

Primary Care Commissioning Committee (PCCC) Committees in Common (CIC)							
Date of Meeting	22/03/2018		Paper Number				
Title	Primary Care Commissioning internal audit outcomes and action plan						
Sponsoring Director (name and job title)	Debbie Fraser, Director of Strategy and Commissioning						
Sponsoring Clinical / Lay Lead (name and job title)	Clive Bowman Lay Chair PCCC						
Author(s)	Hayley Edwards, Snr Commissioning Manager, Primary Care						
Purpose	Summary of the PwC internal audit of Primary Care Commissioning following delegation from NHS England.						
The Primary Care Commissioning Committee is required to (please tick)							
Approve	<input type="checkbox"/>	Receive	<input type="checkbox"/>	Discuss	<input type="checkbox"/>	Note	<input checked="" type="checkbox"/>
Risk and Assurance <i>(outline the key risks / where to find mitigation plan in the attached paper and any assurances obtained)</i>	Risks highlighted in paper and CCG risk register						
Legal implications/regulatory requirements	None for this report						
Public Sector Equality Duty	None for this report						
Links to the NHS Constitution (relevant patient/staff rights)	<p>The NHS provides a comprehensive service available to all.</p> <p>Access to NHS services is based on clinical need, not an individual's ability to pay</p> <p>The NHS aspires to the highest standards of excellence and professionalism</p> <p>The NHS aspires to put patients at the heart of everything it does</p> <p>The NHS works across organisational boundaries and in partnership with other organisations in the interest of patients, local communities and the wider population.</p> <p>The NHS is committed to providing best value for taxpayers' money and the most effective, fair and sustainable use of finite resources</p> <p>The NHS is accountable to the public, communities and patients that it serves</p>						

Strategic Fit <i>Primary Care strategy and Other relevant strategies</i>	Reflects primary care strategy.
Commercial and Financial Implications <i>(Identify how the proposal impacts on existing contract arrangements and have these been incorporated?)</i> <i>Include date Deputy CFO has signed off the affordability and has this been incorporated within the financial plan. Include details of funding source(s)</i>	CCG Finance lead and Deputy CFO have contributed to the paper. Date Deputy CFO sign off
Quality Focus <i>(Identify how this proposal impacts on the quality of services received by patients and/or the achievement of key performance targets. Include date the Director of Nursing has signed off the quality implications)</i>	Deputy Director of Quality Nursing & Safety is part of the Joint Operations Group Date Director of Nursing sign off.....
Clinical Engagement <i>Outline the clinical engagement that has been undertaken</i>	The PwC audit report has been shared with the PCOG members, including clinicians.
Consultation, public engagement & partnership working implications/impact	Underpinned by primary care strategy.
NHS Outcomes <i>Please indicate (highlight) which Domain this paper sits within by highlighting or ticking below: Please note there may be more than one Domain.</i>	Domain 1 Preventing people from dying prematurely; Domain 2 Enhancing quality of life for people with long-term conditions; Domain 3 Helping people to recover from episodes of ill health or following injury; Domain 4 Ensuring that people have a positive experience of care; and Domain 5 Treating and caring for people in a safe environment; and protecting them from avoidable harm.
Executive summary and action plan – see next page.	
<u>Recommendation(s)</u> The PCCC is asked to note the action plan.	
<u>Chairs Use Only</u>	
Any known conflicted committee members from Declarations of Interest register?	No

Executive summary and action plan:

Primary Care Commissioning – internal audit outcomes and action plan

PwC completed an internal audit on the Primary Care Commissioning governance for the 3 CCGs, the report was published February 2018.

The report overall was positive, with 3 findings (2 medium risk and 1 low detailed in the action plan below). Positives in particular include:

- The Primary Care Strategy and work streams aligned to the General Practice Forward View
- Terms of Reference for the Primary Care Operational Group meeting and Primary Care Co Commissioning Committee in Common (PCCC CiC) meetings well documented and of sufficient detail for members
- good governance structures
- the delegated responsibilities being followed as per the NHSE MOU and engagement from all members at the PCCC CiC meeting in November.

The detailed report has been attached to this committee item.

Action Plan for the 3 findings:

Objectives	Actions	Output/Outcome	Timescale	Lead	Status Update
1. Improvements required over the completeness and level of detail for reporting on projects to the PCC (Rating medium)					
Primary Care Projects Highlight Report • Greater clarity over how RAG ratings have been awarded for individual projects. • Completion of all elements of the template	Primary Care team to review the project plans aligned with the Primary Care Strategy. Progress of each project plan to be monitored via the monthly highlight report (in full), to include future actions, risks to the projects, mitigating actions and milestone dates with overall project delivery timescales.		31 March 2018	Hayley Edwards	Primary Care team met to discuss the highlight report current template which has been developed for QiPP projects. Suggestions for reporting the progress and RAG rating of projects and programs have been agreed and will be reflected in the March Highlight Report. Planning meetings have been set with the AD of PC and area leads to regularly review projects (every 2 weeks) to align with ICS and NHSE developments.

	RAG ratings to reflect the project progress.				
Objectives	Actions	Output/Outcome	Timescale	Lead	Status Update
2. Delays in the approval for payments of primary care invoices (Rating medium)					
Local authority invoices for business rates to be correctly assigned on receipt or redirected to the Primary Care team.	The Invoice Query Manager direct invoices to the appropriate approvers.		28 th Feb 2018	Richard Buckley	
Objectives	Actions	Output/Outcome	Timescale	Lead	Status Update
3. Inappropriate authorisation of a credit note (Rating low)					
All invoices and credit notes raised by an external party relating to primary care require authorisation by either the Associate Director of Finance or the Associate Director of Primary Care.	Training of the Primary Care team, including the PA support regarding the process for authorising credit notes.	Correct process followed and compliance with the scheme of delegation.	1 April 2018	Alex Tilley	Training to be delivered in the March Primary Care Team meeting.