

Title of Meeting:	Primary Care Commissioning Committee	Agenda Item: 6.0									
Date of Meeting:	2 March 2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #4F81BD; color: white;">Session (Tick)</th> </tr> <tr> <td style="background-color: #4F81BD; color: white;">Public</td> <td style="text-align: center;">X</td> </tr> <tr> <td style="background-color: #4F81BD; color: white;">Private</td> <td></td> </tr> <tr> <td style="background-color: #4F81BD; color: white;">Workshop</td> <td></td> </tr> </table>		Session (Tick)		Public	X	Private		Workshop	
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Public	X										
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Workshop											
Paper Title:	Primary Care Commissioning Committee Effectiveness Review										
Responsible PCCC Member Lead Professor Jane Metcalf Chair of the PCCC		Report Author and Job Title Dr Rick Sweeney Chair of the PCCC Steering Group									
This Paper is to:	To Approve										
	To Accept X	To Assure	To Note								
Has the report (or variation of it) been presented to another Committee / Meeting? If yes, state the Committee / Meeting: No											
<p>Executive Summary</p> <p>In December 2016, Primary Care Commissioning Committee (PCCC) Members completed a survey in order to review the effectiveness of the Committee.</p> <p>An annual review of the Committee's effectiveness is a requirement of its terms of reference.</p> <p>The survey was issued via Survey Monkey and the results were collated by Internal Audit on behalf of the Committee.</p> <p>A total of seven individuals responded to the survey. The results of the survey were initially reviewed by the Chair, Vice-Chair and Corporate Governance Manager and then circulated to the Committee Members for comment. The majority of responses were positive and where respondents disagreed or the majority were unclear an action plan has been developed (see Appendix A).</p>											
<p>Recommendations</p> <p>The Primary Care Commissioning Committee is asked to accept the report and to determine:</p> <ul style="list-style-type: none"> • The level of assurance the report provides that the Primary Care Commissioning Committee is operating effectively • To agree any further actions required to address the potential gaps in arrangements identified by the survey. 											
<p>Monitoring</p> <p>An annual review of the Committee's effectiveness is a requirement of its terms of reference. The action plan will be kept under review by the Committee.</p>											

CCGs Strategic Objectives supported by this paper

	CCG Strategic Objective	X
1	Quality, Safety and Continuous Improvement	X
2	Better Value Healthcare	
3	Well Governed and Adaptable Organisation	X
4	Health and Wellbeing	
5	Active and Meaningful Engagement	X

CCG Values underpinned in this paper

	CCG Values	X
1	Respect and Dignity	
2	Commitment to Quality of Care	X
3	Compassion	
4	Improving Lives	X
5	Working Together for Patients	X
6	Everyone Counts	

Does this paper provide evidence of assurance against the Governing Body Assurance Framework?

YES		NO	X
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If yes, please indicate which principle risk and outline

Principle Risk No	Principle Risk Outline

Any statutory / regulatory / legal / NHS Constitution implications	An annual review of the Committee’s effectiveness is a requirement of its terms of reference.
Management of Conflicts of Interest	No conflicts of interest have been identified prior to the meeting.
Communication / Public and Patient Engagement	An annual review and action plan of the Committee’s effectiveness is received in public.
Financial / resource implications	Not applicable.
Outcome of Equality Impact Assessment	Not applicable.

**Dr Rick Sweeney, Chair of the PCCC Steering Group
01423799300**

Primary Care Commissioning Committee Effective Review 2016/17 Action Plan

Appendix A

Question	Outcome	Outcome / Action	Action Lead	Target Date
The Committee prepares an annual report on its work and performance for consideration by the Governing Body.	The majority of Members strongly agreed or agreed, however two Members were unsure.	PCCC Chair to update the PCCC at the public meeting once the annual report of Governing Body Committees has been reviewed publicly at the Governing Body meeting.	Professor Jane Metcalf, Chair of PCCC	May 2017
The Committee has been quorate for each meeting in 2015/2016.	The majority of Members disagreed and one Member was unsure.	<p>Committee Members are correct that not all meetings were quorate for 2016/17.</p> <p>The Committee was not quorate on 1 September 2016. At this meeting the Chair noted that the PCCC would not be quorate due to two executive members not being present. The Chair also noted that as no decisions are to be made with exception of minutes that it would be appropriate to continue with the meeting. If any item arises during the meeting that requires a decision it was agreed to take this to the next Governing Body meeting in October 2016.</p>	No action required.	
The Committee has set itself a series of objectives (based on its terms of reference) that it wants to achieve this year.	The majority of Members strongly agreed or agreed, however three Members either disagreed or were unsure.	In line with the other Committees of the Governing Body, the PCCC is to establish a forward plan that will monitor objectives based on the terms of reference more clearly.	Sasha Sencier, Corporate Governance Manager	May 2017
The Committee has set a cycle of business to sufficiently cover all its areas of responsibility as defined in the terms of reference.	Three Members strongly agreed or agreed, however four Members either disagreed or were unsure.	In line with the other Committees of the Governing Body, the PCCC is to establish a forward plan to sufficiently cover all areas of responsibility as defined in the terms of reference.	Sasha Sencier, Corporate Governance Manager	May 2017

The Committee is fully aware of the key sources of assurance and who provides them in support of the controls mitigating the key risks to the organisation.	The majority of Members strongly agreed or agreed, however two Members either disagree or were unsure.	The assurance is provided by reports from NHS England and the Primary Care Steering Group at each PCCC meeting. Relevant PCCC papers need to ensure it is clear that they are for assurance	Dr Rick Sweeney, Chair of PCSG and representative from NHS Area Team	
Equal prominence is given to both quality and financial issues.	The majority of Members strongly agreed or agreed, however two Members either disagree or were unsure.	Committee members must ensure that the financial pressures in the system to not divert focus from quality issues	All committee members	
Management fully briefs the Committee via the assurance framework or risk register in relation to the key risks and assurances received and any gaps in control/assurance in a timely fashion thereby eradicating the potential for 'surprises'.	The majority of Members strongly agreed or agreed, however two Members either disagree or were unsure.	The PCCC has its own risk register which includes details of risks related to the Committee. The Risk Management Process of the CCG is currently under review and once completed the PCCC will receive a paper outlining the new process and how it will provide further assurance to the Committee.	Sasha Sencier, Corporate Governance Manager	May 2017
The Committee actively challenges both management and other assurance providers during the year to gain a clear understanding of their findings.	The majority of Members agreed, however two Members either disagree or were unsure.	The Chair must ensure that all members have the opportunity to challenge and question management and assurance providers.	Professor Jane Metcalfe, Chair PCCC	
The Committee Chair is visible within the organisation and is considered approachable.	The majority of Members agreed, however three Members either disagree or were unsure. Additional comments included: New chair following change in guidance is not visible in organisation but is approachable. Chair is remote from CCG between meetings.	The role of the Chair within the CCG means she is only physically present for limited time but is approachable for non-face-to-face communication. The committee need to be aware of the best means of ensuring there is appropriate communication with the Chair.	Professor Jane Metcalfe, Chair PCCC	