

Minute Reference	Committee Paper	Action Required	Due Date	Executive Lead	Comment/ Update	Progress
	Agenda	The meeting had been advertised, but further plans were in place to advertise the committee in GP surgeries in a bid to improve public attendance.	16/07/2019	SB/Governance	in progress	in progress
	LCS Monitoring	To contact Surrey Heartlands and establish how the process works in Surrey	16/07/2019	JC/AH	to be carried out	in progress
05/19	Finance Update	to undertake a piece of work to provide the committee with sight of the totality of funding available for primary care.	17/09/2019	SH		
06/19	GP Five Year Forward View	To update the committee why three practices have been rated as being 'inadequate'	17/09/2019	KD	<b>Update 28 August 2019: Please see the attached explanation. Update September 2019: The Committee requested a further, detailed report explaining how the CQC had come to these assessments and setting out the actions that are being taken to</b>	In progress
06/19	GP Five Year Forward View	to bring a report explaining the variance in the take up of LCSs	17/09/2019	SH		in progress
13/19	Draft minutes	to provide a key to the acronyms used within the	08/11/2019	SS		
16/19	Primary Care Commissioning Finance Report	To review tables 3 and 4 in the report to confirm consistency	08/11/2019	SK		
16/19	Primary Care Commissioning Finance Report	To provide an explanation regarding the take up of blood pressure monitoring	08/11/2019	SB		
16/19	Primary Care Commissioning Finance Report	to bring to the next meeting a report setting out the full range of LCSs including their objectives, their take up by practices, the spend over the last couple of years, and any learning.	08/11/2019	SB		
19/19	Primary Care Work Plan	To present a report on the topic of the work und	08/11/2019	SB		
19/19	Primary Care Work Plan	To inform the Quality Team of the feedback provided by the Committee to inform the quality report under development	08/11/2019	PP	<b>Update 31.10.2019: This has been done</b>	Completed; proposed for closure
21/19	Primary Care Risk Register	To consider if there is a further risk regarding the efficacy of the new way of working as multi-disciplinary teams	08/11/2019	SS		
21/19	Primary Care Risk Register	To increase the scoring of the workforce risk	08/11/2019	SS		

**Progress Key**

	<b>Off track</b>
	<b>In hand and on schedule</b>
	<b>Complete</b>