

<b>Title of Report:</b>	<b>Primary Care Commissioning Committee September 2019 Risk Register Part One</b>	
<b>Status:</b>	<b>TO APPROVE</b>	
<b>Committee:</b>	<b>PCCC In Common Part One</b>	<b>Date:</b> 13/09/2019
<b>Venue:</b>	Board Room, Third Floor, NHS G&W CCG, Dominion House, Woodbridge Road, Guildford, Surrey, GU1 4PU.	

<b>Presented by:</b>	Helen Snelling, Head of Primary Care Contracting, NHS Surrey Heartlands CCGs	
<b>Executive Lead sign off:</b>	Rachael Graham, Deputy Director of Contracts Non Acute and Primary Care, NHS Surrey Heartlands CCGs	<b>Date:</b> 04/09/2019
<b>Author(s):</b>	G Langlois-Pearson, Primary Care Contracts Manager, Surrey Heartlands CCGs	

**Governance:**

<b>Conflict of Interest:</b> The Author considers:	None identified	✓
<b>Previous Reporting:</b> (relevant committees/ forums this paper has previously been presented to)	Primary Care Operational Group August 2019	
<b>Freedom of Information:</b> The Author considers:	Open – no exemption applies	✓

**Executive Summary:**

<b>To note:</b>
<ul style="list-style-type: none"> <li>• New Risk Register Summary outlining current risks for Part 1 Committees in Common PCCC meeting.</li> <li>• Risk Register report (appendix) for additional information</li> </ul>
<b>Decision:</b>
<ul style="list-style-type: none"> <li>• Risks which are proposed for closure</li> </ul>

**Implications:**

What is the <b>health impact/ outcome</b> and is this in line with the <b>CCG's strategic objectives</b> ?	<ul style="list-style-type: none"> <li>• Achieving a sustainable system</li> <li>• Development of collaborative working</li> <li>• Primary Care development</li> <li>• Safe, effective care providing the best possible health and care outcomes and patient experience</li> </ul>
What is the <b>financial/ resource</b> required?	N/A
What <b>legislation, policy or other guidance</b> is relevant?	NHSE directive/CCG Governance/policy

Is an <b>Equality Analysis</b> required?	N/A
Any <b>Patient and Public Engagement/</b> consultation required?	N/A
Potential <b>risk(s)</b> ? (including reputational)	Refer to Risk Register Summary and Risk Register excel spreadsheet for additional information

**Recommendation(s):**

**To note:**

- Risk Register Summary outlining current risks for Part 1 Committees in Common PCCC meeting.
- Risk Register report (appendix) for additional information

**Decision:**

- Risks which are proposed for closure

**Next Steps:**

Primary Care team to continue reviewing and reporting Surrey Heartlands CCGs Primary Care Risk Register for PCCC.

**Primary Care Commissioning Committee**  
**Risk Register Summary**  
**Part 1**  
**PCOG AUGUST / PCCC SEPTEMBER 2019**

**Executive Summary:**

This summary is part of an overall review of all Primary Care risks, ensuring that they are captured accurately on DATIX including identifying all appropriate owners and handlers for each Primary Care risk within Surrey Heartlands CCGs.

It has been adopted that the Primary Care Risk Register is prepared and presented to the Primary Care Operation Group (PCOG) prior to being presented to PCCC for assurance and approval.

**NOTE:**

All owners/handlers continuing to work towards updating comprehensive content in timely manner. Where available, this summary will reflect the current position of these risks.

**Summary of Risks to Note:**

Risk # / Title	CCG	Risk Description	Actions & Comments	Current Risk Rating	Status/Recommendation to PCCC
164- GPN Workforce Demographic	Surrey Heartlands	40% of SH GPN workforce are over the age of 45 years when GPNs leave/retire their Expert Generalist Skills and any organisational memory will be lost, there are insufficient numbers of newly qualified nurses choosing primary care as a work place.	Proposing to close as workforce is covered in totality by the Primary Care ISSUES LOG I-013 and being managed.	9	Proposed for closure
350 - Primary care interpreting procurement	Surrey Heartlands	The CCG could be unsuccessful in securing a provider, that the programme team are unable to meet the procurement deadlines and timeframe and/or that the costs of the service are largely increased as a consequence of the revised service specification and drive to increase utilisation and access.	Contract secured via procurement programme.  Recommend closure of risk as contracts signed and mobilisation programme underway.	1	Proposed for closure

**Appendices:**

Surrey Heartlands CCGs Primary Care Risk Register Part 1 PCCC September 2019 excel spreadsheet

**Risk Register Summary PART 1**

**PCOG AUGUST – PCCC SEPTEMBER 2019**

**Working together as the Surrey Heartlands Clinical Commissioning Groups**

Guildford and Waverley CCG | North West Surrey CCG | Surrey Downs CCG

RISK REGISTER PART 1 Surrey Heartlands - PCOG AUGUST / PCCC SEPTEMBER 2019

ID	Title	Approval status	Opened	Organisation	Owner	Handler	Description	Potential effect of the risk	Source of risk	Rating (initial)	Rating (current)	Rating (Target)	Risk Appetite	Actions and Comments	Last updated
164	GPN Workforce Demographic	Proposed for Closure	09/08/2017	Surrey Heartlands CCGs	Mallinder, Nikki	Hodgkinson, Joanna	40% of SH GPN workforce are over the age of 45 years when GPNs leave/retire their Expert Generalist Skills and any organisational memory will be lost, there are insufficient numbers of newly qualified nurses choosing primary care as a work place.	Primary Care will not have the necessary workforce with the required skills to deliver the increased amounts and complexity care in a primary care setting.	Historical lack of investment in GP Nursing  National high level of vacancies in all areas of nursing	12	9	4	Low 1-4	Numbers of practices taking students has increased from 4 to 6 We have lots of active nurse mentors working with CEPN to look at additional and diverse roles in primary care 8.2.18 Engagement with practices is ongoing to complete a full workforce tool targeted work by LM 6.3.18 Comms to practices continues to ensure the workforce tool is completed fully each quarter 23.4.18 HEE KSS are producing a primary care plan on a page looking at recruitment and retention strategies for GPs and GPNs in the SH STP and providing numbers to meet the shortfall 6.6.18 New workforce tool to combine national and local model will be active by end of 2018 compulsory completion	Joanna Hodgkinson 19/06/2019 16:38:21
350	Primary care interpreting procurement	Proposed for Closure	27/02/2019	Surrey Heartlands CCGs	Graham, Rachael	Snelling, Helen	The CCG could be unsuccessful in securing a provider, that the programme team are unable to meet the procurement deadlines and timeframe and/or that the costs of the service are largely increased as a consequence of the revised service specification and drive to increase utilisation and access.	Failure to secure a service provider(s) leading to inability for GP practices to access interpreting and translation services on behalf of their patients.	Expiration of contracts transitioned from NHSE necessitated extensions due to "last minute" notification of handover of this delegated function. In order to comply with competition regs it is necessary to deliver a competitive exercise to secure longer term provisions to meet the statutory requirement to provide accessibility to Primary Care services as part of the Equality and Diversity provisions.	6	1	2	Low 1-4	contracts secured via procurement programme.  <b>Recommend closure of risk as contracts signed and mobilisation programme underway.</b>	Helen Snelling 21/08/2019 16:06:30

Likelihood	Consequence				
	None	Minor	Moderate	Major	Catastrophic
Certain	5	10	15	20	25
Likely	4	8	12	16	20
Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Rare	1	2	3	4	5

Range: Low (1-4) High (9-12)  
Moderate (5-8) Significant (15-25)