

PRIMARY CARE JOINT COMMISSIONING COMMITTEE | ACTION LOG LIVE

Action No.	JCC CCG	Date of Meeting	Item No.	Agenda Item	Action	Responsible Member	Update	Link to document (if applicable)	Due Date	Status
2	Slough JCC	23-Oct-15	4	Estates Strategy	A half day workshop to be convened in January / February to discuss primary care estate	Nigel Foster	April Update: NF confirmed that the thinking for this had moved on, work is underway to ensure all necessary stakeholders are available for a meeting to take place in the next 6-8 weeks	No link required	30-Jun-16	In Progress
6	Bracknell & Ascot JCC	05-Nov-15	4	Quality Report	It was agreed that JF and MS to establish how Healthwatch could contribute to the Quality Report	Jan Fowler & Mark Sanders	Further work being undertaken on patient feedback section of report April Update: The Quality Group will take this action forward and report back to the JCC CIC in July. The Terms of Reference for this group will also be presented to the July JCC CIC	Terms of Reference received - link will be attached once published	Ongoing	Complete
15	Windsor, Ascot & Maidenhead JCC	05-Nov-15	4	Primary Care Strategy & Prime Ministers Challenge Fund	A further conversation was to take place outside of this meeting to determine the evaluation criteria for current projects – Healthwatch WAM are already developing an evaluation	Jan Fowler and Roger Batty	Further work being undertaken on patient feedback section of report	No link required	Ongoing	In Progress
20	Slough JCC Bracknell & Ascot JCC Windsor, Ascot & Maidenhead CCG	12-Jan-16	5a	Joint Operations Group (JOG) meeting – Quarterly Report	A process to issue a proforma to patients groups prior to the Primary Care Quality Improvement Group meetings will be put in place.	Sarah Bellars	Under development. One meeting held to develop Terms of Reference so far.	Terms of Reference received - link will be attached once published	28-Feb-16	Complete
28	Slough JCC Bracknell & Ascot JCC Windsor, Ascot & Maidenhead CCG	12-Jan-16	10	Locally Commissioned Services – Quarter 2 Report	EA to provide CH with the high level financial information to incorporate within the Primary Care Financial Report	Eloise Armstrong	The current claims from practices are indicative values, final values will be available following the end of year audit process with practices and will therefore be available for the July meeting.	No link required	Ongoing	Complete
32	Bracknell & Ascot JCC	12-Jan-16	4	Minutes of the last meeting	Coversheets to include the reason 'why' something is 'Not Applicable'	All	This is an ongoing action for all future meetings	No link required	Ongoing	Complete
37	Bracknell & Ascot JCC Windsor, Ascot & Maidenhead CCG	12-Jan-16	5b	Three Primary Care Strategies & Commissioning Intentions – Presentation	The JOG to establish a task and finish group with Healthwatch and patient representation to consider quality outcome measures for patient access.	Joint Operations Group	To begin by reflecting on information already available to draft outcome measures and link to item 7 on JCC agenda April	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2016/04/Item-7-2016.04.12-Primary-Care-Strategy-Indicators.pdf	31-Mar-16	Complete
45	Windsor, Ascot & Maidenhead JCC	12-Jan-16	5a	Joint Operations Group (JOG) meeting – Quarterly Report	A process to issue a proforma to patients groups prior to the Quality Improvement meetings will be put in place	Sarah Bellars	Under development. One meeting held to develop Terms of Reference so far.	Terms of Reference received - link will be attached once published	28-Feb-16	Complete
46	Windsor, Ascot & Maidenhead JCC	12-Jan-16	5b	Three Primary Care Strategies & Commissioning Intentions – Presentation	PS to provide an update to the next Joint Commissioning Committee in April regarding the proposal for national funding to establish an efficiency group	Paul Sly		No link required - verbal update	12-Apr-16	Complete
57	JCC CIC	12-Apr-16	4	Terms of Reference	A paper would be presented to the next JCC CIC in order to consider the role of the Primary Care Joint Operations Group (JOG) in terms of decision making	Jacky Walters	June : JOG decided to keep the existing single process for making decisions outside JOG so no further action.	No link required		Complete
58	JCC CIC	12-Apr-16	5	Bracknell & Ascot, Action Log	Glossary of Acronyms	Karen Maskell	The glossary of acronyms will be shared with the Patient Assembly		01-Jul-16	In progress
59	JCC CIC	12-Apr-16	5	Bracknell & Ascot, Action Log	EA to arrange for the links to be included in the action log for ease of reference where it states something has been published	Eloise Armstrong	Complete - action log now contains links where required	No link required	30-Apr-16	Complete

PRIMARY CARE JOINT COMMISSIONING COMMITTEE

23rd October 2015 (Slough)

5th November 2015 (WAM & B&A CCG)

Action No.	JCC CCG	Date of Meeting	Item No.	Agenda Item	Action	Responsible Member	Update	Link to document (if applicable)	Due Date	Status
1	Slough JCC	23-Oct-15	3	Matters Arising	NHS England will write to the practice referenced above with regards to the next steps and the support the practice will receive from NHS England	Nicky Wadely	NW contacted JO'D outside of meeting for details of the patient/practice for clarification of the support required. (26/10/2015)	No link required	12-Jan-16	Complete
3	Slough JCC	23-Oct-15	5	PMS Review	Chairs and Voting Members Action on this paper – it was agreed that this process will be able to proceed within ten days.	Nasreen Bhatti and Nicky Wadely	Paper circulated to voting members for sign off - PMS Review paper is on the agenda under item 12 for formal sign off	No link required	12-Jan-16	Complete
4	Slough JCC	23-Oct-15	7	Estates Strategy	The timescales for the Local Estates Forum will be published in the next week	Nigel Foster	Item 4 on the Agenda includes an update on the Estates Strategy	http://www.sloughccg.nhs.uk/images/Item_4b_Briefing_Paper_Estates_Oct_JCC.pdf	12-Jan-16	Complete
5	Bracknell & Ascot JCC	05-Nov-15	3	Terms of Reference	EA will circulate the updated Terms of Reference to the Committee members for final adoption and publish on the website.	Eloise Armstrong	Terms of Reference were issued to Committee members on Monday 21st December 2015	No link required	12-Jan-16	Complete
7	Bracknell & Ascot JCC	05-Nov-15	4	Quality Report	JF to obtain clarification as to whether the PPG could be present at the meetings when a practice is put in special measures by CQC	Jan Fowler	PPG membership is now encouraged to attend the Quality Oversight meetings	No link required - verbal update	12-Jan-16	Complete
8	Bracknell & Ascot JCC	05-Nov-15	4	Quality Report	Practice patient populations are to be added to the report containing the CQC ratings	Jan Fowler	Complete	No link required	Jan-16	Complete
9	Bracknell & Ascot JCC	05-Nov-15	4	Quality Report	Consideration for Local Authority and Healthwatch representation to be present at the Joint Operations Group	Jacky Walters	Considered at Joint Operations Group for open invitation to go to Lay member chairs. Healthwatch & LA would be engaged in several task & finish groups. JOG will provide quarterly update to JCC. First one today. Today discussing a review of the JCC and JOG set up at item 5b which may effect modelling too.	No link required	12-Jan-16	Complete
10	Bracknell & Ascot JCC	05-Nov-15	4	Quality Report	For the next Joint Commissioning Committee meeting in January the following reports will be presented: a) The 'Better Futures For All' programme report b) Themes from Primary Care Strategies across East Berkshire c) Update report from the Joint Operations Group	All	The 'Better Futures For All' programme report is covered under Item 6 (verbal update) on the Agenda and the Primary Care Strategies and update report from the Joint Operations Group is covered under Item 5 of the Agenda.	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2016/01/Paper-5a_Dec-JOG-update.pdf	12-Jan-16	Complete
11	Bracknell & Ascot JCC	05-Nov-15	5	Estates Strategy	NF to obtain clarity as to whether the CCG Estates Forums commenced in October	Nigel Foster	An Estates Update is included under Item 6 on the Agenda	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/10/Item-6b_Briefing-Paper-Estates-Nov-JCC.pdf	12-Jan-16	Complete
12	Bracknell & Ascot JCC	05-Nov-15	5	Estates Strategy	A paper will be brought to the Joint Commissioning Committee for further discussion in terms of the PCTF and the CCG's requirements	Nigel Foster	An Estates Update is included under Item 6 on the Agenda	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/10/Item-6b_Briefing-Paper-Estates-Nov-JCC.pdf	12-Jan-16	Complete
13	Bracknell & Ascot JCC	05-Nov-15	6	PMS Review	The CCG's Commissioning Intentions will be brought to the next Joint Commissioning Committee meeting in January 2016	Alex Tilley	This is incorporated under Item 5 on the Agenda	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2016/01/Paper-5a_Dec-JOG-update.pdf	12-Jan-16	Complete
14	Windsor, Ascot & Maidenhead JCC	05-Nov-15	4	Primary Care Strategy & Prime Ministers Challenge Fund	An implementation plan for the key priorities noted above is to be brought to the January Joint Commissioning Committee meeting	Alex Tilley and Dr Carolyn Robertshaw	This is included under Item 4 on the agenda	http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/10/Item-4_strategy-nov-15-v3.pdf	12-Jan-16	Complete

PRIMARY CARE JOINT COMMISSIONING COMMITTEE

23rd October 2015 (Slough)

5th November 2015 (WAM & B&A CCG)

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16	Windsor, Ascot & Maidenhead JCC	05-Nov-15	5	Primary Care Finance	Eloise Armstrong to circulate the finance paper with the minutes of this meeting.	Eloise Armstrong	The finance paper was issued with the minutes of the meeting	http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/10/Item-5_Primary-Care-Finance.pdf	31-Dec-15	Complete
17	Windsor, Ascot & Maidenhead JCC	05-Nov-15	7	Estates Strategy	The timescales for the Local Estates Forum will be published in the next week	Nigel Foster	This is included under Item 7 on the agenda, Estates Update	http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/10/Item-7b_Briefing-Paper-Estates-Nov-JCC.pdf	12-Jan-16	Complete
18	Windsor, Ascot & Maidenhead JCC	05-Nov-15	7	Estates Strategy	A paper will be brought to the Joint Commissioning Committee for further discussion in terms of the PCTF and the CCG's requirements	Nigel Foster	This is included under Item 7 on the agenda, Estates Update	http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/10/Item-7b_Briefing-Paper-Estates-Nov-JCC.pdf	12-Jan-16	Complete
19	Windsor, Ascot & Maidenhead JCC	05-Nov-15	8	PMS Review	The CCG's Commissioning Intentions will be brought to the next Joint Commissioning Committee meeting in January 2016.	Alex Tilley	This is included under Item 6 on the agenda	http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2016/01/Paper-6_Primary-Care-Transformation-	12-Jan-16	Complete

PRIMARY CARE JOINT COMMISSIONING COMMITTEE

12th January 2016

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21	Slough JCC	12-Jan-16	5a	Joint Operations Group (JOG) meeting – Quarterly Report	EA to issue an open invitation to the Lay Chairs to attend future JOG meetings.	Eloise Armstrong	Lay Chairs were invited to attend the forthcoming Joint Operation Group meetings	No link required	31-Jan-16	Complete
22	Slough JCC	12-Jan-16	5b	Proposal for working in a federated way to deliver joint commissioning for primary medical care	There needs to be more assurance around the process for this to go ahead, JW and PS to meet with the Lay Chairs and Patient involvement in the new few weeks.	Jacky Walters and Paul Sly	A meeting has been arranged for Monday 25th January 2016	No link required	31-Jan-16	Complete
23	Slough JCC	12-Jan-16	5b	Proposal for working in a federated way to deliver joint commissioning for primary medical care	SB and JW to develop the Equality Impact Assessment	Sarah Bellars and Jacky Walters	Complete	No link required	28-Feb-16	Complete
24	Slough JCC	12-Jan-16	5b	Proposal for working in a federated way to deliver joint commissioning for primary medical care	PS to understand the governance arrangements as to approval and whether this goes to the CCG Governing Body and / or GP Council Members	Paul Sly	Already discussed at member and OLT meetings in Feb. Progressed to Joint Committes in Common for 12th April 2016. Then to Joint Governing bodies on 27th April then to NHS England.	No link required	28-Feb-16	Complete
25	Slough JCC	12-Jan-16	6	Primary Care Transformation - 'Steps to the Future' Programme	The NHSE Operating Model for the Co-commissioning of Primary Care will be circulated to members of the Committee	Debra Elliott		No link required	10-Feb-16	Complete
26	Slough JCC	12-Jan-16	6	Primary Care Transformation - 'Steps to the Future' Programme	A strategy update will be provided at the next committee in April	Sangeeta Saran	Each CCG has a slot on agenda of 12th april JCC.	No link required - verbal update	12-Apr-16	Complete
27	Slough JCC	12-Jan-16	8	Quality Report	Share link to National dental survey	Nicky Wadely and Eloise Armstrong	Complete	https://www.england.nhs.uk/statistics/2016/01/07/gpps_dent_7483921/	10-Feb-16	Complete
29	Slough JCC	12-Jan-16	11	NHS England Update	EA to circulate the link to the video with the minutes of this meeting	Eloise Armstrong	Complete	https://publichealthmatters.blog.gov.uk/2015/11/12/keeping-our-focus-on-flu/	10-Feb-16	Complete
30	Slough JCC	12-Jan-16	11	NHS England Update	EA to arrange for the presentation to be published on the website	Eloise Armstrong	The presentation has been published on the website		31-Jan-16	Complete
31	Bracknell & Ascot JCC	12-Jan-16	4	Minutes of the last meeting	A glossary of acronyms would be published and circulated with the papers	Eloise Armstrong	Glossary of acronyms is available on the website	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/06/NHS-Acronyms_Glossary.pdf	01-Apr-16	Complete
33	Bracknell & Ascot JCC	12-Jan-16	4	Minutes of the last meeting	An action log with due by dates will be circulated with the minutes	Eloise Armstrong	An 'action by' date has been incorporated onto the action log and will be issued with	No link required	Ongoing	Complete
34	Bracknell & Ascot JCC	12-Jan-16	4	Matters Arising	EA to publish the Terms of Reference for the Committee on the public website.	Eloise Armstrong	The Terms of Reference have been published on the website	http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/06/BA-Terms-of-Reference-Template-for-joint-Responsibility-revised-150715-v4.pdf	31-Jan-16	Complete
35	Bracknell & Ascot JCC	12-Jan-16	4	Matters Arising	EA to send out and open invitation to the Lay Chairs for attendance at the Joint Operations Group	Eloise Armstrong	Lay Chairs were invited to attend the forthcoming Joint Operation Group meetings	No link required	31-Jan-16	Complete
38	Bracknell & Ascot JCC	12-Jan-16	5c	Proposal for working in a federated way to deliver joint commissioning for primary medical care	There needs to be more assurance around the process for this to go ahead, JW and PS to meet with the Lay Chairs and Patient involvement in the new few weeks	Jacky Walters	A meeting has been arranged for Monday 25th January 2016	No link required	31-Jan-16	Complete
39	Bracknell & Ascot JCC	12-Jan-16	5c	Proposal for working in a federated way to deliver joint commissioning for primary medical care	SB and JW to develop the Equality Impact Assessment	Sarah Bellars & Jacky Walters	Complete	No link required	28-Feb-16	Complete

