

Agenda item: 5

Paper no: 3



Primary Care Commissioning Committees in Common Part One ACTION LOG

Last Updated: 03/05/2019

Action No.	Date first raised	Issue Report/ Agenda Item	Action	Due Date	Lead	Status as at 03/05/2019 Rationale for Delay if Applicable
02-19	09/11/2018	Item 7 (i) Estates Planning	Background : NM advised that Surrey Heartlands had commissioned a piece of work on a six facet survey to give a baseline of estates information, which would constitute a Minimum Data Set on the amount of space on each and the condition of the premises. This could be compared with known and predicted demographic changes to identify future capacity requirements. Action : NM to bring an update to PCCC in six months' time.	08/05/2019	NM	08/03/2019 – Keep open for update at future meeting. To be added to the May 2019 agenda.
06-19	08/03/2019	Item 7: Chair's Report – Committee Effectiveness Review	KT highlighted the need for the committee to be clear about, and to own, its delegated responsibilities. It was agreed that the governance team should review this for the next meeting.	30/04/2019	JDi	

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07-19	08/03/2019	Item 7: Chair's Report – Committee Effectiveness Review	ST highlighted the low response rate (40%) and said that this would need some consideration. JP and ST would discuss this outside the meeting.	30/04/2019	JP / ST	
08-19	08/03/2019	Item 7: Chair's Report – Committee Effectiveness Review	Use of diligent – it was noted that that the committee was keen for all members and attendees to have access to this. JD to review the position with licences for the software.	30/04/2019	JDi	03/05/2019 – All members who previously did not hold a Diligent license were emailed instructions to access an account.
09-19	08/03/2019	Item 8 – Terms of Reference Review	It was agreed that comments on the terms of reference should be sent to JP and JDx and that revised ToRs should be ready for approval at the next meeting.	30/04/2019	JDi	03/05/2019 – Submitted for approval on the May 2019 agenda.
10-19	08/03/2019	Item 9 - Surrey Downs CCG – Delegated Responsibility for Primary Care	Transition of Functioning from NHS England - SE noted that a practice manager for Surrey Downs would be identified for the next meeting.	30/04/2019	SE	
11-19	08/03/2019	Item 10 – Risks and Issues	It was agreed to add the risk score into the summary.	30/04/2019	HS	
12-19	08/03/2019	Item 10 – Risks and Issues	Issue 013 was queried for accuracy. This would be checked.	30/04/2019	HS	

13-19	08/03/2019	Item 11 - Surrey Heartlands Primary Care Update – February 2019	SDe highlighted the need for a formal consultant referral before dementia navigators could be involved and it was acknowledged this needed addressing. KT would take this into the discussion on the services and contracts in this area.	10/05/2019	KT	
14-19	08/03/2019	Item 11 - Surrey Heartlands Primary Care Update – February 2019	NK also noted that project work across CCGs also linked into the PCN development agenda. CS would take the role of the Academy to Mark Hamilton for discussion.	10/05/2019	CSt	
15-19	08/03/2019	Item 12 - Surrey Heartlands Prescribing Scheme	It was noted that despite variations in descriptions on cover sheets, all the papers were in fact for approval. This was particularly important with the additional delegated responsibilities from NHSE. G&W and SDCCG would need to address the process issues arising from this.	10/05/2019	SE / CFa / NM / HS	
16-19	08/03/2019	Item 12 - Surrey Heartlands Prescribing Scheme	ST asked if G&W's decisions needed to be retrospectively checked. VS agree to undertake this but did not feel this should be a major problem.	10/05/2019	VS	

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17-19	08/03/2019	Item 13 - Booking of Extended Access Appointments - Evaluation	JB asked if the existing provision had been audited. It was confirmed that it had and these audits would be circulated.	10/05/2019	SE	
18-19	08/03/2019	Item 13 - Booking of Extended Access Appointments - Evaluation	The committee expressed the view that Extended Access was a considerable success story and should be highlighted in the CCGs' annual reports. Demographic variation in utilisation of services was also being pulled together and this learning would be available during the year.	10/05/2019	JDi	
19-19	08/03/2019	Item 17 – Any Other Business	JP noted that there had been comments on start times for the committee and meeting rooms from clinicians and carers' reps. This needed consideration.	10/05/2019	JDi / JP	