

Review of Papers Presented in the Private Session

Primary Care Commissioning Committee meeting

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5 October 2016

Author(s)	Katrina Cleary, Programme Director, Primary Care
Sponsor	John Boyington, Chair, Primary Care Commissioning Committee
Is your report for Noting and Approval	
Consideration.	
Are there any Resource Implications (including Financial, Staffing etc.)	
There are no additional resource implications.	
Audit Requirement	
<u>CCG Objective:</u>	
1. To improve patient experience and access to care	
2. To improve quality and equality of healthcare in Sheffield	
<u>Equality impact assessment</u>	
<i>Have you carried out an Equality Impact Assessment</i> NO	
<i>If not, why not?</i> Not Applicable	
<u>PPE Activity</u>	
<i>Does your paper support involving patients, carers and the public?</i> Not at this point.	
Recommendations	
The Primary Care Commissioning Committee is asked to consider the improvements suggested by the group and to determine which will be implemented.	

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1. Introduction

Over recent months the Primary Care Commissioning Committee (PCCC) has been examining the extent to which the committee's business is open and transparent and has been seeking to assure itself that the items on the private part of the agenda are included within that part of the meeting appropriately. The committee charged a small group to further explore the approach taken to-date and report back with recommendations. This report outlines the approach taken and suggests a number of improvements for committee's consideration.

2. Previous Issues Considered in Private

A small group comprising Katrina Cleary, Programme Director Primary Care, Victoria Lindon, NHS England Senior Primary Care Manager, Rachel Dillon, West Locality Manager, Dr Trish Edney, PCCC Healthwatch representative and Mike Simpkin, Save Our Sheffield NHS representative, met to consider the items discussed within the private section of the PCCC since its establishment early this year.

The group praised the approach taken by the CCG in keeping the number of private items to a minimum since the committee was established. In looking at the items so far considered in private the agenda items fell into three main categories:

- Items which required input from the committee to help Governing Body in its future decision but which did not require committee approval, eg the discussion regarding the content of Primary Care Strategy prior to Governing Body approval;
- Items which contained sensitive information or information which would not normally be in the public domain, eg Special Cases applications; and
- Items which did not yet require a decision to be taken but were providing advance notice of issues which may require a decision in the future, eg update on progress with regard to the Westfield practice developments.

3. Suggested Improvements

In recognising that the items included in the private agenda have so far been appropriate, the group proposed the following improvements for the committee's consideration:

- Where an item is to be considered to support a Governing Body decision that, where possible, an outline presentation on the issue is given to the public part of the committee meeting;

- That a principle of proportionality is applied and that, rather than a whole item being considered in private, where possible the public part of the meeting allows consideration of those elements of the issue which are public, with only the minor confidential issues being considered in the private meeting;
- Where an issue has been considered / decided upon within the private meeting that an update is given to the meeting held in public as soon as possible.

Overall, the group felt that the approach taken represented a very positive start for the committee in its efforts to ensure openness and transparency in how it conducts its business is maintained.

4. Recommendation

The Primary Care Commissioning Committee is asked to consider the improvements suggested by the group and to determine which will be implemented.

K Cleary
Programme Director Primary Care
26 September 2016

Items discussed in Private at the Primary Care Commissioning Committee meeting from 18 November 2015 to date

- 1 Minutes of special cases advisory group and special cases applications**
Rationale: These minutes reflected a record of individual practice issues relating to special cases applications which contained information regarding individual GP earning and other potentially sensitive issues.
- 2 Specific Practice Issues: Sothall and Beighton, Westfield, Bents Green**
Rationale: These issues were updates of meetings and discussions had with and about individual practice issues, which were being held in confidence and which at that point in time did not require a decision. However, it was important that PCCC were made aware of the potential issues coming to the fore.
- 3 Primary Care Strategy**
Rationale: Approval of Strategy was a Governing Body responsibility. However it was important that PCCC had the opportunity to feed into the strategy without it being in the public domain prior to Governing Body approval. The strategy is now approved and available to public
- 4 Primary Care Transformation Fund**
Rationale: This item was an update of bids which had been received from practices, which contained information at that point in time was not sufficiently robust to share publicly. At that point no specific decision was being sought
- 5 APMS Practices Special Cases**
Rationale: Similar to item 1 above this paper contained information contained a number of confidential issues.

Items discussed in Public at the Primary Care Commissioning Committee meeting from 18 November 2015 to date

Primary Care Commissioning Committee Terms of Reference

Process for Reviewing Special Cases Applications

Update on Equalisation of GP Finances

Primary Care Co-Commissioning Updates, including Delivery Plans etc

Update on Closure of Bents Green Practice

Communities LCS Special Cases

Locally Commissioned and Other Primary Care Service Budgets

Proposed Closure of Greenhill Branch Surgery

Alliance of the Willing Update

The Sheffield Alliance of the Willing: Building a Truly Local Health and Care System

Locally Commissioned Service – Delegation to CET

2016/17 Initial Budgets