

<b>Subject:</b>	Primary Care Commissioning Committee Annual Work Plan
<b>Produced by:</b>	Heather Farley – Assistant Director Corporate Services
<b>Presented by:</b>	Gina Titman – Acting Head of Primary Care
<b>Submitted to:</b>	NHS West Norfolk CCG Primary Care Commissioning Committee – 31 <sup>st</sup> May 2019
<b>Purpose of Paper:</b>	Review and Approval
<b>Executive Summary</b>	
<p>All Committees are required to have an Annual Work Plan. This ensures that the agendas cover all required areas as detailed in the Terms of Reference.</p> <p>The Work Plan has been re-drafted based on a review of agendas over the last year. The proposed additions are for standing items on Digital, Workforce, West Norfolk Health Operations, NHSE update and STP procurement updates.</p> <p>The Committee is asked to review and agree the Work Plan.</p>	
<b>KEY RISKS (in relation to CCG strategic objectives and statutory duties)</b>	
<b>Clinical &amp; Quality:</b> Risk of lack of timely updates and scrutiny could lead to poor quality services.	
<b>Finance and Performance:</b> Risk of not completing a required action could lead to a legal risk.	
<b>Reputation:</b> Risk of not fit for purpose and CCG completing a required action could lead to a reputational risk.	
<b>Legal:</b> Risk of not fit for purpose and completing a required action could lead to a legal risk.	
<b>Patient focus:</b> Risk of lack of timely updates and scrutiny of policies and committees could lead to poor patient experience.	
<b>Information Governance:</b> Poor management of information provided to the Committee by not following TOR and work plan could present IG challenge.	
<b>Conflicts of Interest:</b> Lack of adherence to conflict of interest guidance and a clear understanding of roles within the committee could lead to conflicts not being appropriately managed leaving the CCG exposed to loss and legal challenge	
<b>Equality Impact Assessment:</b> None	
<b>Reference to relevant risk on the Governing Body Assurance Framework:</b> None	
<b>RECOMMENDATION:</b> The PCCC are asked to review and agree the Annual Work Plan	

**Primary Care Commissioning Committee Annual Work Plan**

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<b>Agenda item/issue</b>	<b>May</b>	<b>July</b>	<b>Sept</b>	<b>Nov</b>	<b>Jan</b>	<b>March</b>
Annual Work Plan Review	x					
Delegated Activity	A/R	A/R	A/R	A/R	A/R	A/R
Finance Report	x	x	x	x	x	x
GP Forward View – merge with Primary Care Operational Report?	x	x	x	x	x	x
Local Enhanced Services				x	x	x
Premises Overview		x			x	
Primary Care Operational Report	x	x	x	x	x	x
Priority setting						x
Quality Report	x	x	x	x	x	x
Risk Register	x	x	x	x	x	x
Terms of Reference Review	x					
Digital Update	x	x	x	x	x	x
West Norfolk Health Operational Report	x	x	x	x	x	x

STP Procurement and Project Updates	x	x	x	x	x	x
NHSE Update	x	x	x	x	x	x
Workforce Update – Norfolk and Waveney	x	x	x	x	x	x

*A/R As required*