

Primary Care Joint Commissioning Committee Actions Log

Open Items

Action No	Date of meeting	Minute Number	Item	By When	By Whom	Action Update
35b	08.02.17	PCC302a	Premises Charges (Rent Reimbursement)	May 2017	NHS England	<p>08.02.17 - Awaiting the new cost directives to provide clarity on rent reimbursement in relation to when Practices allow other service providers to be use their rooms such as midwives.</p> <p>07.03.17 - NHS England confirmed they are still awaiting the new cost directives and have been informed they should receive this in April 2017. This will help to provide clarity on rent reimbursement in relation to when Practices allow other service providers using their rooms such as midwives.</p> <p>04.04.17 - NHS England confirmed they are still awaiting the new cost directives and will inform the CCG once this has been received. This will help to provide clarity on rent reimbursement in relation to when Practices allow other service providers using their rooms such as midwives.</p> <p>06.06.17 - The Committee was informed that the cost directives have been put on hold due to purdah. Action to remain open.</p> <p>07.06.17 – Action to remain open cost directives still awaited.</p>

Primary Care Commissioning Committee Actions Log (public)

Action No	Date of meeting	Minute Number	Item	By When	By Whom	Action Update
03	04.07.17	WPCC71	Pharmacy First Scheme Report It was agreed David Birch to provide information of the service which can be presented to the Practice Managers forum.	August 2017	David Birch	
04	04.07.17	WPCC72	Primary Care Quality Report The quality report to ensure that it is made clear that the Complaints to NHS England are the formal complaints and this does not include the complaints managed by GP Practices.	August 2017	Manjeet Garcha	

Closed Items - Primary Care Commissioning Committee Actions Log (Public)

Action No	Date of meeting	Minute Number	Item	By Whom	Date Closed	Action Update
01	02.05.17	WPCC31	Extended Opening Hours Schemes Joint Evaluation Report Ms Southall agreed to review attendance data for A&E to determine the level of demand from May 2016 to May 2017 focusing on each bank holiday period.	July 2017	Sarah Southall	04.07.17 – Action closed information provided at the meeting.
02.	06.06.17	WPCC52	Application to close Branch Site – Dunkley Street Ms Shelley to review the option of a coms strategy to support the patients and closure of the surgery.	July 2017	Gill Shelley	04.07.17 – Action closed update provided at the meeting.

Closed Items - Primary Care Joint Commissioning Committee Actions Log

Action No	Date of meeting	Minute Number	Item	By Whom	Date Closed	Action Update
1	03.12.15	PCC04	Proposed amendments to Committee Terms of Reference 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.	Peter McKenzie	14 January 2016	Action complete
2	03.12.15	PCC04	Proposed amendments to Committee Terms of Reference 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.	Peter McKenzie	14 January 2016	Action complete
3	03.12.15	PCC05	Primary Care Commissioning Operations Management Group Terms of Reference That the Care Quality Commission will be invited to future meetings of this Group.	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	Upcoming Issues for Provisional Work Programme That the Showell Park Procurement be brought to a 2016 Committee meeting for decision. Ms Nicholls to confirm appropriate meeting date.	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. 01.03.16 - It was noted that this item is on the private Committee agenda for discussion
5	03.12.15	PCC07	Standard Agenda item and regular reporting requirements That the following items be included as standing items on the agenda: <ul style="list-style-type: none"> • NHS England Update • NHS England Finance Update • Wolverhampton CCG Update 	Jane Worton	14 January 2016	14.01.16 – Standard items will be included from February 2016 onwards.

			<ul style="list-style-type: none"> Primary Care Delivery Board Update Primary Care Commissioning Operations Management Group Update 			
6	03.12.15	PCC07	Standard Agenda item and regular reporting requirements That Charmaine Hawker, Assistant Head of Finance - Primary Care, from NHS England Finance is invited to attend future Committee meetings.	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	Arrangements for future meetings That the first public meeting of this Committee will take place in March 2016.	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	Proposed Amendments to Committee Terms of Reference That the February 2016 WCCG Governing Body Meeting and Sub Regional Team will receive an Executive Summary from this Committee.	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	Primary Care Commissioning Operations Management Group Terms of Reference That the March 2016 Committee Meeting receive an update from the PCCOMG Meeting on 16 February 2016. That the risk register and Mike Hastings change in role title is reflected in the Terms of Reference.	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	Upcoming Issues for Provisional Work Programme That the draft Primary Care Strategy is to be shared with NHS England.	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	Upcoming Issues for Provisional Work Programme That NHS England share the Operational Plan template with the Committee.	May 2016	NHS England	02.02.16 - It was noted that the planning return will be brought to the next Committee Meeting. 05.04.16 - It was noted that the reporting template will be brought to the May Committee meeting following the next planning deadline. 03.05.16 - It was noted that Ms Shelley

						would raise the reporting template query with NHS England and report back to the Committee. 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	NHS England Finance Update 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	Capital Review Group / Strategic Estates Forum 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	WCCG Estates Strategy 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	West Midlands MOU for the Primary Care Hub 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. 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. 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. 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. The Committee agreed to close the action.
16	02.02.16	PCC42	Pharmacy First 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	Financial Planning 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	Minutes of the Meeting Held on 2 February 2016 That the minutes of the previous meeting held on 14 January 2016 be approved as an accurate record subject to the following amendments. (PCC39) Spelling of Alistair McIntyre to be amended to Alastair. (PCC40) Amendment of PCCOMG Meeting to PCOMG Meeting.	Jane Worton	5 April 2016	05.04.16 – Amendments made.
19	01.03.16	PCC54	Primary Care Models 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	Primary Care Commissioning Operations Management Group (PCOMG) Update That the next PCOMG update is created in the form of an overarching assurance report subject to any practice specific confidential information being discussed	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the Committee agenda for discussion.

			in private.			
21	01.03.16	PCC61	<p>Pharmaceutical Involvement in Primary Care</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>NHS England Update</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>NHS England Finance Update</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>GP Communication</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>PMS Premium Schemes</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>Protected Learning Time for GPs</p> <p>That the CCG will explore protected learning time options for GPs and update</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

			the Committee.			learning time for GPs. It was agreed a further update would be provided for the next meeting. 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. 02.08.16 – Action covered within Primary Care Forward View. Item closed.
27	07.06.16	PCC121	Terms of Reference 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	NHS England Update – Primary Care Update 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. 02.08.16 – Action covered on meeting agenda. Item closed.
29	07.06.16	PC124	Wolverhampton CCG Update Mr Marshall agreed to bring back to the August Meeting an update on the WWCG response to the GP Forward View. 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 July 2016	Steven Marshall 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. 02.08.16 – Item on meeting agenda and closed. 05.07.16 - Better Care Fund – Third Sector Organisations report was on the agenda. Item closed.
30	05.07.16	PCC147	NHS England Update – Primary Care Update 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	Wolverhampton CCG Update 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.
32	02.08.16	PCC174	Primary Care Support England (PCSE) 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 th 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	GP Peer Review 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	Acute Discharge Process 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.
35a	02.08.16	PCC176	Premises Charges (Market Rent Reimbursement) Ms Nicholls to look into support available to GP practices with increased premises charges and provide an update at the September 2016 Committee meeting.	February 2017	Gill Shelley / Anna Nicholls	06.09.16 - Mr Hastings agreed to chase Anna Nicholls regarding this action. 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. 01.11.16 - 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. 06.12.16 - Ms Payton informed the Committee they are still seeking further advice as NHS England have not been notified and once this is received it will be

						<p>shared with the CCG.</p> <p>03.01.17 - It was confirmed NHS England are still awaiting further assurance from the National Guidance. It was agreed as the Local Medical Committee had raised this initial concern and the CCG needed to inform them of this position.</p> <p>08.02.17 - Ms Payton informed the Committee the National Team have developed local process and procedures. The application will be sent from The NHS England's Premises Team for circulation and should be returned to them once completed.</p> <p>07.03.17 - Ms Payton confirmed she had provided the contact details regarding accessing funding for NHS Property Services/Community Health Partnership Premises Charges. This information had been shared with Practices on the 2nd March 2017. Action closed.</p>
36	02.08.16	PCC177	<p>Workforce Strategy Ms Garcha to bring an update on the Workforce Strategy, with specific reference to GP growth, to the October 2016 meeting.</p>	October 2016	Manjeet Garcha	<p>06.09.16 - This item is due to be presented at the October meeting.</p> <p>04.10.16 - It was noted that this item is on the agenda for discussion. Item closed.</p>
37	06.09.16	PCC186a	<p>NHS England Update – Primary Care Update Primary Care Commissioning Activity return to be shared with the Committee in October 2016.</p>	February 2017	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>01.11.06 - Mr Hastings agreed to chase.</p> <p>06.12.16 - Mr Hastings confirmed the CCG had made the submission to NHE England and highlighted this would not cascade back to the CCG it was agreed to share what the</p>

						CCG had submitted to the Committee. 03.01.17 - Mr Hastings confirmed to send the CCG Primary Care Commissioning Activity return to the Committee following the meeting. shared with the Committee on the 4th January 2017.
38	06.09.16	PCC186b	NHS England Update – Primary Care Update 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	NHS England GP Resilience Programme (GPRP) 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. 01.11.16 - Ms Shelley has confirmed there is only 1 practice for Wolverhampton on the GPRP programme. Action agreed to be closed.
40	04.10.16	PCC209	WCCG Primary Care Workforce Draft Strategy 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 / 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.
41	04.10.16	PCC211	Vertical Integration That the minutes from the VI assurance meeting on 3 October 2016 be shared with the Committee.	February 2017	Mike Hastings	01.11.16 - Mr Hastings confirmed the minutes from the VI assurance visit had not been received once provided they will be shared with the Committee. 06.12.16 - Mr Hastings advised the CCG are still waiting for the minutes from the VI assurance visit. It was agreed Ms Shelley would chase the relevant department at NHS England.

						03.01.17 – Mr Hastings informed the Committee the CCG have received the minutes from the VI assurance visit and they will be circulated following the meeting. VI assurance visit minutes shared on the 4th January 2017
42	04.10.16	PCC213	Patient Engagement That Ms Shelly would confirm the level of patient engagement required when a practice was merging / closing.	November 2016	Gill Shelley / 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.
43	04.10.16	PCC214	WCCG Primary Care Workforce Draft Strategy Ms Garcha to confirm how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis.	December 2016	Manjeet Garcha	01.11.16 - 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 the question regarding the method of recording and confirmed to feed this back at the next meeting.
44	04.10.16	PCC215	Social Prescribing Report 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.
45	01.11.16	PCC234b	Application to Close Brach Surgery 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	December 2016	Gill Shelley	

			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.			
46	01.11.16	PCC234b	<p>Application to Close Brach Surgery Further work is required to inform the patient body on the following;</p> <p>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.</p> <p>b) to answer the petition participants concerns and have a further public meeting if required.</p>	December 2016	NHS England	
47	06.12.16	PCC259	<p>NHS England Finance Update Ms Skidmore agreed to review, sign and return the MOU to NHS England.</p>	January 2017	Claire Skidmore	03.01.17 - Ms Skidmore confirmed the MOU had been reviewed, signed and returned to NHS England. Closed.
48	06.12.16	PCC260	<p>Wolverhampton CCG Update Ms Southall and Ms Shelley to liaise following the meeting to ensure the pharmacy rota is incorporated within the pilot for extend opening hours at Group level.</p>	January 2017	Sarah Southall	03.01.17 - Mrs Southall advised the pilot for extended opening hours had been commenced on Christmas Eve and plans were submitted to NHS England on the 23rd December 2016. Closed.
49	03.01.17	PCC283	<p>Wolverhampton CCG Update Ms Southall to provide Evaluation Reports on extended opening hours at the March and May Meetings.</p>	May 2017	Sarah Southall	<p>08.02.17 - Ms Southall confirmed an evaluation report on the two extended opening hours scheme will be provided at the March and May Committee Meetings.</p> <p>07.03.17 - It was confirmed that Ms Southall</p>

						<p>will provide a joint evaluation report on the two extended opening hours scheme at the May Meeting.</p> <p>04.04.17 - It was confirmed that Ms Southall will provide a joint evaluation report on the two extended opening hours scheme at the May Meeting.</p> <p>02.05.17 – Action completed.</p>
50	08.02.17	PCC304	NHS England Finance Update The Month 10 position to be provided at the March Meeting.	March 2017	NHS England Finance	07.03.17 - The month 10 report has been provided and is on the agenda for discussion. Action closed.
51	08.02.17	PCC305	Wolverhampton CCG Update Mrs Southall to provide the General Practice Five Year Forward Plan to the March Meeting.	March 2017	Sarah Southall	07.03.17 - The General Practice Five Year Forward Plan has been provided and is an agenda item for discussion. Action closed.
52	08.02.17	PCC307	Primary Care Operational Management Group Meeting Mr McKenzie to provide a report to the March Meeting on the full delegation agreement as this will need formal sign off by the Committee.	March 2017	Peter McKenzie	07.03.17 - The full delegation agreement has been shared and is on the agenda. Action closed.
53	07.03.17	PCC329	Wolverhampton CCG Update Ms Cresswell agreed to review the numbers and details regarding those areas patients feel they are not being provided with patient choice and report back to Mr McKenzie.	April 2017	Tracy Cresswell	04.04.17 - Ms Cresswell to confirm the details regarding the specific areas where patients feel they are not being provided with patient choice at the May meeting. <p>02.05.17 – Action completed.</p>
54	07.03.17	PCC333	General Practice Forward View Implementation Plan Mr Marshall agreed to meet with Ms Jervis to ensure Public Health are sighted on the Primary Care programmes.	April 2017	Steven Marshall and Ros Jervis	04.04.17 - Ms Jervis confirmed they have discussed within a number of different forums regarding the Primary Care programme of work and Public Health are sighted on these developments. Action closed.

