

# **Berkshire West Primary Care Commissioning Committee Annual Report**

## **2020-21**

### **1. Introduction**

The Berkshire West Primary Care Commissioning Committee (PCCC) is a federated committee of the Governing Body of Berkshire West CCG.

### **2. The role of the Committee**

NHS England has delegated to the CCG authority to exercise primary care commissioning functions. The role of the Committee is to carry out these functions in accordance with the Delegation Agreement with the CCG's strategic programme for primary care being delivered by the Primary Care Programme Board. The Terms of Reference and membership of the Committee reflect the associated statutory framework and were reviewed and amended in 2020/21 to ensure functions were appropriately defined to support delivery. Main change to the Terms of Reference set out how decisions needing to be made before next scheduled meeting are made by voting members through extra-ordinary meeting arrangements or by email.

### **3. Meeting frequency and attendance**

Meetings were scheduled to be held quarterly in April, July, October and January. Due to the COVID-19 pandemic it became necessary to make changes to this schedule to ensure that resources were directed to support the local COVID-19 response. As a result, the April and January meetings of the Committee were deferred. In May and September, Part B (not in public), meetings were held to address urgent matters. In February a joint Primary Care Commissioning Committee and Primary Care Programme Board extra ordinary meeting was held to discuss an item of mutual interest reducing need for separate meetings to be arranged.

All meetings were quorate and held remotely using TEAMS to reduce COVID-19 risks and to ensure Government guidance on home working / reducing unnecessary travel were followed. Meetings were held in public via TEAMS with commercially sensitive and other confidential items being dealt with in a closed Part B section or through the establishment of extra ordinary meetings as described above.

The membership of the Committee in 2020-21 was as follows.

#### **Voting Members**

Lay Member for Governance (x2, one appointed Chair)

**June 2021 (v2)**

CCG GP Leads (x 2)  
Chief Officer  
Nurse Director (Deputy Chair)  
Chief Finance Officer or deputy

**Non-voting attendees**

Director of Primary Care  
CCG Practice Manager Representative  
Primary Care Network Representatives (No more than 4)  
Senior Operations Director for Berkshire West Primary Care Networks  
Primary Care Manager (Contracts and Quality)  
Primary Care Support Manager  
Local Medical Committee Representative  
Local Pharmaceutical Representative  
Healthwatch Representatives (x 3)  
Health and Wellbeing Board Representative (x 3)

Additional members could be co-opted as required.

The Committee also consisted of the following **PART B** Members:

**Voting Members**

Lay Member for Governance (x2, one appointed Chair)  
CCG GP Leads (x 2)  
Chief Officer  
Nurse Director (Deputy Chair)  
Chief Finance Officer or deputy

**Non-voting attendees**

Director of Primary Care  
CCG Practice Manager Representative  
Primary Care Network Representatives (No more than 4)  
Senior Operations Director for Berkshire West Primary Care Networks  
Primary Care Manager (Contracts and Quality)  
Primary Care Support Manager

Attendances, apologies for absence and declarations and/or conflicts of interest are formally recorded in the minutes of meetings and in the Committee's decision log as appropriate.

**June 2021 (v2)**

#### 4. Internal audit

The Committee and its associated management arrangements were reviewed once again by the CCGs' internal auditors in 2020-21, as part of NHS England's assurance process for delegated primary care commissioning. The audit covered Primary Care Finance and looked at contract payments, discretionary payments, and GP practice COVID-19 cost reimbursement payments. As the COVID-19 payments to GP practices were quite significant, the audit was split into two: business as usual and COVID-19.

The audit of 'business as usual' made two recommendations with regards to contract and discretionary payments, these were authorisation limits and the timeliness of rent reviews. Changes to delegated authorities were implemented as a result. The CCG has no direct control over rent reviews as reviews are undertaken by the Commissioning Support Unit. Both matters were noted as low risk, equating to a full assurance on the NHSE scale.

Findings from the COVID-19 audit were linked to validity of payments, the delegation of authority (which was reviewed to include approval by the Chief Finance Officer) and there being clear guidance around future payments and making sure these are inline with NHSE guidance. Internal auditors were made aware of the lack of guidance from NHSE at the start of the pandemic with this only being made available to the CCG in August 2020. By this time practices had incurred expenses and it was not considered appropriate for the CCG not to reimburse. The overall rating of the COVID-19 audit was noted to be medium risk. It was recognised that additional processes needed to be introduced for COVID practice claims and action to implement has been taken.

#### 5. Relationship with other Committees and Governing Bodies

The Committee reports to the Governing Body and additionally to the Finance Committee for financial investment matters. Chair's reports are prepared after all public meetings. The Committee is also accountable to NHS England for the effective delivery of the functions delegated to it and monitored, as appropriate, as part of NHSE assurance processes. During 2019-20 the Finance Committee approved all recommendations that the Primary Care Commissioning Committee made to it.

The Committee linked with the CCGs' other Programme Boards with regard to specific workstreams.

#### 6. Update on actions from previous Annual Reports

Action	Progress
Need for the Committee to take on responsibility for monitoring the delivery of the Network Contract DES, working in tandem with the Primary Care Programme Board with its focus on the overall development of Primary	Initial action taken to include PCNs in the Committee's quality and contract monitoring arrangements through development of the Quality Framework and Primary Care Quality Dashboard.

June 2021 (v2)

Care Networks and their engagement in system transformation work.	PCN Dashboard now available to be used to review performance and achievement for the Investment and Impact Fund indicators, as well as PCN service delivery and progress with recruitment.
Work with the Primary Care Networks to deliver quality improvement and address variation.	Work deferred due to COVID-19 pandemic.
Need to give consideration to meeting frequency to deal with urgent business as quarterly meetings are not sufficient to ensure decisions are made in a timely manner.	Initial consideration given to introducing an operational group but deferred whilst ICS committee structure defined.
Need for meeting attendance by full range of Committee members to be encouraged.	Change in attendee confirmed by one LA to support meeting attendance.

## 7. 2020-21 key decisions

Key decisions and areas of activity in 2020-21 are listed below. In accordance with the Committee's Terms of Reference, financial decisions were recommended to the Finance Committee for final approval.

### General

- Quarterly review of extract from corporate risk register relating to primary care, agreement of risk scorings and oversight of mitigating actions.
- Oversight of delegated primary care budget through receipt of regular finance reports.
- Review of internal audit report and recommendation of action plan to Audit Committee.
- Review Committee's Terms of Reference.
- Received and approved the Committee's Annual Report.

### COVID-19 Response

- Received updates on COVID-19 impact on GP services and national response to this.
- Received and advised on local GP Provider response to COVID-19 and actions taken by Primary Care Team, including:
  - Suspension of walk-in service and repurposing of site as a COVID-19 Response / Respiratory Hub for Reading and Wokingham patients.
  - Newbury system resilience CES supporting additional appointments over Winter as an alternative to COVID-19 Response Hub being established for West Berkshire patients.
  - Enhanced service income protection arrangements
  - Agreement for practices to repurpose enhanced access appointments to support flu and COVID-19 vaccine programmes.

### **Delegated responsibilities**

- Agreed to re-commissioning of CESs for 2020/21, including agreeing a supplementary service for PCNs to deliver extended hours and enhanced access as a single service.
- Oversight of implementation of Quality Framework through quarterly review of primary care quality report and quality improvement actions.
- Ratification of routine contractual changes managed by Primary Care Team.
- Monitoring implementation of national changes made to GP contracts, including approval of Primary Care Networks.
- Making decisions with regards to primary care estates.
- Approved the closure of a practice list to inter-practice transfers.
- Took decisions regarding re-procurement of local Walk-in Centre services, including the Centre's registered list, in light of impact of COVID-19 on activity.
- Agreed practice merger and received preliminary information on two other proposed mergers.
- Agreed case for extra ordinary funding to support issues with practice resilience and patient note summarisation.
- Received a deep dive report on QOF achievement and agreed actions required.
- Received a report on National Patient Survey results and agreed next steps.
- Agreed changes to PMS / GMS contract funding arrangements to support move towards equitable funding.
- Monitored flu campaign and immunisation rates.
- Reviewed and made decision on APMS contract re-procurement.

Main recommendations to the Finance Committee that required Finance Committee ratification were:

- Enhanced Service commissioning / re-commissioning arrangements
- Primary Care Estate decisions
- Extra ordinary funding cases
- Walk-in centre re-procurement decisions
- PMS / GMS move to equal funding decisions

### **8. Areas of learning /future development**

- To give consideration to Committee alignment across ICS.

### **9. Conclusion**

This Annual Report provides a summary of the Berkshire West Primary Care Commissioning Committee's work in 2020-21 in addition to the Chairs' reports received during the year. The Committee has complied with its Terms of Reference. It is the opinion of the Chair that the Committee has effectively discharged its responsibilities for 2020-21 and has identified appropriate areas for further development during 2021-22.