

**Agenda Item: 11**

**Report to:** Primary Care Commissioning Committee  
**Date of meeting:** 04/08/2020  
**Date paper distributed:** 30/07/2020  
**Subject:** Certificate of Annual Compliance Delegation report  
**Presented by:** Mark Webb  
**Previously distributed to:** Risk Committee

<b>STATUS OF THE REPORT (auto check relevant box)</b>	
Decision required	<input type="checkbox"/>
For Discussion to give Assurance	<input type="checkbox"/> (Only if requested by Committee member prior to meeting)
For Information	<input checked="" type="checkbox"/>
Report Exempt from Public Disclosure	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

<b>PURPOSE OF REPORT:</b>	This paper presents the Chair of the Primary Care Commissioning Committee's annual report to explain how the Committee has fulfilled all the functions as per the terms of reference.
<b>Recommendations:</b>	It is recommended that Committee note the report and the assurance that all the functions set out in its terms of reference have been fulfilled.
<b>Clinical Engagement</b>	Not Applicable
<b>Patient/Public Engagement</b>	Not Applicable
<b>Committee Process and Assurance:</b>	The paper was approved by the Risk Committee on 8 <sup>th</sup> July 2020 as part of the initial COVID-19 response in the absence of the Primary Care Commissioning Committee

<b>Link to CCG's Priorities</b>	<ul style="list-style-type: none"> <li>• Sustainable services <input checked="" type="checkbox"/></li> <li>• Empowering people <input checked="" type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Supporting communities <input checked="" type="checkbox"/></li> <li>• Fit for purpose organisation <input checked="" type="checkbox"/></li> </ul>
<b>Are there any specific and/or overt risks relating to one or more of the following areas?</b>	<ul style="list-style-type: none"> <li>• Legal <input type="checkbox"/></li> <li>• Finance <input type="checkbox"/></li> <li>• Quality <input type="checkbox"/></li> <li>• Equality analysis (and Due Regard Duty) <input type="checkbox"/></li> </ul>	<ul style="list-style-type: none"> <li>• Data protection <input type="checkbox"/></li> <li>• Performance <input type="checkbox"/></li> <li>• Other <input type="checkbox"/></li> </ul>

**Provide a summary of the identified risk**

None identified
-----------------

## Executive Summary

### CHAIR'S ANNUAL REPORT 1 APRIL 2019 TO 31 MARCH 2020

#### 1. Introduction

- 1.1 The purpose of this report is to provide an update on progress of the work of the Primary Care Commissioning Committee for the period April 2019 - March 2020. For the purposes of this report the term 'the Committee' will be used.
- 1.2 This is the second year that the CCG has operated at Level 3, fully delegated commissioning, of primary medical care services.
- 1.3 The Committee has continued to manage conflicts of interest robustly and in line with the CCG Conflicts of Interest policy.

#### 2. Role and Membership of the Primary Care Commissioning Committee

- 2.1 The role of the Committee is to carry out the functions in relation to the commissioning of primary care medical services as follows:
  - i GMS, PMS and APMS contracts (including the design of PMS and APMS contracts, monitoring of contracts, taking contractual action such as issuing breach/remedial notices, and removing a contract);
  - ii Newly designed enhanced services ("Local Enhanced Services" and "Directed Enhanced Services");
  - iii Design of local incentive schemes as an alternative to the Quality Outcomes Framework (QOF);
  - iv Decision making on whether to establish new GP practices in an area;
  - v Approving practice mergers;
  - vi Making decisions on 'discretionary' payment (e.g., returner/retainer schemes); these decisions will be in line with The General Medical Services Statement of Financial Entitlements (Amendment) Directions 2019
  - vii Currently commissioned local primary care medical services;
  - ix Newly designed services to be commissioned from primary care;
  - x. Approving and supporting the development of Primary Care Networks in line with NHS England and NHS Improvement Guidance;
  - xi. The Network DES including Network Agreement, DES specifications,

Network funding including Network Engagement Funding, Network Administration Payment, Workforce Reimbursement and Clinical Director funding.

- xii To manage the budget for commissioning of primary medical care services in North East Lincolnshire

2.2 Part A meetings of the Committee are held in public and Part B meetings are held in private. Five (5) meetings took place during this financial year and all were quorate.

Where voting members are unable to attend meetings nominated senior deputies may attend and vote.

Voting member attendance was as follows:

First name	Surname	Role	Attendance
Mark	Webb	Lay Member (Chair)	2/5
Cllr Margaret	Cracknell	NELC Member/Chair of the Health and Wellbeing board	2/5
Phillip	Bond	Lay Member (Vice Chair)	5/5
Dr Ekta	Elston	Board GP Member/ Medical Director	5/5 (representation by Dr Elston or voting deputy)
Laura	Whitton	Chief Finance Officer	5/5
Dr Sudhakar	Allamsetty	Board GP Member/Chair of COM	2/5 (representation by Dr Allamsetty or voting deputy)
Jan	Haxby	Director of Quality and Clinical Governance/ Executive Nurse	5/5 (representation by Jan Haxby or voting deputy)
Stephen	Pintus	Director of Public Health	4/5

*In addition, two NHS England and NHS Improvement officers, a number of CCG officers, and representatives from Humberside LMCs and Healthwatch attend the Committee as non-voting members.*

### **3.0 Responsibilities and Activity of the Committee**

3.1 During the course of the last financial year, the Committee has considered and approved a range of primary care projects and contractual decisions. The list below provides examples of some of the work the Committee has undertaken:

- Approval of the Primary Care Strategy and oversight of key delivery actions
- Approval of the establishment of 5 Primary Care Networks (groups of practices working together) across North East Lincolnshire
- Oversight of quality issues, including updates regarding support provided to practices prior to their Care Quality Commission visits and after their visits where additional support is required to help improvement
- Assessment of progress against the 2018/19 Quality Scheme
- Approval of a PCN Supplementary Scheme for Medicines Optimisation, to support clinical and cost effective prescribing
- Oversight of results of internal audit into the CCG's delegated commissioning responsibilities (substantial assurance received in 2019/20)
- Oversight of national GP patient survey results and actions being taken to support improvement
- Oversight of the review of updates to service specifications for services that are commissioned from general practices which are over and above their core contract requirements. These are usually aimed at providing treatment in primary and community settings and avoiding the need for hospital attendance
- Approval of practice mergers

3.2 The terms of reference for the Committee were reviewed and considered by the Committee in September 2019 and will be approved by the Governing Body as part of the CCG's approval of the new model constitution.

3.3 The requirement for sign off of primary medical care contract documentation was approved by the CCG's Chief Operating Officer and Chief Finance Officer, in line with the financial scheme of delegation and reservation.

## **4 Summary**

The evidence provided throughout the year and in this annual report provides assurance to the CCG Board that the Primary Care Commissioning Committee has fulfilled its functions as set out in the terms of reference for the Committee and the delegation agreement.

## **5 Recommendation**

It is recommended that Committee note the report and the assurance that all the functions set out in its terms of reference have been fulfilled.

**Mark Webb**

Chair, Primary Care Commissioning Committee 2019-20  
July 2020