

Proposed Dates for Primary Care Commissioning Committee Meetings and Strategic Development Sessions in 2021/22

Primary Care Commissioning Committee meeting

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21 January 2021

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Purpose of Paper	
This paper is designed to seek PCCC's approval on the proposed schedule of PCCC meetings and strategic development sessions to be held in 2021/22.	
Key Issues	
<p>The Terms of Reference for PCCC as set out in the CCG's constitution require that the committee meet at least six times a year in order to discharge their delegated responsibilities.</p> <p>As these are important meetings which particularly all voting members should endeavour to attend, it is important that we timetable into diaries at an early stage and also that members of the public are aware well in advance of the meetings to be held in public.</p> <p>It should be noted that the proposed meeting dates and development sessions could be subject to change.</p>	
Is your report for Approval / Consideration / Noting	
Approval	
Recommendations / Action Required by Primary Care Commissioning Committee	
<p>PCCC is asked to:</p> <ul style="list-style-type: none"> • Approve the proposed dates of PCCC meetings to be held in public in 2021/22. • Approve the proposed dates for strategic development sessions for 2021/22 	
What assurance does this report provide to the Primary Care Commissioning Committee in relation to Governing Body Assurance Framework (GBAF) objectives?	
<p>Which of the CCG's objectives does this paper support?</p> <p>The report links to all risks identified on the GBAF and also supports the good governance arrangements in place which are integral to each of the CCG's objectives contributing to a sound system of internal control.</p>	

Does this report relate to a formal statutory / delegated Primary Care responsibility of the CCG?
<i>If so please state which function?</i> Yes – Meetings required as part of scheme of delegation arrangements.
Are there any Resource Implications (including Financial, Staffing etc)?
Not applicable
Have you carried out an Equality Impact Assessment and is it attached?
No, There are no specific issues associated with this report.
Have you involved patients, carers and the public in the preparation of the report?
Not applicable

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1. Introduction

NHS England has delegated to the CCG authority to exercise the primary care commissioning functions referred to as the scheme of delegation in accordance with section 13Z of the NHS Act. In order to exercise these delegated functions, the CCG has established the NHS Sheffield CCG Primary Care Commissioning Committee (PCCC) with Terms of Reference.

The Committee functions as a corporate decision making body for the management of the delegated functions and the exercise of the delegated powers and for the management and exercise of functions and powers delegated by the Governing Body to the Committee in relation to the CCG's responsibilities for primary care, or where in relation to other commissioning proposals, where the Governing Body determines that conflicts of interest prevent decisions being taken by the Governing Body as set out in the CCG's Standing Orders.

2. Proposed Schedule of Primary Care Commissioning Meetings and Strategic Development Sessions for 2021/22

The proposed schedule of dates for 2021/22 for PCCC meetings to be held in public and for strategic development sessions is outlined below. Following discussion with the PCCC Chair, it is proposed that the schedules will be as in previous years.

a) Proposed Dates of Primary Care Commissioning Meetings to be held in Public in 2021/22 (it is proposed that the meetings will continue to take place virtually on Zoom from 1.30 pm – 4.30 pm. This will be reviewed when the option to hold the meeting in the Board Room at 722 Prince of Wales Road returns).

- Thursday 13 May 2021
- Thursday 15 July 2021
- Please note there will not be a PCCC meeting in August 2021 unless there are exceptional circumstances
- Thursday 16 September 2021
- Thursday 18 November 2021

- Thursday 20 January 2022
- Thursday 10 March 2022

Each of these meetings in public will be followed by a meeting in private, as required.

b) Proposed Dates of Primary Care Commissioning Strategic Development Sessions in 2021/22

The proposal is for the sessions to be held from 1.30 pm to 4.30 pm, unless otherwise stated.

- Thursday 15 April 2021
- Thursday 17 June 2021
- Thursday 21 October 2021
- Wednesday 15 December 2021
- Thursday 17 February 2022

3. Recommendation

Primary Care Commissioning Committee is asked to:

- Approve the proposed dates of PCCC meetings to be held in public in 2021/22.
- Approve the proposed dates for the strategic development sessions for 2021/22.

Paper prepared by Sarah Burt, Deputy Director of Delivery, Care Outside of Hospital

On behalf of Sandie Buchan, Director of Commissioning Development

January 2021