

NHS HMR CCG Primary Care Commissioning Committee – part 1  
Action Log

<b>Date of Meeting:</b>	25 May 2018	<b>Agenda Item:</b>	1.4
<b>Subject:</b>	Action Log	<b>Reporting Officer:</b>	Chair

**Actions due at the November meeting 2018**

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
25 May 2018	1.6	Annual Review of the Terms of Reference (ToRs)	Amendments to the ToR membership required.	HC	November 2018	
25 May 2018	1.6	Annual Review of the Terms of Reference (ToRs)	A meeting to be arranged to determine if all 3 lay members are required to attend future meetings	SE/KH	November 2018	
25 May 2018	1.6	Annual Review of the Terms of Reference (ToRs)	Proposed ToRs with the revised GP voting rights to be shared electronically with members for final sign off.	SE/KH	November 2018	
25 May 2018	2.1	Kirkholt Full Business Case	The Strategic Estates Group will be working on a full planning application and the capital bid is to be confirmed	SC/SM	November 2018	
25 May 2018	2.3	Primary Care Work Programme 2018/19	Primary Care Team working with the Local Care Organisation (LCO) on delivery to be included in the programme moving forward	SC /SM	November 2018	

25 May 2018	3.2	GM Health and Social Care Partnership (GMHSCP) Update	Verbal update template to be shared with GMHSCP to be completed and shared with members prior to future meetings.	HC/AF	November 2018	
25 May 2018	3.2	GM Health and Social Care Partnership (GMHSCP) Update	Andrea Ferguson to feedback to GM a request for the reform reporting process to be aligned with the transformation/locality plan reporting process.	AF	November 2018	
25 May 2018	3.3	Primary Care Finance Contracts and Estates Subcommittee Update	A summary paper to be prepared demonstration the impacts and benefits realised from the C-reactive protein (CRP) machines to be presented at Governing Body	KP	November 2018	
25 May 2018	3.3	Primary Care Finance Contracts and Estates Subcommittee Update	The Medicines Optimisation Team to work with BARDOC colleagues to encourage the use of the CRP machines	KP	November 2018	
25 May 2018	3.3	Primary Care Finance Contracts and Estates Subcommittee Update	CRP machines to be considered as part of the Urgent Care Centre evaluation work.	SC /SM	November 2018	
25 May 2018	3.6	Estates and Technology Transformation Funding (ETTF) Update	A question raised by a member of the public requesting the number of bilingual staff employed within the HUBs to be fed back to the Transformation Board.	SC /SM	November 2018	

#### Items closed at the May 2018 meeting

Meeting date	Agenda item	Item name	Action	Owner	Due Date	Comments/updates
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23 February 2018	1.4	Matters Arising/Action Log	Final GM figures regarding the uptake of Flu Vaccines to be shared with members	AF	May 2018	<b>CLOSED</b>
23 February 2018	1.6	Committee Effectiveness	Membership to be confirmed and the Head of Medicines Optimisation to be included in the attendance.	HC	May 2018	<b>CLOSED</b>
23 February 2018	1.6	Committee Effectiveness	Core+ to be included in the report as a Primary Care achievement.	HC	May 2018	<b>CLOSED</b>
23 February 2018	1.7	Business Schedule	February 2019 meeting to be rearranged if this falls within half term school holidays.	HC	May 2018	<b>CLOSED</b>
23 February 2018	1.7	Business Schedule	ETTF to be included in the schedule for regular updates	HC	May 2018	<b>CLOSED</b>
23 February 2018	2.1	Kirkholt Outline Business Case	A summary report to be prepared and presented at the Governing Body meeting in March 2018	KHud	May 2018	<b>CLOSED</b>
23 February 2018	2.2	HMR Academy Service Specification	A review of the overall phasing of transformation funding required.	SE	May 2018	<b>CLOSED</b>
23 February 2018	2.2	HMR Academy Service Specification	Additional information to be included in the specification (more explicit in 2.1 domain 2 – Enhancing Lives with LTC)	KHud	May 2018	<b>CLOSED</b>
25 May 2018	3.2	GM Health and Social Care Partnership (GMHSCP) Update	Details of the GP Excellence and Practice manager Development fund to be shared with the Primary Care Team	AF	August 2018	<b>CLOSED</b>
23 February 2018	3.2	GM Health and Social Care Partnership (GMHSCP) Update	Performance reports to be shared with the committee for discussion at future meetings.	KK	May 2018	<b>CLOSED</b>
23 February 2018	3.2	GM Health and Social Care Partnership (GMHSCP) Update	A request for a question to be raised at GM – could slippage from the GP excellence programme be made available to support the recruitment of international GPs? Feedback requested for the next meeting.	KK	May 2018	<b>CLOSED</b>
23 February 2018	3.3	PCFCE Subcommittee	An update on the progress of the new premises for Clough Street Surgery to be	KHud	May 2018	<b>CLOSED</b>

		Update	provided at the next meeting			
23 February 2018	3.4	PCIT Subcommittee Update	“Good News” stories to be shared at the June Meeting	KHud	May 2018	<b>CLOSED</b>
23 February 2018	3.7	Clinical Priority Area – Highlight Ratings 2016/17 Action Plan	Members were asked to provide comments regarding the action plan and feedback to Dr York	All	May 2018	<b>CLOSED</b>