

## 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

|                                     |   |
|-------------------------------------|---|
| <b>Meeting Date</b>                 |   |
| <b>Agenda agreed by:</b>            | Janet Wheatley delegated to Rachel Garrison |
| <b>Sub Group Papers due by COP:</b> |   |
| <b>Committee Papers due by COP:</b> |   |
| <b>Papers circulated:</b>           |   |

| <b>STANDING ITEMS</b>                         | <b>Lead</b>               |  |
|---|---------------------------|--|
| Apologies for absence                         | Chair                     |  |
| Declarations of Interest                      | Chair                     |  |
| Patient & public questions                    | Chair                     |  |
| Quoracy                                       | Chair                     |  |
| Minutes of the previous meeting               | Chair                     |  |
| Actions Log                                   | Chair                     |  |
| <b>STRATEGIC DIRECTION</b>                    | <b>Lead</b>               |  |
| Contract & Quality Visit Report               | Rachel Garrison           | Quarterly (On hold due to Covid-19) reinstate from August 2020 |
| 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)               |
| GPFV & Primary Care Team Work Programme       | Rachel Garrison           | Quarterly - May 2020 on hold (Covid-19) reinstated June 2020   |
| GP Patient Survey 2019/20                     | J Tuffnell / Helen Wyatt  | Annually Aug   |
| Innovation Fund                               | Rachel Garrison           | Oct-20   |
| IT Strategy - Quarterly Update                | Andrew Clayton            | Quarterly - May 2020 on hold (Covid-19)                        |
| LES Performance / Coverage                    | Sara Hartley/Julie Murphy | Annually Jan   |
| LES Coverage                                  | Sara Hartley/Julie Murphy | Annually Jun   |
| LES Survey Report                             | Sara Hartley/Julie Murphy | Quarterly - deferred to Sep-20 (Covid-19)                      |
| MMT Quarterly Update                          | Stuart Lakin              | Quarterly from Oct 2020  |
| Post Payment Verification (PPV)               | Sara Hartley              | Annually Jun (deferred to Nov 20 re Covid-19)                  |
| Primary Care Committee Annual Report for NHSE | Rachel Garrison           | Annually May   |
| Primary Care Dashboard                        | Sara Hartley              | Quarterly  |
| Review appointment figures annually           | Jacqui Tuffnell           | Annually Feb   |

|   |                                |   |
|---|--------------------------------|---|
| Review of all LES & LIS   | Sara Hartley/Rachel Garrison   | Annually Feb                            |
| <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                                 |
| <b>Other Strategic Updates</b>  | <b>Lead</b>                    |   |
| Capital Business Case   | Jacqui Tuffnell                | Oct-20                                  |
| Dementia LES  | Kate Tuffnell                  | 01/10/2019 May 2020 on hold             |
| GP Contract Agreement 2020/21 - 2023/24   | Jacqui Tuffnell                | As and when appropriate                 |
| Leg Ulcer / Wound Care Update   | Jacqui Tuffnell                | As and when appropriate                 |
| MMT Annual Repport  | Stuart Lakin                   | Annual                                  |
| Primary Care App  | Jo Martin                      | As and when appropriate                 |
| Pseudo Dynamic Purchasing   | Sara Hartley                   | Sep-20                                  |
| Translation Services  | Sara Hartley                   | Oct-20                                  |
| <b>Policies</b>   |                                |   |
|   |                                |   |
| <b>Terms of Reference</b>   | <b>Lead</b>                    |   |
| Primary Care Sub Group  | Jacqui Tuffnell                | Annually Dec                            |
| Primary Care Committee  | Jacqui Tuffnell                | Annually Jan                            |
| <b>Audits &amp; Reports</b>   | <b>Lead</b>                    |   |
|   |                                |   |
| <b>FOR INFORMATION ONLY</b>   | <b>Lead</b>                    |   |
|   |                                |   |
| <b>APPROVED MINUTES - OTHER COMMITTEES</b>  | <b>Lead Admin</b>              |   |
| PCC Ratified Minutes to Governing Body Public Session   | Julie Murphy                   | Monthly                                 |