

PRIMARY CARE COMMISSIONING COMMITTEE

FRIDAY 24 APRIL 2020 AT 12.15 PM – 14.00 PM

| Item no | Item | Led by | Action required | Enclosed/ Verbal | Time |
|---------|---|--------|--|------------------|----------|
| 1. | Apologies for Absence | Chair | To Note | Verbal | 12.20 pm |
| 2. | Minutes of the Previous Meeting Held on 28 February 2020 <i>To approve as a true and correct record and to authorise the Chair to sign then as such</i> | Chair | To Approve | Enclosed | 12.21 pm |
| 3. | Matters Arising / Action List from the Minutes <i>In accordance with the CCG's Constitution and Standards of Business Conduct, no discussion shall take place upon the Minutes expect upon their accuracy or where the Chair considers discussion appropriate</i> | Chair | To Discuss | Enclosed | 12.24 pm |
| 4. | Notification of Any Other Business <i>Any proposed item to be taken under Any Other Business must be raised and, subsequently approved, at least 24 hours in advance of the meeting by the Chair.</i> <i>Any approved items of Any Other Business to be discussed at item 10</i> | Chair | To Note | Verbal | 12.26 pm |
| 5. | Declarations of Interest <i>In relation to any item on the agenda of the meeting members are reminded of the need to declare:</i> <i>(i) any interests which are relevant or material to the CCG;</i> <i>(ii) any changes in interest previously declared; or</i> <i>(iii) any financial interest (direct or indirect) on any item on the agenda.</i> <i>Any declaration of interest should be brought to the attention of the Chair in advance of the meeting or as soon as they become apparent in the meeting. For any interest declared the minutes of the meeting must record:</i> <i>(i) the name of the person declaring the interest;</i> <i>(ii) the agenda item number to which</i> | Chair | For Completion: Please email: Donna Robinson with your declarations of interest including a nil return where applicable donna.robinson6@nhs.net | | 12.27 pm |

Quorum: Six members including a minimum of two lay members inclusive of the Chair (or Vice Chair in the Chair's absence)

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|------------|---|---|---------------------------------|---------------------|----------|
| | <i>the interest relate;</i> (iii) <i>the nature of the interest;</i> (iv) <i>be declared under this section and at the top of the agenda item which it relates too;</i> | | | | |
| 6. | GOVERNANCE | | | | |
| | There are no items of Governance | | No report assigned to this item | | |
| 7. | STRATEGY | | | | |
| 7.1 | Strategic Commissioning Plan for Primary Care and Primary Care Update: Contract Variations, Practice Mergers, List Closures (Standing Item) | Assistant Primary Care Contracts Manager (HP) Strategic Lead – Primary Care (PD) | To Approve | Enclosed | 12.30 pm |
| 8. | SYSTEM DEVELOPMENT & IMPLEMENTATION | | | | |
| 8.1 | Newly Designed Enhanced Services (Standing Item) | Strategic Lead – Primary Care (PD) | No report assigned to this item | | |
| 8.2 | Extended Primary Care Medical Services – Current and Newly Designed (Standing Item) | Strategic Lead – Primary Care (PD) / Head of Commissioning – Integrated Delivery (ND) | No report assigned to this item | | |
| 8.3 | COVID-19 Primary Care Response | Strategic Lead – Primary Care (PD) / Head of Commissioning – Integrated Delivery (ND) | To Consider | Enclosed | 12.45 pm |
| 8.4 | Risk Report (Standing Item) | Strategic Lead - Primary Care (PD) | To Discuss | Enclosed | 13.05 pm |
| 9. | FOR INFORMATION | | | | |
| 9.1 | Primary Care Quality & Performance Sub Committee | Director of Quality & Clinical Governance/ Executive Lead Nurse(SS) | No minutes to receive | | |
| 9.2 | Minutes of Meetings <ul style="list-style-type: none"> • LMC Liaison • Primary Care Nursing Steering Group • Practice Managers Meeting | Chair | On request | Verbal | 13.15 pm |
| 10. | Any Other Business | Chair | To Note | Verbal | 13.20 pm |
| 11. | Date and Time of Next Meeting: The next meeting will be held on Friday 26 June 2020 at 12.15 pm – 2.00 pm, The Boardroom, Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY | | | | |

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COMMISSIONING CYCLE AND POTENTIAL CONFLICTS OF INTEREST

Notes:

- The illustrations given below should not be considered to be prescriptive in every instance.
- These are guidelines and both the materiality of the conflict and the significance of the issue should be considered carefully by the Chair in deciding on how to manage the conflict.
- It is the responsibility of the Chair to review the agenda and operate caution in terms of deferment or referral if necessary.
- Chairs to also consider potential conflicts of interest arising from verbal reports.
- Links should be considered to strategy direction e.g. is the introduction of a Local Enhanced Service in line with the strategy?
- If significant/complete conflict of interest at a locality level the matter could be referred to the CCG for decision.

| Interest | Financial (Self, partner or close associate) | Personal (Self) | Personal (Partner or close associate) | Competing Loyalties |
|--|--|--|--|---------------------|
| Needs assessment | Fully participate | Fully participate | Fully participate | Fully participate |
| Decide priorities | Discuss but cannot vote | Discuss and vote | Discuss and vote | Discuss and vote |
| Review commissioning proposals | Remain but cannot speak or vote | Remain but cannot speak or vote | Remain but cannot speak or vote | Discuss and vote |
| Design services (ensure a fully inclusive process) | Discuss and vote | Discuss and vote | Discuss and vote | Discuss and vote |
| Review prioritised business cases | Leave the room | Remain but cannot speak or vote (unless interest is deemed not prejudicial) | Remain but cannot speak or vote (unless interest is deemed not prejudicial) | Discuss and vote |
| Procurement/contracting | Leave the room | Remain but cannot speak or vote (unless interest is deemed not prejudicial) | Remain but cannot speak or vote (unless interest is deemed not prejudicial) | Discuss and vote |
| Performance Management | Remain but cannot speak or vote (unless significant and then leave the room) | Remain but cannot speak or vote (unless significant and then leave the room) | Remain but cannot speak or vote (unless significant and then leave the room) | Discuss and vote |
| Review Health Outcomes | Fully participate | Fully participate | Fully participate | Fully participate |

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