

<b>Name of Meeting</b>	Commissioning Primary Medical Services Committee	<b>Meeting Date</b>	Via email on the 3rd September 2020
<b>Title of Report</b>	<b>Process for Urgent Decisions</b>	<b>Agenda Item No.</b>	1
<b>Report Author</b>	Debbie Robinson - Head of Primary Care	<b>Public / Private Item</b>	Public
<b>GB / Clinical Lead</b>	John Mallalieu - Deputy Chair	<b>Responsible Officer</b>	Debbie Robinson, Head of Primary Care

Executive Summary							
<b>Please include a brief summary of the purpose of the report</b>	The current COVID-19 situation means that urgent decisions may be required by the CCG in relation to matters which are within the delegated scope of the Commissioning Primary Medical Services Committee. These are matters of such urgency, and relate to the management of COVID-19, that they will not wait until the next scheduled meeting of the Committee and warrant the use of urgent decision processes set out within terms of reference (TOR), constitution and utilising good governance approaches. This report provides details of a proposed process, which includes the notification of all decisions taken under such a process to be brought to the next routine meeting of the Committee.						
<b>Previous consideration</b>	<b>Name of meeting</b>	-			<b>Meeting Date</b>		
	<b>Name of meeting</b>	-			<b>Meeting Date</b>		
<b>Recommendation (s)</b>	That the Committee <b>APPROVE</b> the urgent decision making process.						
<b>Decision</b>	<input checked="" type="checkbox"/>	<b>Assurance</b>	<input type="checkbox"/>	<b>Discussion</b>	<input type="checkbox"/>	<b>Other</b>	

Implications						
<b>Quality &amp; Safety implications</b>	Will be set out in each decision notice.					
<b>Engagement &amp; Equality implications</b>	Will be set out in each decision notice.					
<b>Resources / Finance implications</b>	Will be set out in each decision notice.					
<b>Has a Data Protection Impact Assessment (DPIA) been completed?</b>	<b>Yes</b>		<b>No</b>		<b>N/A</b>	X
<b>Strategic Objectives</b>	<ul style="list-style-type: none"> <li>▪ Achieving the agreed strategic direction for Calderdale</li> <li>▪ Improving quality</li> <li>▪ Improving value</li> <li>▪ Improving governance</li> </ul>	<b>Risk (</b>	none			

<b>Legal / CCG Constitutional Implications</b>	None identified	<b>Conflicts of Interest</b>	Any conflicts of interest will be managed in line with the CCGs Conflict of Interest Policy.
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## 1. Introduction

- 1.1 The current COVID-19 situation means that urgent decisions may be required by the CCG in relation to matters which are within the delegated scope of the Commissioning Primary Medical Services Committee (see appendix 1). These are matters of such urgency, and relate to the management of COVID-19, that they will not wait until the next scheduled meeting of the Committee and warrant the use of urgent decision processes set out within terms of reference (TOR), constitution and utilising good governance approaches. For example these may include the temporary closure of premises and or the suspension of specific services

## 2. Detail

- 2.1 The following process is proposed for making urgent decisions by the Commissioning Primary Medical Services Committee:

Decisions are made by:

- The Chair (John Mallalieu) or Vice Chair (Alison MacDonald ) and
- An executive member of the committee – The Acting Chief Officer (Neil Smurthwaite) or the Acting Chief Finance Officer (Lesley Stokey).

This is done in prior consultation with:

- LMC representatives (Dr Richard Loh and Mr Marcus Beacham)
- The Primary Care Clinical Lead (Dr Majid Azeb)  
(Subject to Conflicts of Interest)

The meetings will be held virtually on Microsoft teams, as required

Briefing papers will be sent out at least 24 hours in advance of the meeting

The decisions are recorded on an urgent decision template, which will be sent out to all members of the Committee within 1 working day of the decision. If it is possible to enact a decision at a routine Committee meeting the urgent decision making process will not be used and the submission will be considered by the full committee.

## 3. Next Steps

The urgent decisions process will remain in place during this stage of the COVID-19 pandemic. Notification of decisions taken will continue to be reported to the Committee, and will also be published on the CCG's website.

This arrangement will be reviewed after 3 months.

## 4. Recommendations

It is recommended that the Committee **APPROVE** the proposed urgent decision making process.

## 5. Appendices

**Appendix 1** - Duties/Responsibilities of the Committee

**Appendix 2** - Record of Urgent Decision Form

### **Duties/Responsibilities of the Committee as Detailed in the Terms of Reference**

- 5.1 The Committee has been established in accordance with the above statutory provisions to enable the members to make collective decisions on the review, planning and procurement of primary medical care services in Calderdale, under delegated authority from NHS England.
- 5.2 In performing its role the Committee will exercise its management of the functions in accordance with the agreement entered into between NHS England and NHS Calderdale CCG, which will sit alongside the delegation and terms of reference.
- 5.3 The functions of the Committee are undertaken in the context of a desire to promote increased co-commissioning to increase quality, efficiency, productivity and value for money and to remove administrative barriers.
- 5.4 The role of the Committee shall be to carry out the functions relating to the commissioning of primary medical services under section 83 of the NHS Act.
- 5.5 This includes the following:
  - GMS, PMS and APMS contracts (including the design of PMS and APMS contracts, monitoring of contracts, taking contractual action such as issuing breach/remedial notices, and removing a contract);
  - Newly designed enhanced services (“Local Enhanced Services” and “Directed Enhanced Services”);
  - Design of local incentive schemes as an alternative to the Quality Outcomes Framework (QOF);
  - Decision making on whether to establish new GP practices in an area;
  - Approving practice mergers; and
  - Making decisions on ‘discretionary’ payment (e.g., returner/retainer schemes).
- 5.6 The CCG will also carry out the following activities:
  - a) Plan, including needs assessment, primary medical care services in Calderdale;
  - b) Undertake reviews of primary medical care services in Calderdale;
  - c) Co-ordinate a common approach to the commissioning of primary care services generally;
  - d) Have oversight and review the financial plans for primary medical care services in Calderdale;
- 5.7 Taking procurement decisions in respect of primary medical services. These shall be in line with statutory requirements and guidance, the CCG’s Constitution and Standing Orders and the Delegation Agreement between NHS England and the CCG.
- 5.8 The Committee has the authority to approve policies in respect of all areas of its responsibilities.

Record of Urgent Decision		
<b>Committee/Body on behalf of which decision made:</b>		
<b>Decision Maker(s):</b>	<b>Name</b>	<b>Role</b>
<b>Consultee(s) Present:</b>	<b>Name</b>	<b>Role</b>
<b>Others Present:</b>	<b>Name</b>	<b>Role</b>
<b>Clinical/GB Lead:</b>		
<b>Lead Officer:</b>		
<b>Subject:</b>		
<b>Decision:</b>		
<b>Details and Rationale:</b>		
<b>Any Relevant Implications (Quality/Safety, Engagement/Equality, Resources/Finance, Data Protection, Risk, Legal/Constitutional, Conflicts of Interest etc):</b>		
<b>Report attached?</b>	Yes/No (delete as appropriate)	
<b>Public/Private?</b>	Public/Private (delete as appropriate)	
<b>If private, give <a href="#">reason(s)</a>:</b>	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	
<b>Time and Date of Decision:</b>		
<b>Decision Recorded by:</b>	<b>Name</b>	<b>Role</b>