

**Minutes of the Commissioning Primary Medical Services Committee Meeting**  
**held on 23 July 2020, 11am,**  
**via video conference**

*Due to the COVID 19 public health emergency this meeting was not held in public.*

**Decision Notice**

<b>Present</b>	John Mallalieu	(JM)	Governing Body - Lay Member (Chair of the Committee)
	Dr Rob Atkinson	(RA)	Governing Body - Secondary Care Specialist
	Dr Steven Cleasby	(SC)	Governing Body - GP Member (CCG Chair)
	Neil Smurthwaite	(NS)	Interim Accountable Officer
<b>In attendance</b>	Neil Coulter	(NC)	Senior Primary Care Manager - NHS England/Improvement
	Emma Bownas	(EB)	Senior Primary Care Manager
	Helen Hunter	(HH)	Chief Executive, Health Watch, Kirklees and Calderdale
	Cllr Tim Swift	(TS)	Representative of Calderdale Health and Wellbeing Board
	Debbie Robinson	(DR)	Head of Primary Care Quality & Improvement
	Martin Pursey	(MP)	Head of Contracting and Procurement
	Lesley Stokey	(LS)	Interim Chief Finance Officer
	Penny Woodhead	(PW)	Chief Quality and Nursing Officer
	Dr Majid Azeb	(MA)	Clinical Lead for Primary Care (Item 5 only)
	Zoe Akesson	(ZA)	Senior Administrator

**01 APOLOGIES FOR ABSENCE ACTION**

Apologies were received from Dr James Gray, Governing Body - GP Member.

**02 DECLARATIONS OF INTEREST**

GP members were declared to have an interest in items 9, 10 and 11. It was noted that MA was only attending for item 5 '- Head of Primary Care report.

- Item 9 'Finance Report'; asked for a decision around the suspension of the discretionary budget and the acceptance of the first 4 months of the delegated budget. Both GPs had a direct financial interest and non-financial professional interest. They received the paper however it was agreed SC could stay for the discussion but would leave prior to the decision making.
- Item 10 'Branch Surgery Approval for Bankfield'; asked for a decision on the use of the Rosemount premises following the closure of the Meadowdale APMS practice. As a partner of Bankfield surgery, JG had both a professional (reputation amongst partners) and financial interest in this item. SC had a financial interest. JG and SC did not receive the paper and would not take part in the discussion or decision.
- Item 11 'Establishment of an Estates Sub-Group'; the GPs had a direct financial interest in this item as decisions around GP estate could impact on their income. It was also acknowledged the conflict would become greater when decisions are made against the principles the group establishes. The two conflicted individuals did not receive the paper and it was agreed they would not be involved in the discussion or decision.

The Register of Interests can be obtained from the CCG's website: <https://www.calderdaleccg.nhs.uk/register-of-interests> or from the CCG's headquarters.

**03 QUESTIONS FROM THE PUBLIC**

There were no questions from the public.

**04 MINUTES OF THE OF COMMISSIONING PRIMARY MEDICAL SERVICES COMMITTEE MEETING HELD ON 9 JANUARY 2020 AND DECISION NOTICE DATED 1 MAY 2020**

**DECISION**

The Committee **RECEIVED**:

1. The Minutes of Commissioning Primary Medical Services Committee held on 9 January 2020
2. A Decision Notice of the Commissioning Primary Medical Services Committee dated 1 May 2020

**05 HEAD OF PRIMARY CARE REPORT**

**DECISION**

The Committee **RECEIVED** the paper and was **ASSURED** with the content, noting the significant activity undertaken in Primary Care.

*MA left the meeting*

**06 CONTRACTING REPORT**

**DECISION**

The Committee **RECEIVED** and **NOTED** the content of the report.

**07 CPMS RISK REVIEW 2020-21 (18 May to 8 June 2020)**

*SC left the meeting during this item.*

**DECISION**

The Committee

1. **AFFIRMED** it would review risks in relation to its delegated responsibilities only and any wider Primary Care risks that impact on the Committee would be raised in the Lead Officer's report.
2. **REVIEWED** the register and the management of the CPMSC risks.
3. **APPROVED** the risk register for reporting to Governing Body.

**08 MEETING TIME AND WORK PLAN**

**DECISION**

The Committee

1. **RECEIVED** and **NOTED** the content of the report.
2. **AGREED** to movement of future meeting dates.

**09 FINANCE REPORT**

**DECISION**

The Committee

1. **NOTED** the 2019-20 budget.
2. **APPROVED** the given budget and **ENDORSED** the non-investment of spend approach until the budget for the remainder of the year is known. Noting an exclusion to this being any decision under item 10 on the agenda.

**10 APPROVAL OF BRANCH SURGERY FOR BANKFIELD SURGERY**

**DECISION**

The Committee **NOTED** the content of the paper and formally **APPROVED** the establishment of an interim branch surgery at Rosemount House, Elland for 3 years.

There were no further requirements or conditions as part of the approval.

**11 ESTABLISHMENT OF AN ESTATES SUB-GROUP**

**DECISION**

The Committee **AGREED** for the time-limited Estates sub-group to be created.

**21/20 DATE AND TIME OF NEXT MEETINGS IN PUBLIC**

**DECISION**

The Committee **NOTED** that the next meeting would take place on:  
Thursday 22 October 2020, 11am – 1:30pm, MS Teams