

**NORTH YORKSHIRE
CLINICAL COMMISSIONING GROUPS**

Primary Care Commissioning (CsIC)

Thursday 27 February 2020 at 14.00pm

Suite 4, Evolution Business Centre, 6 County Business Park, Darlington Road,
Northallerton, DL6 2NQ

Present	
HRW CCG	
Wendy Balmain	Director of Strategy and Integration, North Yorkshire CCGs
Jane Hawkard (part)	CFO, North Yorkshire CCGs
Philip Hewitson (Chair)	Lay Member, Governing Body, HRW CCG
Dr Mark Hodgson	GP, Governing Body, HRW CCG
Sue Peckitt	Chief Nurse, North Yorkshire CCGs
Ken Readshaw	GB Lay Member, HRW CCG

Present	
HaRD CCG	
Wendy Balmain	Director of Strategy and Integration, North Yorkshire CCGs
Jane Hawkard (part)	CFO, North Yorkshire CCGs
Dr Sarah Hay	GP, Governing Body, HaRD CCG
Dr Alistair Ingram	Chair, Governing Body, HaRD CCG
Sue Peckitt	Chief Nurse, North Yorkshire CCGs
Sheenagh Powell	GB Lay Member, HaRD CCG
Dr Bruce Willoughby	GP, Governing Body, HaRD CCG

Present	
S & R CCG	
Wendy Balmain	Director of Strategy and Integration, North Yorkshire CCGs
Jane Hawkard (part)	CFO, North Yorkshire CCGs
Philip Hewitson (Chair)	Lay Member, Governing Body, SR CCG
Carolyn Liddle	Primary Care Manager, Governing Body, SR CCG
Sue Peckitt	Chief Nurse, North Yorkshire CCGs
Ken Readshaw	Lay Member, Governing Body, SR CCG

In Attendance	
Nigel Ayre	Healthwatch North Yorkshire
Clare Beard	Public Health Consultant, NYCC
Andrew Dangerfield	Head of Commissioning, HaRD CCG
David Iley	Primary Care Manager, NHS England
Emma Reah	Practice Manager Representative, HRW CCG
Jane Ritchie	HEN Representative (Richmondshire)
Cathy Tobin (Minutes)	Committee Secretary, HRW CCG
Sally Tyrer	LMC Representative

Members of the Public	

Apologies	
HRW CCG	
Amanda Bloor	Accountable Officer, NY CCGs
Linda Lloyd	Lay Member, Governing Body, HRW CCG
Julie Warren	Director of Corporate Services, Governance and Performance, North Yorkshire CCGs

Apologies	
HaRD CCG	
Amanda Bloor	Accountable Officer, North Yorkshire CCGs
Lance Gilroy	Lay Member, Governing Body, HaRD CCG
Kate Kennady	Lay Member, Governing Body HaRD CCG
Julie Warren	Director of Corporate Services, Governance and Performance, North Yorkshire CCGs

Apologies	
S & R CCG	
Amanda Bloor	Accountable Officer, North Yorkshire CCGs
Andy Hudson	Lay Member, Governing Body, SR CCG
Jenny Loggie	Head of Primary Care, SRCCG
Julie Warren	Director of Corporate Services, Governance and Performance, North Yorkshire CCGs

Apologies	
Andrew Dickie	Director, Heartbeat Alliance
Dawn Ginns	Senior Primary Care Manager, NHS England
Sam Haward	Head of Strategy, HRW CCG
Iain Murray	Managing Director, Heartbeat Alliance

1. Apologies for absence

Philip Hewitson opened the meeting and apologies were noted above.

HRW CCG PCCC: Noted the above apologies.

HaRD CCG PCCC: Noted the above apologies.

SR CCG PCCC: Noted the above apologies.

2. Declarations of Members Interests in Relation to the Business of the Meeting

The Chair reminded Committee members of their obligation to declare any interest they may have on any issues arising at Committee meetings which might conflict with the business of the North Yorkshire Clinical Commissioning Groups.

Declarations declared by members of the Primary Care Co-Commissioning Committees in Common are available on the CCGs registers that can be found using the following links:

<https://www.hambletonrichmondshireandwhitbyccg.nhs.uk/documents>

<http://www.harrogateandruraldistrictccg.nhs.uk/publications/conflict-of-interest/>

<https://www.scarboroughryedaleccg.nhs.uk/wp-content/uploads/2019/11/Declarations-of-Interest>

No changes were made to the declarations of interests.

The meeting was not fully quorate. HRW and S & R were quorate, however HaRD was not but as no decisions were required to be made it did not affect any outcomes of the meeting. Therefore the draft minutes were issued to HaRD Committee members for prior approval.

HRW CCG PCCC: Noted that there were no declarations made in relation to the business of the meeting and that the meeting was quorate for HRW CCG.

HaRD CCG PCCC: Noted that there were no declarations made in relation to the business of the meeting and that the meeting was not quorate for HaRD CCG.

SR CCG PCCC: Noted that there were no declarations made in relation to the business of the meeting and that the meeting was quorate for S & R CCG.

3. Questions from Members of the Public.

It was confirmed that no questions had been received from members of the public prior to the commencement of the meeting.

HRW CCG PCCC: Noted the above.
HaRD CCG PCCC: Noted the above.
SR CCG PCCC: Noted the above.

4. Minutes and matters arising from the meeting held on 7 November 2019:

PCC CsIC – 7 November 2019 – The minutes from the meeting that was held on 7 November 2019 were agreed as a true and accurate record of the meeting, subject to the following amendment:

Philip Hewitson requested that Iain Dobinson be removed from the apologies on p2 as he was not in post at the time of the meeting.

HRW CCG PCCC: Noted the minutes from the previous meeting, subject to the above change.
HaRD CCG PCCC: Noted the minutes from the previous meeting, subject to the above change.
SR CCG PCCC: Noted the minutes from the previous meeting, subject to the above change.

ACTION: Minutes of the previous meeting to be amended with the above changes and issued.

5.0 Forward Plan

Wendy Balmain presented the forward plan and explained that it was draft until the requirements of the newly formed committee were established. It will be presented to the next meeting for approval.

Alistair Ingram queried about the Terms of Reference (ToR) for the newly established Committee and Wendy confirmed that it will be drafted and presented to the first meeting of the new Committee.

Ken Readshaw added that as part of the Constitution the new ToR should be available upon commencement of the new North Yorkshire CCG on 1 April 2020.

HRW CCG PCCC: Noted the forward plan.
HaRD CCG PCCC: Noted the forward plan.
SR CCG PCCC: Noted the forward plan.

5.1 PCCC Significant Risk Review Quarterly Report

Wendy Balmain presented the significant risk review quarterly report on behalf of Julie Warren. Wendy confirmed that there are no significant risks currently identified on the register. Wendy noted that there is still a gap in the allocation received for primary care and the contract entitlement for 2021.

Wendy confirmed that all practices are rated good by CQC.

Sheenagh Powell queried whether there was any significant risks for the Primary Care Networks (PCNs) and Wendy confirmed that the PCN contracts are being revised and that development sessions with Clinical Directors have taken place to understand development needs.

HRW CCG PCCC: Noted the above.

HaRD CCG PCCC: Noted the above.

SR CCG PCCC: Noted the above.

5.2 Primary Care Committees Annual Report

Wendy Balmain presented the Primary Care Annual Report on behalf of Julie Warren and indicated that the format of this report would be renewed going forward.

Philip Hewitson highlighted that there was no performance data included for the first half of 2019/20 and Wendy agreed to ask Sasha Sencier to include this information.

ACTION: No performance data was included within the report from first half of 2019/20. Therefore Wendy Balmain will ask Sasha Sencier to include this information.

HRW CCG PCCC: Noted the content of the reports.

HaRD CCG PCCC: Noted the content of the reports.

SR CCG PCCC: Noted the content of the reports.

5.3 Committees Annual Effectiveness Review

Wendy Balmain verbally updated the Committee on behalf of Julie Warren and confirmed that discussions were taking place with the Audit Chairs and that the proposal is to issue an annual effectiveness survey to every Committee member prior to the next Governing Body meeting.

HRW CCG PCCC: Noted the above update.

HaRD CCG PCCC: Noted the above update.

SR CCG PCCC: Noted the above update.

6.0 Primary Care Report

Wendy Balmain presented the Primary Care Report with input from the following staff members:

Hambleton, Richmondshire & Whitby (HRW) CCG's Primary Care Report

Wendy presented HRW CCG's Primary Care report on behalf of Sam Haward and highlighted the following key issues:

Catterick Integrated Care Campus (CICC) – HRW CCG is working alongside the MOD with the aim of delivering a resilient and sustainable integrated care campus for the residents of Catterick and the surrounding areas. A post Project Initiation Document (PID) options appraisal will be presented to the finance committee. Despite progress being made there is an affordability gap for both capital and revenue. Work is being undertaken to establish the requirements of the new service, which is hoped to open in 2023.

Whitby Hospital – discussions are taking place with Humber Foundation Trust to further develop an integrated service model.

Harrogate and Rural District (HaRD) CCG's Primary Care Report

Bruce Willoughby presented HaRD CCG's Primary Care report and highlighted the following key issues:

Extended Access - Bruce informed the Committee that cervical smear tests are being carried out as part of the extended access contract and is working well as an example of planned care.

On-line Consultation appointments – progressing well and moving practices forward.

One PCN is moving from Emis to System 1 – progressing and will enable a better way of working.

PCNs – Positive progress and developing well with assistance from clinical leaders.

HRW have undertaken some good work on Frailty which will be developed & implemented as best practice for other CCGs going forward.

Scarborough & Ryedale (S & R) CCG's Primary Care Report

Carolyn Little highlighted the following from the report:

GP Connect – Data sharing agreements have been shared with practices.

PCNs – the report states that the Clinical Director for Scarborough Core PCN has tendered their resignation and Carolyn confirmed that the Director will remain in post until a replacement is recruited.

Clinical Pharmacists – as there is now one fund for reimbursement for additional roles, there may be more clinical pharmacists recruited in the future.

Carolyn also informed the Committee that a profile of demand is being carried out in Filey & Scarborough Healthier Communities to determine the need of additional roles which may include First Contact Physios for instance.

Extended Access

Wendy Balmain informed the Committee that one practice in the S & R area is experiencing a number of pressures and are considering terminating their contract. Work is being undertaken with all surrounding practices to determine a way forward for all involved. NHSE have been informed.

Jane Ritchie requested that patients are kept informed and given as much notice as possible if the Extended Access Service ceases for that particular practice.

HRW CCG PCCC: Noted the content of the reports.

HaRD CCG PCCC: Noted the content of the reports.

SR CCG PCCC: Noted the content of the reports.

7.0 NHS England (NHSE) / Improvement Primary Care Update

David Iley presented the NHSE update and highlighted the following issues:

Update to the GP Contract Agreement 2020/21 – 2023/24

On 7 February an update was published to the Investment & Evolution: a five year framework for GP contract reform to deliver the NHS Long Term Plan, which includes more flexibility with PCNs being included in the scheme.

GP Electronic Declaration

The General Practice Electronic Declaration (eDEC) is an annual contractual requirement in which GP Practices complete a return to NHSE and NHS Improvement to provide assurance regarding contractual compliance. We understand GP Practices submitted the most recent return which was due in December 2019. The responses will be fed back to the CCG later in the year including any areas of concern brought to a future meeting.

Community Pharmacist Consultation Service

The NHS Community Pharmacist Consultation Service (CPCS) will launch on 29th October 2019 as an Advanced Service. The service, which will replace the [NUMSAS](#) and [DMIRS](#) pilots, will connect patients who have a minor illness or need an urgent supply of a medicine with a community pharmacy.

The CPCS will take referrals to community pharmacy from NHS 111 initially, with a rise in scale with referrals from other parts of the NHS to follow. The CPCS will relieve pressure on the wider NHS by connecting patients with community pharmacy, which should be their first port of call and can deliver a swift, convenient and effective service to meet their needs.

The CPCS provides the opportunity for community pharmacy to play a bigger role than ever this winter as an integral part of the NHS urgent care system. This will continue to be supported by the [NHS Help Us Help You Pharmacy Advice campaign](#).

Jane Ritchie queried the reason for lack of stock for some medication and Sally Tyrer confirmed it was a national issue which had been escalated to the highest level.

Sheenagh Powell queried the GP Contract agreement and the shortfall in funding of some contracts for additional roles. Wendy Balmain explained that there was a funding gap nationally for primary care allocations but is hoping to receive an additional allocation from NHSE. Wendy also confirmed that there is currently no resilience in place for the clinical pharmacists which will need to be considered.

HRW CCG PCCC: Noted the content of the reports.

HaRD CCG PCCC: Noted the content of the reports.

SR CCG PCCC: Noted the content of the reports.

8.0 Public Health (NYCC)

Clare Beard presented the Public Health update which included the North Yorkshire Adult Weight Management Service Annual Report for 2018. Clare also provided the following highlights:

Richmondshire District Council's Choose to lose weight programme is currently being developed. Public Health is currently supporting a weight management programme in Craven targeting people with Learning Disabilities. It will be important going forward to align initiatives such as those aiming to reduce risk of diabetes as well as developing coherent care pathways.

Alistair Ingram enquired about the correct advice for COVID-19, as there was confusion due to two Harrogate schools doing opposite things and Clare confirmed that Public Health were following Public Health England's advice. Andrew Dangerfield stressed that the Department of Health are advising schools not to shut unless anyone received a positive result of the virus. Clare will send the link for up to date advice & guidance for it to be circulated to Committee members.

Sally Tyrer suggested that the virus may need to be added to the significant primary care risk register, which Wendy Balmain agreed.

Clare informed the Committee that profiles for each Primary Care Network have been shared with Clinical Directors, with input from Bruce Willoughby and Jenny Loggie. Wendy Balmain noted that these will inform future priorities developed as part of Population Health Management developments.

Pharmaceutical Needs Assessment (PNA) – Clare informed the Committee that the assessment will be published in Spring 2021 and sought nominees to represent the CCG. The PNA examines local pharmacy provision. Sue Peckitt agreed to take forward.

ACTION: Public Health England's COVID-19 advice & guidance link – Clare Beard to send the link to Cathy Tobin for it to be circulated to Committee members.

ACTION: COVID-19 – Due to the apparent confusion of the correct advice & guidance for the virus, Sally Tyrer suggested that the virus should be added to the significant primary care risk register, which Wendy Balmain agreed. Cathy Tobin to inform Sasha Sencier for it to be added to the risk register.

ACTION: Pharmaceutical Needs Assessment – Clare informed the Committee that the assessment will be published in Spring 2021 and sought nominees to represent the CCG. The PNA examines local pharmacy provision. Sue Peckitt agreed to take forward.

HRW CCG PCCC: Noted the content of the report.

HaRD CCG PCCC: Noted the content of the report.

SR CCG PCCC: Noted the content of the report.

9. **Strategy** – nothing was presented.

HRW CCG PCCC: No items were presented.

HaRD CCG PCCC: No items were presented.

SR CCG PCCC: No items were presented.

10. Finance Update

Jane Hawkard attended for this item and presented the Primary Care Co-commissioning finance report and provided the following highlights:

Mostly on track for Primary Care budgets for all three CCGs.

HRW – shortfall in the budget, due to the allocation being less than the spend.

HaRD – big pressure on ‘other GP Services’ creating a shortfall in the budget, therefore expecting an overspend.

S & R – should balance.

Sheenagh Powell requested further detail on the contract variances going forward which Jane agreed.

Sally Tyrer queried about the PCNs & non-recurrent monies and Wendy Balmain re-iterated that the CCG are awaiting the new allocations from NHSE for the additional primary care roles and stated that transparency around the position will be discussed with the relevant parties. Wendy also highlighted that the allocation dictates the services available.

HRW CCG PCCC: Noted the content of the report.

HaRD CCG PCCC: Noted the content of the report.

SR CCG PCCC: Noted the content of the report.

11. GP IT Update

Wendy Balmain verbally updated the Committee with the following highlights:

A programme Board has now been established for GP IT and a new contract has been awarded to the North East Commissioning Service (NECS) with effect from April 2020. 155 sites are currently being mobilised with the new IT, with no significant risks to date.

Sally Tyrer expressed concern with the new IT installation due to issued and her practice having to remain open very late one evening. Wendy will speak with Embed to encourage minimum disruption to practices wherever possible.

ACTION: Embed / NECS New IT installation – Disruption caused by the implementation of new IT installation. Wendy Balmain will speak with Embed/NECs to avoid disruption to practices wherever possible.

Post meeting note: Debbie Westmoreland confirmed that following the report of a protracted period of network unavailability at a practice in Thirsk where access to essential clinical systems was lost for a number of hours. It was found that the incident related to a planned and required cabinet replacement and switch upgrade at the practice, and was undertaken and managed by EMBED with support from Fibrenet colleagues (3rd party), and was not in relation to NECS service migration which had been the initial conclusion.

Our understanding is that EMBED and Fibrenet colleagues worked hard to restore service but absolutely recognise and regret that this negatively impacted on the practice service. Practices being mobilised to the NECS infrastructure continue to receive a positive experience, and scheduling of these migrations continues at a safe pace with good audit intelligence to ensure an individual approach is taken in respect of each of our practice sites.

HRW CCG PCCC: Noted the verbal update.

HaRD CCG PCCC: Noted the verbal update.

SR CCG PCCC: Noted the verbal update.

12. Any Other Business

Philip Hewitson updated the Committee about Dr Phil Garnett sadly passing away and praised him for his work around primary care.

Philip also stated that it was the last Primary Care Commissioning Committees in Common meeting and thanked Linda Lloyd (HRW CCG) and Andy Hudson (S & R) for Chairing the individual CCG Primary Care Commissioning meetings over the last few years as they will be leaving the CCGs at the end of March. Philip also thanked Carolyn Liddle for her work for the Committee who was also leaving S & R CCG at the end of March.

Jane Ritchie requested that patients be informed of changes to services at all times going forward.

HRW CCG PCCC: Noted the above.

HaRD CCG PCCC: Noted the above.

SR CCG PCCC: Noted the above.

13. Meeting Reflection

Nothing was raised.

HRW CCG PCCC: Noted the above.

HaRD CCG PCCC: Noted the above.

SR CCG PCCC: Noted the above.

14. Key Messages to Governing Body & Council of Member Committees

- Updated forward plan will be presented to the next meeting for approval by the newly formed Committee.
- The only outstanding significant risk for Primary Care was the GP IT. The Committees in Common suggest that the Covid 19 outbreak should be considered for inclusion on the risk register.
- Primary Care Commissioning Annual Report - no performance data was included for the first half of 2019/20 but the report will be updated with the data and re-issued.
- Annual effectiveness survey will be issued to every Committee member prior to the next Governing Body meeting.
- HRW CCG - Catterick Integrated Care Campus (CICC) – progressing although there is currently an affordability gap for both revenue and building costs.
- Extended Access, S & R - one practice in the S & R area is experiencing a number of pressures and is considering terminating its contract. Work is being undertaken with all surrounding practices to determine a way forward for all involved.
- Update to the GP Contract Agreement 2020/21 – 2023/24 - 7 February an update was published to include more flexibility with PCNs being included in the scheme.
- GP Contract agreement - funding gap nationally for primary care allocations but it's hoped to receive an additional allocation from NHSE.
- COVID-19 – it was confirmed to follow Public Health England's advice.
- Pharmaceutical needs assessment – Clare Beard sought CCG nominees for the Pharmaceutical Needs Assessment.
- Budgetary Control - Mostly on track for Primary Care budgets for all three CCGs Further detail will be included on the contract variances going forward.
- A programme Board has now been established for GP IT and a new contract has been awarded to the North East Commissioning Service (NECS) with effect from April 2020.

HRW CCG PCCC: Noted the above.

HaRD CCG PCCC: Noted the above.

SR CCG PCCC: Noted the above.

15. Date of next meeting: Tbc.

HRW CCG PCCC: Noted the above.

HaRD CCG PCCC: Noted the above.

SR CCG PCCC: Noted the above.

The meeting closed at 15.25.

Follow up actions

The actions required as detailed in these minutes are attached at Appendix A.

Key Messages

Primary Care Commissioning Committees in Common

27 February 2020

Philip Hewitson

The meeting took place on Thursday 27 February 2020 at the Evolution Business Centre, 6 County Business Park, Darlington Road, Northallerton, DL6 2NQ. Committee members either attended or sent apologies.

The meeting was not fully quorate. HRW and S & R were quorate, however HaRD was not but as no decisions were required to be made it did not affect any outcomes of the meeting. The draft minutes were issued to HaRD Committee members for prior approval. Ten Committee Members were present.

Conflicts of interests were noted and managed in relation to the business of the meeting.

Key items discussed and minuted:

- Updated forward plan will be presented to the next meeting for approval by the newly formed Committee.
- The only outstanding significant risk for Primary Care was the GP IT. The Committees in Common suggested that the Covid 19 outbreak should be considered for inclusion on the risk register.
- Primary Care Commissioning Annual Report - no performance data was included for the first half of 2019/20 but the report will be updated with the data and re-issued.
- Annual effectiveness survey will be issued to every Committee member prior to the next Governing Body meeting.
- HRW CCG - Catterick Integrated Care Campus (CICC) – progressing although there is currently an affordability gap for both revenue and building costs.
- Extended Access, S & R - one practice in the S & R area is experiencing a number of pressures and is considering terminating its contract. Work is being undertaken with all surrounding practices to determine a way forward for all involved.
- Update to the GP Contract Agreement 2020/21 – 2023/24 - 7 February an update was published to include more flexibility with PCNs being included in the scheme.
- GP Contract agreement - funding gap nationally for primary care allocations but it is hoped to receive an additional allocation from NHSE.
- COVID-19 – it was confirmed to follow Public Health England's advice.
- Pharmaceutical needs assessment – Clare Beard sought CCG nominees for the Pharmaceutical Needs Assessment.
- Budgetary Control - Mostly on track for Primary Care budgets for all three CCGs. Further detail will be included on the contract variances going forward.
- A programme Board has now been established for GP IT and a new contract has been awarded to the North East Commissioning Service (NECS) with effect from April 2020.

Decisions made:

Appendix A

North Yorkshire Clinical Commissioning Groups Actions Log

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
27 February 2020	4	<p><u>Minutes and matters arising from the meeting held on 7 November 2019</u></p> <p>Philip Hewitson requested that Iain Dobinson be removed from the apologies on p2 as he was not in post at the time of the meeting.</p>	Cathy Tobin	Next meeting
27 February 2020	5.2	<p><u>Primary Care Committees Annual Report</u></p> <p>No performance data was included within the report from the first half of 2019/20. Therefore Wendy Balmain will ask Sasha Sencier to include this information.</p>	Wendy Balmain / Sasha Sencier	Before the next meeting

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
27 February 2020	8	<p><u>Public Health (NYCC)</u></p> <p>Public Health England’s COVID-19 advice & guidance link – Clare Beard to send the link to Cathy Tobin for it to be circulated to Committee members.</p> <p>COVID-19 - Due to the apparent confusion about the correct advice & guidance for the virus, Sally Tyrer suggested that the virus should be added to the significant primary care risk register, which Wendy Balmain agreed. Cathy Tobin to inform Sasha Sencier for it to be added to the risk register.</p> <p>Pharmaceutical Needs Assessment – Clare informed the Committee that the assessment will be published in Spring 2021 and sought nominees to represent the CCG. The PNA examines local pharmacy provision. Sue Peckitt agreed to take forward.</p>	<p>Clare Beard / Cathy Tobin</p> <p>Cathy Tobin / Sasha Sencier</p> <p>Sue Peckitt</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
27 February 2012	11	<p><u>GP IT Update</u></p> <p>Embed / NECS New IT installation – Disruption to practices caused by the implementation of new IT installation. Wendy Balmain will speak with Embed/NECs to avoid disruption to practices wherever possible.</p> <p>Post meeting note: Debbie Westmoreland confirmed that following the period of network unavailability at a practice in Thirsk, it was found that the incident related to a planned and required cabinet replacement and switch upgrade at the practice. It was undertaken and managed by EMBED with support from Fibrenet colleagues (3rd party), and was not in relation to NECS service migration which had been the initial conclusion. Practices being mobilised to the NECS infrastructure continue to receive a positive experience, and scheduling of these migrations continues at a safe pace with good audit intelligence to ensure an individual approach is taken in respect of each of our practice sites.</p>	Wendy Balmain	Next meeting

CLOSED ITEMS

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
7 November 2019	Minutes and matters arising from the meeting held on 5 September 2019	<p>P4, in relation to voting rights within the Terms of Reference – it had been recorded that NHSE would be voting members of the Committee however this was incorrect. It was agreed that NHSE would be non-voting members therefore the minutes to be amended to reflect the change</p> <p>P5, agenda item 6, Primary Care Report – it was requested that the paragraph be amended to the following to accurately reflect the discussion; ‘Withdrawal of the minor injuries service which was part of the GP Out of Hospital Service’.</p>	Cathy Tobin	Next meeting

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
7 November 2019	Governance - Forward Plan	<p>It was agreed to bring the next meeting forward and ensure that quarterly meetings are set going forward.</p> <p>Public Health and Finance / Investments were not included but should be discussed at every meeting.</p> <p>Annual Committee Effectiveness Review and Annual Check Effectiveness Review Action Plan should be presented on a yearly basis.</p> <p>Post meeting note: Forward Plan has been updated and will be presented to every meeting going forward.</p>	Cathy Tobin	Next meeting

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
7 November 2019	Risk Registers	<p>The Committee expressed concern about the lack of formal risk information and it was requested that the information is formally circulated to the committee as soon as it is available.</p> <p>Wendy Balmain will speak to Julie Warren.</p> <p>Post meeting note: A full risk register will be presented to future meetings.</p>	Wendy Balmain	Next meeting

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
7 November 2019	Draft Internal Audit Report on Primary Medical Care Commissioning & Contracting	<p>The report was approved by HaRD and SR CCGs however HRW CCG were not quorate. Therefore it was decided following the meeting to issue the report to HRW voting members for their approval and to ensure quoracy. This will ensure that the report is fully approved by the Committee.</p> <p>Post meeting note: All HRW CCG voting members had approved the report remotely by January 2020 which was therefore quorate in it's decision. Internal Audit confirmed that Alec Cowell had advised to present the report to the Audit Committee in December 2019 for final approval.</p>	Cathy Tobin	Next meeting

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
7 November 2019	NHS England (NHSE) / Improvement Primary Care Update	<p>Dawn Ginns confirmed that the practices in North Yorkshire that have not registered for the CAS alerts will be followed up and she will update at the next meeting.</p> <p>Post meeting note: DG confirmed that all Harrogate practices are now registered to receive CAS alerts and will update about the remaining North Yorkshire practices once known.</p> <p>27/02/20: David Iley confirmed that all practices in the North Yorkshire area had registered for the CAS alerts.</p>	Dawn Ginns	Next meeting
7 November 2019	Public Health (NYCC)	Tier 2 weight management programme - Clare Beard confirmed that the Richmond provider will change at the end of December but will request that the details are forwarded on.	Clare Beard	Next meeting
7 November 2019	Finance Update	Sheenagh Powell queried a potential error in the report where a total number did not appear to balance. Andrew Dangerfield will raise with Alec Cowell.	Andrew Dangerfield	Next meeting