

ACTION TRACKER: Oxfordshire Primary Care Commissioning Committee – 4 September 2018

Meeting Date	Item	Action/Issue	Owner	Date Due	Update	Open/Closed
06/03/2018	Primary Care Estates	Assurance around the Hightown project in terms of timescales and risk to patients to be provided to the Committee.	GH	01/05/2018	01/05/2018: Further engagement to take place between NHSE, the developer, OCCG and the practice to confirm issues. Hightown Newsletter reported site had been found subject to contract. Support to the project to be clarified.	Closed
01/05/2018		Support to the project to be clarified between NHSE and OCCG. Assurance highlight report to be presented to OPCCC once support issue had been resolved.	JD/GH	04/09/2018	04/09/2018: Due diligence on the project was being undertaken through the NHS England (NHSE) business case process and oversight from an external source. The project was believed to be on track. The project was receiving support and risk assessment and would only be brought to the OPCCC if any issues arose.	Closed
06/03/2018	Deliverables from Locality Place Based Plans	A further assurance report in relation to the committed non-recurrent schemes and whether funding would still be available in 2018/19 to be provided to the Committee.	JS	01/05/2018	01/05/2018: As above. 04/09/2018: Two of the amber schemes had now been agreed via the FRP process to go ahead and a further amber scheme would go to a future meeting of the Task Force. Following review of Paper 4 the action was closed.	Closed
01/05/2018	Quality Dashboards	Work to be undertaken to define the performance and quality information which should be presented to OPCCC.	MP/JD	04/09/2018	04/09/2018: The Dashboard should be ready for the November OPCCC meeting.	Closed
		Details of the team in Buckinghamshire carrying out work with the National Team to be passed to MP.	LP	04/09/2018	04/09/2018: The action related to work with the National Team around the ICS Primary Care and could be closed as there was regular dialogue and information sharing.	Closed
06/03/2018	Forward Plan	Suggestions for areas for deep dives	All	07/01/2019	04/09/2018: Communications and	Closed

		over the next 12 months to be sent to LC. With the instigation of two workshops per year, changing meeting dates to be quarterly (more evenly spread through the year) to be considered.	CM/JD	04/09/2018	engagement had been suggested but it was felt this should be expanded to a wider system workshop not just primary care. Premises and property for primary care. To be brought to the January workshop. 04/09/2018: A slight variation to the meeting dates had been included in the Forward Plan. Meetings for 2019 would now be arranged.	Closed
01/05/2018	Risk Register	Information on workforce to be brought to the Committee.	JD	04/09/2018	24/08/18 – Primary care workforce strategy in progress with the view to this informing the system wide workforce strategy 04/09/2018: It was hoped the primary care workforce strategy would be available in draft form for the November OPCCC meeting. 01/11/18 – Final draft of primary care workforce strategy being agreed internally before being presented to OPCCC	Open
04/09/2018		The involvement of patients in working with GPs around the mitigation of risks to be included in the mitigations. Strategic Risk AF26 to be amended. Operational Risk 799 to be amended as the mitigation detailed the problem. The engagement and draft workforce strategy for November to be included in the mitigation.	CM	06/11/2018	6/11/18 – Risk register updated	Closed
		The Risk Register to be reviewed to be sharper on the risks and to bullet point the mitigations.	CM CM	06/11/2018 06/11/2018	6/11/18 – Risk register updater 6/11/18 – Risk register updated	Closed Closed
				CM	06/11/2018	6/11/18 – to be reviewed as part of Directors risk review
04/09/2018	A Solution for Banbury – Update	A copy of the risk register for Banbury primary care sustainability would be shared outside of the meeting	JD	06/11/2018	6/11/18 – Project document circulated	Closed
04/09/2018	Quality	Whether 11 of 70 practices to obtain full	HW	06/11/2018	6/11/18 – see primary care quality	Closed

	Performance Report	<p>QOF points was up or down on previous years and whether there was a trend to be would check.</p> <p>A local review of the BOB figures indicating OCCG had the highest exception rates to be explored further as there appeared to be no correlation with practices service more deprived populations in Oxfordshire</p> <p>Assurance the Quality Committee scrutinised practices where there were areas with a significant drop in QOF to be provided.</p> <p>A copy of the Buckinghamshire multiagency investigations policy to be obtained.</p> <p>Update on the Local Incentive Schemes to be provided.</p>	HW	06/11/2018	assurance paper	Closed
			HW	06/11/2018	6/11/18 – see primary care quality assurance paper	Closed
			HW	06/11/2018	6/11/18 – see primary care quality assurance paper	Closed
			HW	06/11/2018	6/11/18 – contact has been made with Buckinghamshire CCG on this matter	Closed
			JD	06/11/2018		Open
04/09/2018	Developing OPCCC	<p>The suggestion for the Director of Public Health to become a member of the Committee would be explored.</p> <p>The OPCCOG ToR to be reviewed to remove any possibility of a GP majority and, if necessary, signed off via a virtual meeting.</p>	DH	06/11/2018		Open
			CM/JD	06/11/2018	6/11/18 – awaiting confirmation of the OPCCC TOR	Open
04/09/2018	APMS Contracts	A process to ensure all areas of service especially where there were issues commissioning, were covered when letting an APMS contract to be considered.	JD	06/11/2018	06/11/18 –noted. Next APMS contract to be re commissioned will be that for Luther Street	Closed
04/09/2018	Practice Boundary Change	Practices in the Upper Heyford area to be encouraged to consider expanding the practice boundary in order to provide more primary care services coverage to the area.	JD	06/11/2018	06/11/18 – Alchester Medical Practice has extended its boundary to cover the new population in Upper Heyford. Discussions continue with other practices	Closed
04/09/2018	LMC Representation	Following the retirement of Paul Roblin as LMC CEO, the question of LMC representation to be picked up outside of the meeting.	LC	06/11/2018	15/10: Richard Wood, BBOLMC Chief Executive had agreed to be the LMC Representative	Closed