

**PRIMARY CARE COMMISSIONING COMMITTEE**

**WEDNESDAY 9 DECEMBER 2020 AT 15.00 PM – 15.50 PM**  
**THE BOARDROOM, WILBERFORCE COURT, ALFRED GELDER STREET,**  
**HULL, HU1 1UY**

Item no	Item	Led by	Action required	Enclosed/ Verbal	Time
1.	<b>Apologies for Absence</b>	Chair	To Note	Verbal	15.00 pm
2.	<b>Minutes of the Previous Meeting Held on Friday 23 October 2020</b> <i>To approve as a true and correct record and to authorise the Chair to sign then as such</i>	Chair	To Approve	Enclosed	15.01 pm
3.	<b>Matters Arising / Action List from the Minutes</b>  <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	15.02 pm
4.	<b>Notification of Any Other Business</b>  <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	15.05 pm
5.	<b>Declarations of Interest</b>  <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 the interest relate;</i> <i>(iii) the nature of the interest;</i>	Chair	<b>For Completion:</b>  Please email: Donna Robinson with your declarations of interest including a nil return where applicable <a href="mailto:donna.robinson6@nhs.net">donna.robinson6@nhs.net</a>		15.06 pm

Item no	Item	Led by	Action required	Enclosed/ Verbal	Time
	<i>(iv) be declared under this section and at the top of the agenda item which it relates too;</i>				
<b>6.</b>	<b>GOVERNANCE</b>				
<b>7.</b>	<b>STRATEGY</b>				
<b>7.1</b>	<b>aPMS Contracts – Christmas 2020 Bank Holiday Opening</b>	Assistant Primary Care Contracts Manager (HP) Strategic Lead – Primary Care (PD)	To Approve	Enclosed	15.10 pm
<b>8.</b>	<b>SYSTEM DEVELOPMENT &amp; IMPLEMENTATION</b>				
<b>8.1</b>	<b>Extended Primary Care Medical Services – Current and Newly Designed (Standing Item)</b>	Strategic Lead – Primary Care (PD) / Head of Commissioning – Integrated Delivery (ND)	To Approve	Enclosed	15.30 pm
<b>9.</b>	<b>FOR INFORMATION</b>				
<b>9.1</b>	<b>Primary Care Quality &amp; Performance Sub Committee Minutes</b>		No Report assigned to this item		
<b>9.2</b>	<b>Minutes of Meetings</b> <ul style="list-style-type: none"> <li>• LMC Liaison</li> <li>• Primary Care Nursing Steering Group</li> <li>• Practice Managers Meeting</li> </ul>	Chair	No Report assigned to this item		
<b>10.</b>	<b>Any Other Business</b>	Chair			15.48 pm
<b>11.</b>	<b>Date and Time of Next Meeting:</b> The next meeting will be held on <b>26<sup>th</sup> February 2021</b> at 12.15 pm – 2.00 pm, The Boardroom, Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY				

## 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