

**Joint Primary Care Commissioning
Committee**

Workplan & Action Tracker

2018/19

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Agenda Item	Meeting Date	Action	Lead	Deadline	Comments
10	23.08.18	Estates Review Update draft report to be circulated to the Joint Primary Care Commissioning Committee during September 2018 followed by the full report.	CC		
	03.01.19	A verbal Update will be provided to the Committee in October. This action will remain open until the final report is received and consulted upon with Practices.03.01.19 Agenda item today retain on action log		February Meeting	
11	25.10.18	Risk Register - That the text supporting Risk ID's PC 10 and PC 12 be reworded for each to read as a risk.	EE		
	03.01.19	The Primary Care Contracts Manager informed the meeting the Risk Register is being reviewed and the amendments will be completed by the February meeting, Retain on the log.		February Meeting	
12	25.10.18	Planned Patient Engagement - The Programme Lead – North Yorks and Humber confirmed that problems experience with accessing patients records will be raised with the national team.	HP		
	03.01.19	The Primary Care Contracts Manager confirmed this has been raised with the national team and we are awaiting a response. Retain on the log.		February Meeting	
6	03.01.19	Workplan - Joint Primary Care Commissioning Committee Workplan to be an agenda item at the next meeting.	SAA/EE	February Meeting	
6	03.01.19	Members' suggestions about what needs to be included in the Workplan to be forwarded to the Primary Care Contracts Manager by 8 Feb 2019	All/EE	Feb meeeting	
9	03.01.19	Final Draft NL CCG Primary Care Workforce Strategy 2018-2020 - The Chief Operating Officer requested that a corresponding action plan also be produced.	EE	Feb Meeting	

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Minute No.	Meeting Date	Action	Lead	Deadline	Comments	Date Complete
	25.10.18	Prescribing - It was reported that Meds Management is in the process of setting up prescribing codes for the Extended Access Service	EE	January Meeting	03.01.19 The Primary Care Contracts Manager confirmed that this is now complete. Unique prescribing codes have been allocated.	03.01.19
	25.10.18	Draft NL CCG Primary Care Workforce Strategy - 1. Members to forward any comments to the Programme Lead 2. The Programme Lead and the Consultant in Public Health to meet to discuss the LA Workforce model and potential links.	1. HP 2. HP & CG		Workforce Strategy is an agenda item. Close and remove from the log	03.01.19
	25.10.18	Primary Care Strategy Update - Remove Primary Care Strategy update as a standing agenda item. Updates will be received via the workplan.	SAA/EE		The Primary Care Contracts Managers confirmed this action is complete. Close and remove from the log.	03.01.19
	25.10.18	Primary Care Quality Dashboard - The Joint Primary Care Commissioning Committee noted that Prescribing Update will be removed as a standing agenda item.	SAA/EE		The Primary Care Contracts Managers confirmed this action is complete. Close and remove from the log.	03.01.19
	25.10.19	Primary Care Risk Register - Emerging Risks - The Joint Primary Care Commissioning Committee noted that emerging risks will be removed as a standing agenda item.	SAA/EE		The Primary Care Contracts Managers confirmed this action is complete. Close and remove from the log.	03.10.19
5	23.08.18	Apex Workforce Tool demonstration to take place at future Council of Members meeting.			Demonstration planned for Council of Members meeting on 27 September 2018. Action closed	27.09.18

	23.08.18	Chair and Primary Care Contracts Manager to meet in future to discuss forthcoming agendas.	JE/EE	October meeting	Future agenda setting meetings arranged with Chair. Action closed	Oct-18
	23.08.18	Primary Care Contracts Manager to forward a copy of the NHS England Best Practice Guidelines for Joint Committees to the Committee members.	EE	ASAP	NHSE Best Practice guidelines emailed to members 13.09.18. Action closed	13.09.18
	23.08.18	The Chair to contact the Interim Chief Operating Officer/Director of Commissioning regarding Conflicts of Interest and quoracy for all NL CCG committee meetings where GPs are present.	JK	ASAP	The Chair reported she had spoken to the ICOO who confirmed that a paper was presented to Council of Members. Chairs' have been updated on managing Conflicts of Interest declarations and voting at meetings. Action closed	23.10.18
	23.08.18	Papers to be produced for future meetings instead of verbal updates	All	Ongoing	Where appropriate, papers will be produced for future meetings. Action closed	23.10.18
	23.08.18	Acting Assisant Head of Finance (Humber Coast and Vale, NHS England (North)) to be asked to provide a formal finance report for future meetings.	JK	By October meeting	Financial information has been provided and included in the NHSE report. The Asst HoF will attend future meetings to present this information. Action closed	25.10.18
	23.08.18	Draft Workforce Development Plan to be shared with the Joint Primary Care Commissioning Committee at the next meeting on 25 October 2018.	HP	By October meeting	Agenda item 25 October meeting. Action closed	25.10.18
	23.08.18	Special Allocation Scheme - volunteer to sit on the panel. Primary Care Contracts Manager to approach the new Associate Medical Director if no other volunteers were forthcoming.	EE	By October meeting	Associate Medical Director will be a panel member for SAS. Action closed	25.10.18
	23.08.18	Medicines Optimisation in Care Homes Specification - Programme Lead, NHS England - North Yorkshire & Humber to take Dr Lee's comments back for consideration.	HP	ASAP	Comments considered and specification presented to Planning and Commissioning Committee. Action complete for this Committee. Action closed	25.10.18

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