

Primary Care Commissioning Committee 2018/19

| | |
|---------------------------|---|
| Date of Meeting: | 08 November 2019 |
| Agenda Item: | 2.1 |
| Subject: | Primary Care Commissioning Committee sub-committee proposal |
| Reporting Officer: | Sarah Crossley |
| Aim of Paper: | To outline a proposal for the merger of current Primary Care Assurance sub Committee (PCAS) and the Primary Care Innovation and Transformation Sub- Committee (PCIT) for review and decision by PCCC members. |

| Governance route prior to Primary Care Commissioning Committee | Meeting Date | Objective/Outcome |
|--|---------------------------|-------------------|
| Primary Care Commissioning Committee | Select date of meeting. | Click to Select |
| Primary Care Contracts, Estates and Finance Sub-Committee | Select date of meeting. | Click to Select |
| Primary Care Innovation and Transformation Sub-Committee | Select date of meeting. | Click to Select |
| Primary Care Quality and Performance Sub-Committee | Select date of meeting. | Click to Select |
| Other | Click here to enter text. | |

| | |
|--|--|
| Primary Care Commissioning Committee Resolution Required: | Approval/Decision |
| Recommendation | The Committee are asked to note and approve the proposed changes to sub-committees as outlined in this paper |

| Link to Strategic Objectives | Contributes to: (Select Yes or No) |
|---|---------------------------------------|
| SO1: To be a high performing CCG, deliver our statutory duties and use our available resources innovatively to deliver the best outcomes for our population. | Yes |
| SO2: To deliver on the outcomes of the Locality Plan in respect of Prevention and Access (Prevention and Self Care) | Yes |
| SO3: To deliver on the outcomes of the Locality Plan in respect of Neighbourhoods & Primary Care (Getting help in the Community) | Yes |
| SO4: To deliver on the outcomes of the Locality Plan in respect of In Hospital - Planned (Getting more help) | No |
| SO5: To deliver on the outcomes of the Locality Plan in respect of In Hospital - Urgent Care (Getting more help) | No |
| SO6: To deliver on the outcomes of the Locality Plan in respect of Children, young people and families | Yes |
| SO7: To deliver on the outcomes of the Locality Plan in respect of Mental Health | Yes |

| | |
|--|--|
| Risk Level: (To be reviewed in line with Risk Policy) | Green |
| Comments | Risks are being managed with mitigation plans against individual projects detailed within the report |

(Document should detail how the risk will be mitigated)

| | |
|---|--|
| Content Approval/Sign Off: | |
| The contents of this paper have been reviewed and approved by: | Assistant Director of Integrated Commissioning, Karen Kenton |
| Clinical Content signed off by: | Not applicable |
| Financial content signed off by: | Not Applicable |

| | Completed: |
|---|-------------------|
| Clinical Engagement taken place | Not Applicable |
| Patient and Public Involvement | Not Applicable |
| Patient Data Impact Assessment | Not Applicable |
| Equality Analysis / Human Rights Assessment completed | Not Applicable |

Executive Summary

Aim

This purpose of this paper is to propose the merging of the of the two, primary care commissioning sub-committees, PCAS sub-committee and PCIT sub-committee to form new Primary care Assurance and Transformation sub-committee (PCAT).

Background

In November 2018 this committee approved the proposal to merge the Finance, contracts and estates committee with the performance and quality sub-committee to form Primary Care Assurance sub -committee (PCAS) which would then meet bi-monthly. Prior to this there had been three sub-committees the Primary Care Finance, Contracts and Estates sub-committee, the Primary Care Performance and Quality sub-committee and the Primary Care Innovation and Transformation sub-committee that each met monthly. The PCIT sub-committee remained as a separate committee also reporting into the newly formed PCAS and up to PCCC but the frequency of meeting was reduced from monthly to bi-monthly with the PCIT sub-committee meeting on the alternate month to the PCAS sub-committee.

Under the existing governance arrangements each of these committees reports into each other and provide regular updates as a standing agenda item on each committee's agenda as well as each reporting into the PCCC.

Each committee has separate terms of reference which detail areas of responsibility, membership and each individual committees' governance arrangements. As part of the proposal approved in November 2018 it was agreed to review the new arrangements to ensure that they continue to be fit for purpose.

The sub-committees are an effective and useful forum for discussion to support and progress various new initiatives and have been well attended by the range of relevant members. However over recent months the number of new agenda items for both committees and in particular the

PCIT sub-committee, have significantly reduced. This is due to a number of the initial projects now moving into business as usual (BAU) phase and also as a result of the introduction of the savings programme and new reporting routes into the Savings Delivery Board (SDB) which reports directly to the Finance, Performance and Risk committee (FPR). This has meant that increasingly the majority of the both individual committees agenda items have consisted of the updates provided by each sub-committee to its other two committees, and an overlap with items that are being taken through SDB. Over the last few months there has been a limited number of new agenda items or items requiring a decision and attendance of members at the individual committees especially clinical representatives from member practices has also reduced significantly, with a number of meetings being cancelled due to apologies received and limited agenda items.

Proposal

Following discussions with the chairs of each committee, clinical leads and the primary care, senior management it is therefore proposed that a number of changes to the structure and frequency of the committees are made as follows:

1. The Primary Care Innovation and Transformation sub-Committee is merged with the Primary Care Assurance sub-committee
2. The new merged committee to be called the Primary Care Assurance and Transformation (PCAT) sub-committee
3. The PCAT sub-committee meets on a bi-monthly
4. The PCAT sub-committee commences from January 2020

The existing terms of reference of the Innovation and Transformation and Assurance committees will be reviewed and merged to form terms of reference for the new committee to ensure that all areas of responsibility and membership are included in the new format of the merged committee.

The intention is to test out these proposed changes over the next 6 months and to report back to the PCCC. It may be that these changes are only necessary for an interim period and during the test period current workflows and any wider governance changes that may impact on the role and function of these committees will be monitored. Should the need for further changes arise this will be brought back to the PCCC again for consideration.