update at the September 2016 Committee meeting.</p> | December 2016 | Gill Shelley / Anna Nicholls | <p>06.09.16 - Mr Hastings agreed to chase Anna Nicholls regarding this action.<br/>04.10.16 - Ms Shelley confirmed that details on the management of transitional funding are to be confirmed and would provide an update at the next meeting.</p> <p><b>01.11.16</b> - It was advised NHSE are still awaiting the financial processes, Ms McGee agreed to take back to Charmaine Hawker as its non-recurrent funding for this financial year 2016/2017.</p> |
| 37        | 06.09.16        | PCC186a       | <p><b>NHS England Update – Primary Care Update</b><br/>Primary Care Commissioning Activity return to be shared with the Committee in October 2016.</p>                                       | December 2016 | Mike Hastings                | <p>04.10.16 – Mr Hastings to contact the Deputy Head of Primary Care at NHS England to share a copy of the final submission with the Committee.</p> <p><b>01.11.06</b> - Mr Hastings agreed to chase.</p>                                                                                                                                                                                                                                                    |
| 41        | 04.10.16        | PCC211        | <p><b>Vertical Integration</b><br/>That the minutes from the VI assurance meeting on 3 October 2016 be shared with the Committee.</p>                                                        | December 2016 | Mike Hastings                | <p><b>01.11.16</b> - Mr Hastings confirmed the minutes from the VI assurance visit had not been received once provided they will be shared with the Committee.</p>                                                                                                                                                                                                                                                                                           |
| 43        | 04.10.16        | PCC214        | <p><b>WCCG Primary Care Workforce Draft Strategy</b><br/>Ms Garcha to confirm how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis.</p>        | December 2016 | Manjeet Garcha               | <p><b>01.11.16</b> - Ms Garcha confirmed a sense check had been undertaken on the data and that 2 out of the 3 VI's had been included within the analysis. Ms Garcha had been unable to speak with the author who undertook the analysis to ask</p>                                                                                                                                                                                                          |

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|    |          |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |              | the question regarding the method of recording and confirmed to feed this back at the next meeting. |
| 44 | 01.11.16 | PCC234b | <p><b>Application to Close Brach Surgery</b></p> <p>An addendum or revised business case to the December meeting on the progress of the previous business case and give further assurance on what support would be available from the practice to patients during the closure. The business case needs to state categorically that there is no expectation of patients to access services from Bilston or move to an Intrahealth practice, rather that they can exercise free patient choice.</p>       | December 2016 | Gill Shelley |                                                                                                     |
| 45 | 01.11.16 | PCC234b | <p><b>Application to Close Brach Surgery</b></p> <p>Further work is required to inform the patient body on the following;</p> <ul style="list-style-type: none"> <li>a) of the reason for closure i.e. CQC, failure of building and prohibited costs of renovation and the current closure due to recent maintenance event regarding infection prevention and lack of hot water etc.</li> <li>b) to answer the petition participants concerns and have a further public meeting if required.</li> </ul> | December 2016 | NHS England  |                                                                                                     |

## Closed Items

| Action No | Date of meeting | Minute Number | Item                                                                                                                                                                                                                                                                                                                                                                                                                       | By Whom        | Date Closed     | Action Update                                                                                                                                                                                                                                                            |
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| 1         | 03.12.15        | PCC04         | <p><b>Proposed amendments to Committee Terms of Reference</b></p> <p>That the 3 GP Locality Leads will attend on a rotational basis for the next 12 months. Mr McKenzie to inform Locality Leads of this arrangement.</p>                                                                                                                                                                                                  | Peter McKenzie | 14 January 2016 | Action complete                                                                                                                                                                                                                                                          |
| 2         | 03.12.15        | PCC04         | <p><b>Proposed amendments to Committee Terms of Reference</b></p> <p>That the review of the Committee Terms of Reference be in line with the two window a year permitted by NHS England for the CCG's constitution to be amended.</p>                                                                                                                                                                                      | Peter McKenzie | 14 January 2016 | Action complete                                                                                                                                                                                                                                                          |
| 3         | 03.12.15        | PCC05         | <p><b>Primary Care Commissioning Operations Management Group Terms of Reference</b></p> <p>That the Care Quality Commission will be invited to future meetings of this Group.</p>                                                                                                                                                                                                                                          | Mike Hastings  | 14 January 2016 | 14.01.16 – Mike Hastings confirmed that he has spoken to the Head of Quality and Risk at the CCG to confirm local CQC Lead contact details.                                                                                                                              |
| 4         | 03.12.15        | PCC06         | <p><b>Upcoming Issues for Provisional Work Programme</b></p> <p>That the Showell Park Procurement be brought to a 2016 Committee meeting for decision. Ms Nicholls to confirm appropriate meeting date.</p>                                                                                                                                                                                                                | Anna Nicholls  | 14 January 2016 | 14.01.16 – Anna Nicholls confirmed that the Showell Park Procurement will be brought to the Private Session of the Primary Care Joint Commissioning Committee in March 2016.<br>01.03.16 - It was noted that this item is on the private Committee agenda for discussion |
| 5         | 03.12.15        | PCC07         | <p><b>Standard Agenda item and regular reporting requirements</b></p> <p>That the following items be included as standing items on the agenda:</p> <ul style="list-style-type: none"> <li>• NHS England Update</li> <li>• NHS England Finance Update</li> <li>• Wolverhampton CCG Update</li> <li>• Primary Care Delivery Board Update</li> <li>• Primary Care Commissioning Operations Management Group Update</li> </ul> | Jane Worton    | 14 January 2016 | 14.01.16 – Standard items will be included from February 2016 onwards.                                                                                                                                                                                                   |

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| 6  | 03.12.15 | PCC07 | <p><b>Standard Agenda item and regular reporting requirements</b></p> <p>That Charmaine Hawker, Assistant Head of Finance - Primary Care, from NHS England Finance is invited to attend future Committee meetings.</p>                                                                                        | Jane Worton       | 14 January 2016 | 14.01.16 – Confirmed that Charmaine Hawker had been invited to attend future Committee meetings.                                                                                                                                                                                                                                                                                                |
| 7  | 03.12.15 | PCC08 | <p><b>Arrangements for future meetings</b></p> <p>That the first public meeting of this Committee will take place in March 2016.</p>                                                                                                                                                                          | Peter McKenzie    | 2 February 2016 | 02.02.16 - It was noted the schedule of Committee dates for 2016/17 have now been diarised. Item closed.                                                                                                                                                                                                                                                                                        |
| 8  | 14.01.16 | PCC17 | <p><b>Proposed Amendments to Committee Terms of Reference</b></p> <p>That the February 2016 WCCG Governing Body Meeting and Sub Regional Team will receive an Executive Summary from this Committee.</p>                                                                                                      | Pat Roberts       | 2 February 2016 | 02.02.16 - It was confirmed that the executive summary is now complete and will be forwarded to David Williams at NHS England. Item closed.                                                                                                                                                                                                                                                     |
| 9  | 14.01.16 | PCC18 | <p><b>Primary Care Commissioning Operations Management Group Terms of Reference</b></p> <p>That the March 2016 Committee Meeting receive an update from the PCCOMG Meeting on 16 February 2016.<br/>That the risk register and Mike Hastings change in role title is reflected in the Terms of Reference.</p> | Peter McKenzie    | 2 February 2016 | 02.02.16 - The updated Terms of Reference were discussed and the amendments agreed. Item closed.                                                                                                                                                                                                                                                                                                |
| 10 | 14.01.16 | PCC19 | <p><b>Upcoming Issues for Provisional Work Programme</b></p> <p>That the draft Primary Care Strategy is to be shared with NHS England.</p>                                                                                                                                                                    | Margaret Chirgwin | 2 February 2016 | 02.02.16 - It was confirmed that Margaret Chirgwin (WCCG) had shared the Primary Care Strategy with NHS England. Item closed.                                                                                                                                                                                                                                                                   |
| 11 | 14.01.16 | PCC19 | <p><b>Upcoming Issues for Provisional Work Programme</b></p> <p>That NHS England share the Operational Plan template with the Committee.</p>                                                                                                                                                                  | May 2016          | NHS England     | <p>02.02.16 - It was noted that the planning return will be brought to the next Committee Meeting.</p> <p>05.04.16 - It was noted that the reporting template will be brought to the May Committee meeting following the next planning deadline.</p> <p>03.05.16 - It was noted that Ms Shelley would raise the reporting template query with NHS England and report back to the Committee.</p> |

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|    |          |       |                                                                                                                                                                                      |                  |                              | 07.06.16 - Ms Shelley reported she had raised the reporting template query with NHS England and they no longer have this template. It was agreed to close the action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 12 | 14.01.16 | PCC21 | <b>NHS England Finance Update</b><br>That an update on financial planning will be presented to the Committee in February 2016.                                                       | Charmaine Hawker | 2 February 2016              | 02.02.16 – The update on financial planning was provided. Item closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13 | 14.01.16 | PCC21 | <b>Capital Review Group / Strategic Estates Forum</b><br>That the Capital Review Group / Strategic Estates Forum minutes be reported to the PCCOMG Meetings.                         | Jane Worton      | 2 February 2016              | 02.02.16 - Item included on this meeting's agenda for discussion. Item closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14 | 14.01.16 | PCC21 | <b>WCCG Estates Strategy</b><br>That the final Estates Strategy be brought to a future Committee Meeting.                                                                            | Mike Hastings    | 5 April 2016                 | 05.04.16 - It was noted that this item is on the private Committee agenda for discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 15 | 02.02.16 | PCC38 | <b>West Midlands MOU for the Primary Care Hub</b><br>That the MOU be updated and signed off at the March 2016 Governing Body Meeting and Primary Care Joint Commissioning Committee. | May 2016         | Mike Hastings / Gill Shelley | 01.03.16 – The Committee approve the West Midlands MOU for Primary Care Hub subject to an additional quality element being added. That the MOU will be signed off at the March 2016 Public WCCG Governing Body Meeting.<br>05.04.16 - Ms Shelley to confirm amendments with regard to the status of WCCG commission of Primary Care as requested by the Governing Body NHS England colleagues and bring the final MOU to the May Committee meeting.<br>03.05.16 - Mr Hastings informed the Committee that the MOU has now been signed off by Wolverhampton CCG Governing Body and is currently being reviewed internally prior to being submitted to NHS England by 6 May 2016.<br>07.06.16 - Mr Hastings informed the Committee the MOU has now been signed off by Wolverhampton CCG Governing Body and has been submitted to NHS England. |

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|    |          |       |                                                                                                                                                                                                                                                                                                                                           |                  |              | The Committee agreed to close the action.                                                 |
| 16 | 02.02.16 | PCC42 | <b>Pharmacy First</b><br>That the Pharmacy First information be circulated to the Committee.                                                                                                                                                                                                                                              | Jane Worton      | 1 March 2016 | 01.03.16 - It was noted that the information was circulated to the Committee on 11.02.16. |
| 17 | 02.02.16 | PCC37 | <b>Financial Planning</b><br>A further report to be brought to the next Committee meeting.                                                                                                                                                                                                                                                | Charmaine Hawker | 1 March 2016 | 01.03.16 - It was noted that this report is included on the agenda for discussion.        |
| 18 | 01.03.16 | PCC53 | <b>Minutes of the Meeting Held on 2 February 2016</b><br><br>That the minutes of the previous meeting held on 14 January 2016 be approved as an accurate record subject to the following amendments.<br><br>(PCC39) Spelling of Alistair McIntyre to be amended to Alastair.<br><br>(PCC40) Amendment of PCCOMG Meeting to PCOMG Meeting. | Jane Worton      | 5 April 2016 | 05.04.16 – Amendments made.                                                               |
| 19 | 01.03.16 | PCC54 | <b>Primary Care Models</b><br><br>An update report on Primary Care Home and vertical integration models will be brought to the next Committee meeting.                                                                                                                                                                                    | Mike Hastings    | 5 April 2016 | 05.04.16 - It was noted that this item is on the Committee agenda for discussion.         |
| 20 | 01.03.16 | PCC61 | <b>Primary Care Commissioning Operations Management Group (PCOMG) Update</b><br><br>That the next PCOMG update is created in the form of an overarching assurance report subject to any practice specific confidential information being discussed in private.                                                                            | Mike Hastings    | 5 April 2016 | 05.04.16 - It was noted that this item is on the Committee agenda for discussion.         |

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| 21 | 01.03.16 | PCC61  | <p><b>Pharmaceutical Involvement in Primary Care</b></p> <p>That following discussion at the January 2016 Committee Meeting around the pharmaceutical involvement in primary care it was noted that Mr Blankley would attend future PCOMG meetings to drive this forward.</p> | Mike Hastings / Jeff Blankley | 5 April 2016                    | 05.04.16 - It was noted that Mr Blankley now attends the PCOMG meetings.                                                                                                                                                   |
| 22 | 05.04.16 | PCC77  | <p><b>NHS England Update</b></p> <p>That a short report will be provided by NHSE outlining any activity throughout the month which impacts on Wolverhampton primary care.</p>                                                                                                 | May 2016                      | Alastair McIntyre / Gill Shelly | 03.05.16 - The NHS England Update was included on this meeting's agenda. Item closed.                                                                                                                                      |
| 23 | 05.04.16 | PCC78  | <p><b>NHS England Finance Update</b></p> <p>That a report will be produced for the May 2016 Committee Meeting to outline the full schedule for the 2016/17 budget.</p>                                                                                                        | May 2016                      | Charmaine Hawker                | 03.05.16 - The NHS England Finance Update was included on this meeting's agenda. Item closed.                                                                                                                              |
| 24 | 03.05.16 | PCC100 | <p><b>GP Communication</b></p> <p>That GP communication methods should be discussed at the next Primary Care Operational Management Group meeting.</p>                                                                                                                        | June 2016                     | Mike Hastings                   | 07.06.16 - Mr Hastings confirmed with the Committee it has been agreed until the Wolverhampton Clinical Commissioning Group (WCCG) are full delegated all correspondence will continue by NHS England.                     |
| 25 | 03.05.16 | PCC101 | <p><b>PMS Premium Schemes</b></p> <p>That the CCG Strategy and Transformation Team will provide a report to the June 2016 Committee Meeting outlining the PMS Premium schemes.</p>                                                                                            | June 2016                     | Sharon Sidhu                    | 07.06.16 - PMS Premium Schemes included on the Private Primary Care Joint Commissioning Committee meeting agenda.                                                                                                          |
| 26 | 03.05.16 | PCC103 | <p><b>Protected Learning Time for GPs</b></p> <p>That the CCG will explore protected learning time options for GPs and update the Committee.</p>                                                                                                                              | August 2016                   | Mike Hastings / Steven Marshall | 07.06.016 - Mr Marshall noted further discussions need to take place to determine the details and requirements for protected learning time for GPs. It was agreed a further update would be provided for the next meeting. |

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|    |          |        |                                                                                                                                                                                                                                                                                                         |                              |                                        | 05.07.06 - Mr Marshall reported the Protected Learning Time for GPs is part of the GP Forward View and suggested this is included the full summary report update due at the next Committee meeting. August Agenda Item.<br>02.08.16 – Action covered within Primary Care Forward View. Item closed. |
| 27 | 07.06.16 | PCC121 | <b>Terms of Reference</b><br>The Committee agreed to review the Terms of Reference in September 2016                                                                                                                                                                                                    | September 2016               | Peter McKenzie                         | 05.07.16 - This agenda item is due to be presented at the September Committee Meeting. Presented at the September meeting - action closed.                                                                                                                                                          |
| 28 | 07.06.16 | PC122  | <b>NHS England Update – Primary Care Update</b><br>Ms Shelley agreed to feedback to Ms Skidmore how the WCCG can be involved in the work around recruiting and retaining workforce.                                                                                                                     | August 2016                  | Gill Shelley                           | 05.07.16 - Ms Nicholls reported they are still awaiting a response and agreed to report back at the next Committee meeting. August Update.<br>02.08.16 – Action covered on meeting agenda. Item closed.                                                                                             |
| 29 | 07.06.16 | PC124  | <b>Wolverhampton CCG Update</b><br>Mr Marshall agreed to bring back to the August Meeting an update on the WWCG response to the GP Forward View.<br><br>Mr Marshall agreed to develop and share a model of how the third sector organisations and other providers will link into Primary Care Services. | August 2016<br><br>July 2016 | Steven Marshall<br><br>Steven Marshall | 05.07.16 – Mr Marshall agreed to provide a report on the WCCG response to the Primary Care Forward View at the August meeting.<br>02.08.16 – Item on meeting agenda and closed.<br><br>05.07.16 - Better Care Fund – Third Sector Organisations report was on the agenda. Item closed.              |
| 30 | 05.07.16 | PCC147 | <b>NHS England Update – Primary Care Update</b><br>Ms Nicholls agreed to clarify and report back to Dr Helen Hibbs in relation to impact of the new partner joining MGS Medical Practice (Dr Bagary) as they are involved in the vertical integration pilot.                                            | August 2016                  | Anna Nicholls                          | 02.08.16 – Ms Nicholls confirmed that the process of adding and removing partners from practices which are involved in vertical integration remained the same as the contract is held by the partnership and not RWT.                                                                               |
| 31 | 02.08.16 | PCC174 | <b>Wolverhampton CCG Update</b><br>Mr Hastings to respond to Wolverhampton LMC queries within 7 days.                                                                                                                                                                                                   | September 2016               | Mike Hastings                          | 06.09.16 - Mr Hastings confirmed he had responded to Wolverhampton LMC queries within in the 7 day deadline. Action closed.                                                                                                                                                                         |



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| 32 | 02.08.16 | PCC174  | <b>Primary Care Support England (PCSE)</b><br>Communication to go out to all practices requesting PCSE feedback.                                                                                                                              | September 2016 | Jane Worton                  | 06.09.16 - Ms Worton confirmed an e-mail went out to all Practice Managers on the 11 <sup>th</sup> August requesting PCSE feedback. All the responses had been collated and sent to NHS England where the information will be discussed in a forum meeting between Capita Services and NHS England. It was confirmed any feedback would be escalated back to the CCG s this could be fed back to the GP Practices. Action closed. |
| 33 | 02.08.16 | PCC175  | <b>GP Peer Review</b><br>Ms Garcha to present the GP Peer Review Terms of Reference at the September 2016 Committee meeting.                                                                                                                  | September 2016 | Manjeet Garcha               | 06.09.16 - It was noted this item was on the meeting agenda. – Action closed.                                                                                                                                                                                                                                                                                                                                                     |
| 34 | 02.08.16 | PCC176  | <b>Acute Discharge Process</b><br>Mr Blankley to meet with Dee Harris to review the prescribing aspect of the acute discharge process.                                                                                                        | September 2016 | Jeff Blankley                | 06.09.16 - Mr Blankley confirmed he had met with Dee Harris and discussions have commenced regarding prescribing within the acute discharge process. – Action closed.                                                                                                                                                                                                                                                             |
| 36 | 02.08.16 | PCC177  | <b>Workforce Strategy</b><br>Ms Garcha to bring an update on the Workforce Strategy, with specific reference to GP growth, to the October 2016 meeting.                                                                                       | October 2016   | Manjeet Garcha               | 06.09.16 - This item is due to be presented at the October meeting.<br>04.10.16 - It was noted that this item is on the agenda for discussion. Item closed.                                                                                                                                                                                                                                                                       |
| 38 | 06.09.16 | PCC186b | <b>NHS England Update – Primary Care Update</b><br>Mr Hastings agreed to report back if the CCG had/or needed to make a response on the GP Resilience Programme document.                                                                     | October 2016   | Mike Hastings                | 04.10.16 - Mr Hastings informed the Committee that an details on the GP Resilience Programme was included in the Wolverhampton CCG Update on the agenda. Item closed.                                                                                                                                                                                                                                                             |
| 39 | 04.10.16 | PCC209  | <b>NHS England GP Resilience Programme (GPRP)</b><br>Ms Shelley agreed to confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received. | November 2016  | Gill Shelley / Anna Nicholls | Ms Shelley will confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received.<br><b>01.11.16</b> - Ms Shelley has confirmed there is only 1 practice for Wolverhampton on the GPRP programme. Action agreed to be closed.                                                                                                   |

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| 40 | 04.10.16 | PCC209 | <b>WCCG Primary Care Workforce Draft Strategy</b><br>Ms Garcha stated that there had been difficulty in confirming an NHS England lead for this work and Ms Shelley agreed to confirm details and feedback. | November 2016 | Gill Shelley /<br>Anna Nicholls | 01.11.16 - Ms Garcha had been in touch with Jacqueline Barns regarding an NHS England Lead for Primary Care Workforce. Action agreed to be closed.                                                                                                                                                                                                                                                                                    |
| 42 | 04.10.16 | PCC213 | <b>Patient Engagement</b><br>That Ms Shelly would confirm the level of patient engagement required when a practice was merging / closing.                                                                   | November 2016 | Gill Shelley /<br>Anna Nicholls | 01.11.16 - Ms Shelley advised the level of patient engagement is not in the contract as to what's relevant/appropriate to the number of patients and the changes being made within the practice. They would expect the level of engagement to be proportionate to the level of change. It was highlighted the WCCG have a policy in place for engagement and this should be followed around the proportionate of change taking place. |
| 44 | 04.10.16 | PCC215 | <b>Social Prescribing Report</b><br>Ms Skidmore to feedback Mr McIntosh's queries to Andrea Smith.                                                                                                          | November 2016 | Claire Skidmore                 | 01.11.16 - Ms Skidmore confirmed she had spoken to Andrea Smith regarding Mr McIntosh's queries. Action to be closed.                                                                                                                                                                                                                                                                                                                 |