

**NHS RCCG**

**Primary Care Committee**

**Forward Programme**

**Key**

X = presented to PCC  
X-d = deferred from presenting date  
X - h = on hold due to Covid-19  
C = Cancelled

Meeting Date

Agenda agreed by:

Janet Wheatley delegated  
to Rachel Garrison

Sub Group Papers due by  
COP:

Committee Papers due by  
COP:

Papers circulated:

**STANDING ITEMS**

**Lead**

Apologies for absence	Chair
Declarations of Interest	Chair
Patient & public questions	Chair
Quoracy	Chair
Minutes of the previous meeting	Chair
Actions Log	Chair

**STRATEGIC DIRECTION**

**Lead**

Contract & Quality Visit Report	Rachel Garrison	Quarterly (On hold due to Covid-19) reinstate from August 2020
Dementia LES & Updates	Kate Tuffnell	01/10/2019 May 2020 on hold
Discretionary Payment of maternity leave (Blyth Road)	Sara Hartley	Apr-21
Enhanced Health in Care Homes	Jacqui Tuffnell	Annually June
Estates Strategy Update	Jacqui Tuffnell	Annually Sept
Friends & Family (FFT)	Rachel Garrison	6 monthly (Nationally suspended due to Covid-19)
GP Contract Agreement 2020/21 - 2023/24	Jacqui Tuffnell	As and when appropriate
GP Patient Survey 2019/20	J Tuffnell / Helen Wyatt	Annually Aug
Innovation Fund	Rachel Garrison	Jun-21
IT Strategy - Quarterly Update	Andrew Clayton	Changed to 6 Monthly from June 2021
LES Coverage	Sara Hartley / Julie Murphy	Annually Jun
LES Performance / Coverage	Sara Hartley / Julie Murphy	Annually Jan

LES Survey Report	Sara Hartley / Julie Murphy	Quarterly - deferred to Sep-20 (Covid-19)
MMT Annual Report	Stuart Lakin	Annually August
MMT Quarterly Update	Stuart Lakin	Quarterly
Post Payment Verification (PPV)	Sara Hartley	Annually Jun (deferred to Nov 20 re Covid-19)
Primary Care App	Jo Martin	As and when appropriate
Primary Care Committee Annual Report for NHSE	Rachel Garrison	Annually May
Primary Care Dashboard	Sara Hartley	Quarterly
Primary Care Network DES Delivery Update (nee Primary Care Network Workforce and Structure report)	Jo Martin / Geoff Avery	Quarterly
Primary Care Team Work Programme	Rachel Garrison	Quarterly - May 2020 on hold (Covid-19) reinstated June 2020
Principles for General Practice local funding arrangements 2021/22	Jacqui Tuffnell	Mar-21 & Apr-21
Review appointment figures annually	Jacqui Tuffnell	Annually Feb
Review of all LES & LIS	Sara Hartley / Rachel Garrison	Annually Feb
Wound Care & Leg Ulcer Update	Sara Hartley	As and when appropriate
<b>Quality Contract</b>	<b>Lead</b>	
Quality Contract Update	Avanthi Gunasekera (Dr)	Monthly Standing item
<b>Standing Items</b>	<b>Lead</b>	
Improving Access - Extended Hubs	Avanthi Gunasekera (Dr)	Verbal update
Primary Care Network Update	Geoff Avery (Dr)	Verbal update
Covid-19 Update	Avanthi Gunasekera (Dr)	Verbal update
Flu Update	Avanthi Gunasekera (Dr)	Verbal update
Delegated Dutes - iii) decisions in relation to the establishment of new GP practices (including branch surgeries) and closure of GP practices;	Rachel Garrison / Sara Hartley	As and when appropriate from April 2020
Delegated Duties - iv) decisions about 'discretionary' payments;	Rachel Garrison / Sara Hartley	As and when appropriate from April 2020
Delegated Duties - v) decisions about commissioning urgent care (including home visits as required) for out of area registered patients;	Rachel Garrison / Sara Hartley	As and when appropriate from April 2020
Delegated Duties - b) the approval of practice mergers;	Rachel Garrison / Sara Hartley	As and when appropriate from April 2020
<b>Finance Report</b>		
Finance Report	Louise Jones (LJ)	Monthly
Financial Plan 2021/22	Louise Jones (LJ)	Apr-21 & May-21
<b>Policies</b>		
	All Members	As and when appropriate
<b>Terms of Reference</b>	<b>Lead</b>	
Primary Care Sub Group	Jacqui Tuffnell	Annually Dec

Primary Care Committee	Jacqui Tuffnell	Annually Jan
To oversee the part of the commissioning plan that relates to Primary Care, including needs assessment for safe and sustainable Primary Care Commissioning.	All members	As and when appropriate
To identify priorities for consideration by the Local Professional Networks.	All members	As and when appropriate
To identify priorities for consideration by the Patient and Public Engagement (PPE) & Communications committee.	All members	As and when appropriate
To consider implications and oversee implementation of issues arising from the national, regional and local reviews.	All members	As and when appropriate
To make recommendation to the Governing Body on all issues relating to Primary Care Development.	All members	As and when appropriate
To oversee the management of the annual budget for the commissioning of Primary Care services in the relevant area.	All members	As and when appropriate
To agree contract variations and to undertake reviews of primary care services where appropriate, within delegated limits	All members	As and when appropriate
To consider contract breaches and appropriate enforcement actions, offering support where appropriate and make recommendation to the Governing Body, on all issues to do with Primary Care Development	All members	As and when appropriate
To oversee programme management and delivery of the Quality, Innovation, Productivity and Prevention (QIPP) programme relevant to primary care.	All members	As and when appropriate
To develop and recommend the primary care elements of the Commissioning plan.	All members	As and when appropriate
In partnership with Audit, Quality and Assurance (AQuA) monitor delivery against range of KPIs relating to quality.	All members	As and when appropriate
To consider independent reports e.g. Care Quality Commission (CQC), Professional alerts, domestic homicide reviews etc., relating to services commissioned.	All members	As and when appropriate
In partnership with AQuA consider trends relating to Serious Incidents (SI's), complaints and MP enquiries relating to services commissioned.	All members	As and when appropriate
To receive papers via Operational Executive (OE) from Medicines Management Committee (MMC) and to deal with as appropriate.	All members	As and when appropriate
To agree key risks for inclusion in Risk Register for primary care commissioning	All members	As and when appropriate
To coordinate issues for/and oversee negotiations with the Representative Body.	All members	As and when appropriate
<b>Audits &amp; Reports</b>	<b>Lead</b>	
	All Members	As and when appropriate
<b>FOR INFORMATION ONLY</b>	<b>Lead</b>	
B0433 Update on Quality Outcomes Framework changes for 2021/22	Jacqui Tuffnell	Apr-21
B0434 Update on Vaccination and Immunisation changes for 2021/22	Jacqui Tuffnell	Apr-21

<b>APPROVED MINUTES - OTHER COMMITTEES</b>	<b>Lead Admin</b>	
PCC Ratified Minutes to Governing Body Public Session	Julie Murphy	Monthly