

Commissioning Primary Medical Services Committee Meeting
held on 21st January 2021, 2pm – 4pm
Held virtually by Microsoft Teams

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

DECISION NOTICE

Present	John Mallalieu	(JM)	Governing Body - Lay Member (Chair of the Committee)
	Alison MacDonald	(AM)	Governing Body - Lay Member (Patient & Public Involvement)
	Dr Rob Atkinson	(RA)	Governing Body - Secondary Care Specialist
	Dr Steven Cleasby	(SC)	Governing Body - GP Member (CCG Chair)
	Dr James Gray	(JG)	Governing Body - GP
	Neil Smurthwaite	(NS)	Chief Operating Officer
	Lesley Stokey	(LS)	Director of Finance
In attendance	Neil Coulter	(NC)	Senior Primary Care Manager - NHS England/Improvement
	Emma Bownas	(EB)	Senior Primary Care Manager
	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
	Penny Woodhead	(PW)	Chief Quality and Nursing Officer
	Tracey Robson	(TR)	Project Officer

There was no public in attendance.

1. APOLOGIES FOR ABSENCE

Helen Hunter, Chief Executive, Healthwatch, Kirklees and Calderdale

2. DECLARATIONS OF INTEREST

The GP members had conflicts of interest in items 5, 7, 11, 12, and 13.

The Committee agreed with the Chair's approach to manage the conflicts.

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.

3. QUESTIONS FROM THE PUBLIC

The Committee **NOTED** the questions.

4. MINUTES OF THE OF COMMISSIONING PRIMARY MEDICAL SERVICES COMMITTEE MEETING HELD ON 15th OCTOBER 2020 & DECISION NOTICES

DECISION

The Committee reviewed the minutes of the last meeting on 15th October 2020 and **APPROVED** these as an accurate record of the meeting.

The Committee **NOTED** the urgent decisions taken on 26th November 2020 and 11th

December 2020.

5. HEAD OF PRIMARY CARE REPORT

DECISION:

The Committee **NOTED** the paper and was **ASSURED** with the content.

6. CONTRACTING REPORT

DECISION:

The Committee **RECEIVED** and **NOTED** the verbal update.

7. FINANCE REPORT

DECISION:

The Committee **RECEIVED** the update and:-

- 1) **NOTED** The 2020/21 financial position on Primary Medical Services delegated budgets.
- 2) **NOTED** The forecast additional PCN roles expenditure position.
- 3) **APPROVED** the setting up of an additional virtual meeting in private with non-conflicted members to approve any discretionary investment proposals.

8. ANNUAL REVIEW OF COMMITTEE TERMS OF REFERENCE

DECISION:

The Committee **REVIEWED** and **APPROVED** the terms of reference as amended and **RECOMMEND** them to the Governing Body and **PROPOSED** the revised membership of the Committee to the Remuneration and Nomination Committee.

9. RISK REGISTER POSITION STATEMENT RISK CYCLE 4 2020-21 (9-25 November 2020) for CPMS

DECISION:

The Committee **CONFIRMED** that it was **ASSURED** that the Risk Register represented a fair reflection of the risks relating to the commissioning of primary medical services for risk cycle 4 2020-21

10. REVIEW OF WORK PLAN

DECISION:

The Committee **AGREED** the work plan subject to the inclusion of the actions noted in the meeting.

**11. PRIMARY CARE COVID-19 RESPONSE AND RE-SET – VARIATION
APPLICATON HEBDEN BRIDE GROUP PRACTICE – EXTENSION
REQUEST TO EXISTING ARRANGEMENT**

DECISION:

The Committee **NOTED** the report and **APPROVED** a 12 month extension to 31st

March, 2022 to the original application from Hebden Bridge Group Practice to suspend face to face appointments at its Luddendenfoot Branch Surgery in line with their application.

12. PRIMARY CARE COVID-19 RESPONSE AND RE-SET – VARIATION APPLICATION SPRING HALL GROUP PRACTICE – EXTENSION REQUEST TO EXISTING ARRANGEMENT

DECISION:

The Committee **NOTED** the report and **APPROVED** a request for 12 month extension to 31st March, 2022 from Spring Hall Group Practice to suspend face to face appointments at its Boots Branch Surgery in line with their application

13. CALDERDALE EXTENDED ACCESS CONTRACT – REQUEST FOR EXTENSION OF SERVICES

DECISION:

The Committee **APPROVED** the recommendation to extend, by way of Single Tender Waiver, the continuation of the Extended Access service by the current provider for a period of up to 12 months from 1st April 2021

14. DATE AND TIME OF NEXT MEETING IN PUBLIC

The Committee **NOTED** that the next meeting would take place on Thursday 4th March 2021, 3.00 – 5.00pm, via MS Teams