

Agenda item: 5

Paper no: PCCCiC 28-18



Primary Care Commissioning Committees in Common Part One ACTION LOG

Last Updated: 05/11/18

Action No.	Date first raised	Issue Report/ Agenda Item	Action	Due Date	Lead	Status as at 5/11/18 Rationale for Delay if Applicable
Guildford and Waverley PCCC meetings						
13	June 18	STP Letter	To hold a further discussion regarding guidance from a letter that the STP sent to each CCG.	Jul 18	NM	<p>10/09/18 Capital remains under NHS England. Therefore, PCCC are not the decision maker on MIG and Resilience. CT and NM to discuss further with NHS England to seek delegation of these functions.</p> <p>14/09/18- NHS England retains the authority for capital and therefore CCGs make a recommendation which then goes to NHSE for consideration. NM and CT are reviewing the 'non-delegated' functions with NHSE and will report back once an agreed position is reached.</p> <p>12/10/18- CT confirmed that the CCGs were yet to meet with NHSE. Remain open until meeting has taken place.</p> <p>05/11/18- No further update.</p>

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Working together as the Surrey Heartlands Clinical Commissioning Groups
Guildford and Waverley CCG | North West Surrey CCG | Surrey Downs CCG

21	13/07/18	Primary Care Development – update	KA to provide assurance to the G&W Patient Representative regarding strict protocols in place with the Shared Care Record.	14/09/18	KA	14/09/18- shared care records. NM noted that this had been through the internal programme management route and a Data Privacy Impact had been conducted. ACTION: NM to share DPA. 12/10/18- HS confirmed that information had been circulated to practices so action could be marked as closed. LM queries to be picked up by NM/ HS outside of the meeting. 12/10/18 Action completed.
PCCC in Common meetings						
1	Sept 18	16 GP Resilience Funding	Paper to come to October meeting	October 18	NM	05/10/18- On agenda for 09 November 2018. Action closed.
2	12/10/18	2 Declaration of Interest	Include practices and Federation membership on Register for GPs	31/10/18	NMo	23/10/18- NMo to ensure included on all committee registers. 05/11/18- Comms planned asking all GPs to update and include in their declaration of interest entry. This will be updated on the committee register(s) as appropriate. Ongoing.
3	12/10/18	4 Minutes of previous meeting	Minor amendment: item 18 (page 11) should read 'It was acknowledged that reporting needed to be improved to optimise cash flow.' NMo to amend.	31/10/18	NMo	23/10/18- NMo amended. Completed.

4	12/10/18	4 Minutes of previous meeting	A full update to be provided on Docman progress at the November meeting.	19/10/18	NMo	23/10/18- On the agenda for November meeting. Completed.
5	12/10/18	6 Chairs Report-review frequency of meetings	Formal approval to bi-monthly meeting frequency to be approved at November meeting.	19/10/18	NMo	23/10/18- On the agenda for November meeting. Completed.
6	12/10/18	8 Primary Care Commissioning and Development Programme Assurance Report	ED to examine to fact that patients were unable to book extended access appointments online and systems in place for practices were not initiative. ED to examine.	31/10/18	ED	05/11/18- SE stated that one of the 7 core standards in GP Extended Access is the use of digital approaches to support new models of care in general practice. The Primary Care team will be working with the Federations to develop systems to put in place to enable patients to book appointments online.
7	12/10/18	8 Primary Care Commissioning and Development Programme Assurance Report	ED to include in next report an update on all 3 clusters and how developing. Additionally to consider presentation of report, e.g. tables vs prose text.	31/10/18	ED	05/11/18- SE stated that ED is on annual leave and will update at next PCCC meeting.

8	12/10/18	8 Primary Care Commissioning and Development Programme Assurance Report	Agreed that a paper detailing proposed governance and finance arrangements for NWS primary care homes will be presented to the PCCCiC meeting in November.	19/10/18	NMo	23/10/18- On the agenda for November meeting. Completed.
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9	14/09/18	17 Delegated Co-Commissioning Agreement Letter from NHS England	<p>JB referred to the recently revised contract, updated by NHSE to take account of the change from Data Protection to GDPR requirements, in particular detailed in Schedule Four. The schedule, for example, includes a template to be completed for each instance of using patient data.</p> <p>JB asked DLR if he had considered the circumstances when the template would need to be completed and whether there was a process in place to ensure compliance. DLR assured the committee that the issue had been and would be considered by the IG group as a regular item of business'</p>	12/10/18	JB/DLR	<p>23/10/18- The CCGs' DPO has reviewed the Delegation Agreement and is satisfied that the CCGs can fully meet the IG related requirements of this. The requirements of Schedule 4 of the Delegation Agreement will be met by Privacy Notices published on CCG websites and IG related controls in place within the CCGs. The CCGs are in the process of producing a detailed supplementary Privacy Notice relating specifically to delegated commissioning activity which will include all required information, as detailed in schedule 4, clauses 1 to 7 and 13 – 14. The main and supplementary Privacy Notices will be regularly reviewed and, if required, updated by the CCG. Clauses 8 to 10 and 12 will be met via the controls in place within CCGs to meet NHS Data Security & Protection Toolkit requirements which are subject to robust assurances processes as detailed in the CCGs' IG Management Framework – these include mandatory training for all staff, Role Based Access Controls in place for systems holding personal data, and detailed procedures to ensure the secure transfer / disposal of personal data. The CCGs will put in place Personal Data Agreements practices when we required access to personal data to effectively manage the contract under delegated authority. Action completed.</p>
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