

**PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON**

Reference	ACTION	Workstream	ASSIGNED TO	DATE ASSIGNED	DATE DUE	RAG	NOTES
PCCC23	Workforce controls with data to be added to the risk register		JD	17.03.22			Risk Register updated CLOSED
PCCC24	Workshop with the Risk Committee for urgent discussions around GP Primary Care Resilience		JC	17.03.22			To take forward as part of the review of the risk register for the ICB CLOSED
PCCC25	Include an estates investment plan for all three CCGs on the risk register		JD	17.03.22			Risk Register updated CLOSED
PCCC26	Finance to share finance team Capital update with members		CH	17.03.22			Capital update shared CLOSED

Reference	ACTION	Workstream	ASSIGNED TO	DATE ASSIGNED	DATE DUE	RAG	NOTES
PCCC1	Bring a paper on the patient and public views on the Healthwatch survey of practices' COVID-19 changes to the September meeting	Primary Care COVID-19 response	RP	13.07.2021	tbc		Transferred from Oxfordshire's 28 June Action tracker on 21.07.2021. Previous Action No. 20/12 08/12/20 – summary provided in Heads report and full paper to next meeting 12.07.21 - Healthwatch Oxfordshire's reports on primary care wrt COVID to be circulated to Oxon members 16.09.21 JD in contact with RP to share with Oxon members Healthwatch Oxfordshire report circulated to Oxon members. CLOSED
PCCC3	Prepare a detailed patient and public engagement paper for the next meeting	Deputy Director, Head of Primary Care and Localities Report	CM RP	13.07.2021	06.04.2021		Transferred from Oxfordshires 28 June Action tracker on 21.07.2021. Previous Action No. 20/20 16.09.21 Patient and Public engagement will be an important part of the transition to and functions of the new ICB. This action will therefore move across to that piece of work lead by CM CLOSED
PCCC5	The Heads of Primary Care agreed to update and submit a draft of the ToR, reviewing the quoracy to manage ways forward until April 2022 being mindful there will be more work to build in. A virtual paper will be sent to members to sign off ready to send to Governing Body before September.		JC JN SD	13.07.2021			16.09.21 Updated TOR sent to BOB Governing Bodies on 9 September for agreement CLOSED
PCCC6	JD to send a copy of the revised indicators for the Investment and Impact Fund of the Network Contract DES 2021-22 to DSm		JD	13.07.2021			16.09.21 Revised indicators now published and can be found <a href="https://www.england.nhs.uk/wp-content/uploads/2021/03/B0486-network-contract-des-investment-and-impact-fund-guidance-2021-22.pdf">https://www.england.nhs.uk/wp-content/uploads/2021/03/B0486-network-contract-des-investment-and-impact-fund-guidance-2021-22.pdf</a> CLOSED
PCCC7	DSm requested further information around the sign-off of the business case for Alchester Medical Centre and Montgomery House Surgery who had opted out of the Network Services DES		JD	13.07.2021			16.09.21 Briefing provided to DSm CLOSED
PCCC10	BOB Primary Care teams' workload and the cumulative delivery of services will be added to the risk register.		JC	13.07.2021			16.09.21 Included as part of PCCCs in Common Risk 1 CLOSED
PCCC4	Take learning disability annual health checks action plan to Quality Committee to provide assurance to OPCCC and Executive Committee through the Quality Report	Quality Report	MP	13.07.2021	06.04.2021		Transferred from Oxfordshires 28 June Action tracker on 21.07.2021. Previous Action No. 20/21 2021.03.12: The paper will go to the Health and equalities for LD and autism group when it has been set up. 12.07.21 - update to next meeting 16.09.21 MP to provide a verbal update - <b>CLOSED</b>
PCCC8	JC to speak to the LMC to agree a committee representative not only for PCCC but the other meetings that feed into this meeting that the LMC is interested in.		JC	13.07.2021			16.09.21 TOR agreed 16.09.21 LMC to agree committee representative <b>16.12.21 CLOSED</b>
PCCC9	DSm requested a risk assessment of Botley Medical Centre in Oxon be conducted picking up objective indicators and subjective feedback from the system especially leading out of Covid		JD	13.07.2021			16.09.21 Work in progress. Update provided in Heads of Primary care report 12.12.21 CLOSED
PCCC11	JC to work with placed based leads to give consideration to how we escalate challenges and build other solutions for Winter pressures going forward. <b>JC Arrangements to be made to invite committee members to attend virtual updates of The Winter Plan</b>		JC	13.07.2021			Confirmation that we are producing system surge plans and primary care will contribute to that. <b>16.12.21 Superseded by the Winter Access Fund announcement - recommend to CLOSE</b>
PCCC12	Reference PCCC3 Public and Patient Engagement CM to provide a schedule of reporting for Public and Patient Engagement		CM	16.09.2021			<b>16.12.21 This will be reported quarterly to Governing Bodies</b> <b>CLOSED</b>
PCCC13	Reference PCCC5 Update ToR JC to update the ToR specifying the CCG Executive Director members and their areas	Governance	JC	16.09.2021			<b>16.12.21 TOR updated</b> <b>CLOSED</b>
PCCC14	Reference PCCC5 Update ToR JC to update the ToR to show it would cover the period of the transition only	Governance	JC	16.09.2021			<b>16.12.21 TOR updated</b> <b>CLOSED</b>
PCCC15	JN to check with the Safeguarding working group whether the proposal includes safeguarding adults.		JN	16.09.2021			<b>16.12.21 Included in the update</b> <b>CLOSED</b>
PCCC16	DS to work on developing a structure of reporting for Quality at PCCC meetings		DS	16.09.2021			<b>16.12.21 Update to be provided at the meeting</b>
PCCC17	JC to create and add to the ToR a Governance Chart that includes Quality and Finance.	Governance	JC	16.09.2021			<b>16.12.21 TOR updated</b> <b>CLOSED</b>
PCCC18	CH to amend the Oxfordshire and Buckinghamshire reports - Berryfields and Meadowcroft surgeries did not merged on the 1 April 2021	Finance	CH	16.09.2021			<b>16.12.21 amended</b> <b>CLOSED</b>
PCCC19	JC and CH to produce a more detailed finance report and review PMS funding	Finance	JC CH	16.09.2021			<b>16.12.21 Oxon report to PCCC will in future be that resented to OPCCOG which covers Primary Care in its totality. PMS report shared with Oxon members</b> <b>CLOSED</b>
PCCC20	KH to update the risk register. The three estates risks to be split, provide a breakdown of estate development capital and include a plan for capital investment.		KH	16.09.2021			<b>16.12.21 Risk register updated</b> <b>CLOSED</b>
PCCC2	Lead item on inequalities at next meeting	Primary Care COVID-19 response	KC	13.07.2021	01.12.2020		Transferred from Oxfordshire's 28 June Action tracker on 21.07.2021. Previous Action No. 20/13 08/12/2020 – Recommendations part of the Locally Commissioned Services paper. Full paper expected at next meeting. 12.07.21 - work moved to BOB Director lead for Inequalities - CLOSED 16.09.21 Members agreed to keep open with regular updates provided for assurance - <b>CLOSED</b> on the action log
PCCC21	HOPC/KH TO organise a Workshop deep/ dive on estates and provide feedback to members at the December PCCC meeting.		HOPC	16.09.2021			<b>16.12.21 ICS workshop held in September 21 which has a specific Primary care workstream</b>
PCCC22	MP to provide further updates for Botley Medical Centre, Oxford		MP	16.09.2021			16.12.21 Update provided in HOPC report

Workstreams
Transition Group
Clinical/Professional Leadership
Designing new ICS Operating and Delivery Models
Ways of Working
Comms &Engagement
Finance
Governance
System Financial Framework
Digital
Quality
HR and OD
Primary Care
Programme Team
Performance

RAG	
Completed	Completed
G	On target
A	1w late
R	2w late

