

**Primary Care Commissioning Committee – Public**  
**2 November 2021 – 1030 to 1120**

**AGENDA**

**Chair – Andrew Lloyd**

**(Quoracy requirements: five voting members and must have a Non-Executive and Executive Director majority present.)**

Timing	No	Item	Lead	Delivery
1030	1	<b>Welcome, introductions and apologies for absence</b>	Chair	Verbal
	2	<b>Conflicts of Interest (COI) Register and declarations of any interests relating to this agenda – to note</b>  <i>(See matrix below for suggested management of any COIs declared)</i>	Chair	Paper
	3	<b>(a) To approve Minutes of the last meeting held on 21 September 2021 and matters arising</b> <b>(b) Action Tracker – to note</b>	Chair	Paper
1035	4	<b>Deep Dive – Supporting Effective Communication and Engagement by General Practice</b>	Head of Engagement	Presentation on the day
1050	5	<b>Surge/Winter Plan 2021-22 – to note</b>	Place Director of Operations – RBWM	Paper
1100	6	<b>Place-based Reports:</b> a) North East Hants and Farnham b) Royal Borough of Windsor and Maidenhead c) Slough d) Surrey Heath e) Bracknell Forest  <i>To note/approve as required</i>	Associate Directors of Primary Care	Paper
1110	7	<b>Primary Care finance – update – to note</b>	Director of Finance	Paper
1115	8	<b>Questions received in advance from the public</b>	Chair	Verbal
1120	9	<b>Close</b>		
	10	<b>Date of next meeting – Tuesday 4 January 2022, 10:30 – 11:20</b>		

MANAGEMENT OF CONFLICTS OF INTEREST				
Example item	Interest declared			
	Financial	Non-financial professional	Non-financial personal	Indirect
Needs assessment	Fully participate	Fully participate	Fully participate	Fully participate
Review health outcomes	Fully participate	Fully participate	Fully participate	Fully participate
Design services	Discuss and vote	Discuss and vote	Discuss and vote	Discuss and vote
Decide priorities	Discuss but cannot vote	Discuss and vote	Discuss and vote	Discuss and vote
Review commissioning proposals	Remain but cannot speak or vote	Remain but cannot speak or vote	Remain but cannot speak or vote	Discuss and vote
Performance management	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Discuss and vote
Review prioritised business cases	Leave the room	Remain but cannot speak or vote	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Discuss and vote
Procurement/contracting	Leave the room	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Remain but cannot speak or vote (unless interest is deemed not prejudicial)	Discuss and vote