

**Primary Care Commissioning Committee ACTIONS & DECISIONS LOG 2019/20**

In Progress
Completed
Overdue

Action No	Date of meeting	Agenda item number and title	Summary of item & Action / Issue / Decision	Owner	Due Date	Current Position	Progress Rag
21	14/05/2019	Agenda	Public Health representative to be added on the circulation list of future PCCC meetings.	HE	Mar-20	Ongoing as there is currently no Public Health staff capacity to attend the PCCC meetings.	
36	12/11/2019	7. GP IM&T Presentation	Action: CB requested a standing invitation for WG to attend PCCC every six months	AT	May-20	Forward Planned for May 2020	
37	14/01/2020	3. AOB	By March make sure we know who we should be inviting to the PCCC meeting	FSB	Mar-20	NHSE confirmed lead role linking into East Berkshire from the regional team as Sue Pilgrim. Attendance at PCCC from NHSE	
38	14/01/2020	3. AOB	Letter to be signed by CB re Nick Spence	CB	Mar-20	NHSE confirmed lead role linking into East Berkshire from the regional team as Sue Pilgrim. Attendance at PCCC from NHSE is secured, no letter required.	
39	14/01/2020	4a. Mins of last meeting	Item 7. Reference to adding an item to the risk register - has it been done?	HE	Mar-20	Completed	
40	14/01/2020	6. East Berks GP Infrastructure Plan	WT asked for clarification on Page 2 Introduction and Background LTP 5th and 6th bullet points.	AT	Mar-20	completed - changes to reflect Primary care estates	
41	14/01/2020	6. East Berks GP Infrastructure Plan	(As above) After ratification take out brackets (PC)	AT	Mar-20	Completed - Revised FINAL Infrastructure Plan provided to the PCCC membership	
42	14/01/2020	6. East Berks GP Infrastructure Plan	Diagram diagram change. Take back as not able to change	AT	Mar-20	Completed - Revised FINAL Infrastructure Plan provided to the PCCC membership	
43	14/01/2020	6. East Berks GP Infrastructure Plan	Page 31 Pipeline options. HE put at top of page that as it stands this is the current set of pipelines for the next 2-5 years.	AT	Mar-20	Completed - Revised FINAL Infrastructure Plan provided to the PCCC membership	
44	14/01/2020	8. Finance Report	Decisions on 2 full business cases and finance between now and March meeting plus misc. urgent items to go the Pink Route and not an extraordinary PCC. Subject to discussing with AT formally report in March.	AT	Mar-20	An extraordinary meeting was organised for the PCCC meeting in February - minutes presented to the PCCC in March 2020 for ratification	
45	14/01/2020	9. Risk register	Reflect on the potential risk profile of the news received from NS and put in place any appropriate mitigation.	AT	Mar-20	Completed	
46	14/01/2020	9. Risk register	Hayley to update risk register	HE	Mar-20	Completed	
47	14/01/2020	9. Risk register	Revisit PCIM8 and other risks. HE to do a deep dive around workforce.	HE	Mar-20	Workforce is reviewed monthly on the Primary Care dashboard, on the PC risk register and also in the PCN DES.	
48	14/01/2020	9. Risk register	Page 27. IMT25 use of fax machines. Take action to speak to pharmacists	SP	Mar-20		
49	14/01/2020	9. Risk register	Page 29. IMT27 HE confirmed delay in migration of HSCN. Question for Dr Goel to reply outside of meeting.. Invite Dr Goel May/July.	HE	Mar-20	Response from Dr Goel - I am assured that the risk can be closed as we are hoping to complete the work by the end of April 2020. Response from Anshu -The risk is reduced but we cannot close it until it is totally completed. We will update the risk and change the status of the risk.	