

## Primary Care Joint Commissioning Committee Actions Log

### Open Items

Action No	Date of meeting	Minute Number	Item	By When	By Whom	Action Update
4	03.12.15	PCC06	<b>Upcoming Issues for Provisional Work Programme</b> That the Showell Park Procurement be brought to a 2016 Committee meeting for decision. Ms Nicholls to confirm appropriate meeting date.	March 2016	Anna Nicholls	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.
14	14.01.16	PCC21	<b>WCCG Estates Strategy</b> That the final Estates Strategy be brought to a future Committee Meeting.	April 2016	Mike Hastings	
15	02.02.16	PCC38	<b>West Midlands MOU for the Primary Care Hub</b> That the MOU be updated and signed off at the March 2016 Governing Body Meeting and Primary Care Joint Commissioning Committee.	March 2016	Mike Hastings	
16	02.02.16	PCC42	<b>Pharmacy First</b> That the Pharmacy First information be circulated to the Committee.	March 2016	Jane Worton	
17	02.02.16	PCC37	<b>Financial Planning</b> A further report to be brought to the next Committee meeting.	March 2016	Charmaine Hawker	

## Closed Items

Action No	Date of meeting	Minute Number	Item	By Whom	Date Closed	Action Update
1	03.12.15	PCC04	<b>Proposed amendments to Committee Terms of Reference</b> 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	<b>Proposed amendments to Committee Terms of Reference</b> 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	<b>Primary Care Commissioning Operations Management Group Terms of Reference</b> 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.
5	03.12.15	PCC07	<b>Standard Agenda item and regular reporting requirements</b> That the following items be included as standing items on the agenda: <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.
6	03.12.15	PCC07	<b>Standard Agenda item and regular reporting requirements</b> 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	<b>Arrangements for future meetings</b> That the first public meeting of this Committee will take place in March 2016.	March 2016	Peter McKenzie	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	<b>Proposed Amendments to Committee Terms of Reference</b> That the February 2016 WCCG Governing Body Meeting and Sub Regional Team will receive an Executive Summary from this Committee.	February 2016	Pat Roberts	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	<b>Primary Care Commissioning Operations Management Group Terms of Reference</b> 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.	March 2016	Peter McKenzie	02.02.16 - The updated Terms of Reference were discussed and the amendments agreed. Item closed.
10	14.01.16	PCC19	<b>Upcoming Issues for Provisional Work Programme</b> That the draft Primary Care Strategy is to be shared with NHS England.	February 2016	Margaret Chirgwin	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	<b>Upcoming Issues for Provisional Work Programme</b> That NHS England share the Operational Plan template with the Committee.	February 2016	Karen Helliwell	02.02.16 - It was noted that the planning return will be brought to the next Committee Meeting. Item closed.
12	14.01.16	PCC21	<b>NHS England Finance Update</b> That an update on financial planning will be presented to the Committee in February 2016.	February 2016	Charmaine Hawker	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> That the Capital Review Group / Strategic Estates Forum minutes be reported to the PCCOMG Meetings.	February 2016	Jane Worton	02.02.16 - Item included on this meeting's agenda for discussion. Item closed.