Setting up a meeting to make   
decisions about establishing a   
primary care network

Groups of practices will need to make several decisions in order to establish a primary care network. It is likely that the relevant practices will need to hold an initial meeting in order to discuss and make such decisions.

This document provides some information when preparing for such a meeting. This is a guide only and should not be considered in isolation. Each question includes a non-exhaustive list of potential options or considerations.

We have also prepared a template meeting agenda for this initial meeting.

Other useful resources:

* BMA’s Primary Care Networks: structures, governance and decision making webinar: <https://www.bma.org.uk/advice/career/learning-and-development/recent-webinars>
* BMA’s PCN handbook and other resources: www.bma.org.uk/PCNs

1. **Who should attend the meeting?**
   * One representative from each practice/organisation
   * All GPs within a practice
   * Representatives from the LMC
2. **Who will chair the meeting?**
3. **What is quorum?**
   * At least one representative for each practice/organisation
   * All attendees empowered to make decisions
4. **Are those attending the meeting empowered to make decisions on behalf of their practice/organisation?**
   * The BMA is preparing a template empowerment letter which can be completed by each practice, empowering the individual to make decisions on behalf of the practice.
5. **How are decisions made for this initial meeting?**
   * Majority vote
   * Unanimous vote
6. **Are votes weighted?**
   * One vote per practice/organisation
   * Votes are weighted based on respective practice populations
   * Votes are weighted based on numbers of GPs per practice
7. **How are decisions recorded?**
   * Note taker
   * BMA’s checklist
8. **What to do if you can’t agree a decision?**
   * Move on and return later
   * Seek mediation on the particular item
   * Seek specific legal advice to inform the decision
9. **What documents are required at the meeting?**
   * PCN service Specification
   * PCN network agreement
   * PCN network agreement schedules
   * PCN registration form
   * PCN VAT information note
   * Investment and evolution – GP contract agreement document
   * BMA’s PCN handbook
   * BMA’s PCN checklist
10. **Is there an agenda for the meeting?**
    * BMA template agenda is provided overleaf
    * Agenda will follow the BMA’s checklist

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**Establishing a primary care network**

Time and date:

Duration:

Venue:

**AGENDA**

1. Introductions
   1. Record of attendees
   2. Empowerment letters to be tabled (if appropriate)
2. Apologies
3. Record of conflicts of interest
   1. A conflict of interest is a set of circumstances that creates a risk that an individual's ability to apply objective judgement or act in one role is, or could be, impaired or influenced by a secondary interest.
4. Selection of meeting chair (if required)
5. Agreement for how decisions will be made at this meeting
   1. Who has voting rights?
   2. Are votes weighted?
6. Documents to receive:
   1. PCN Service Specification
   2. PCN Network Agreement
   3. PCN Network Agreement Schedules
   4. PCN registration form
   5. PCN VAT information note
   6. Investment and Evolution – GP contract agreement document
   7. BMA’s PCN Handbook
   8. BMA’s PCN checklist
7. Decisions to be made (using BMA’s PCN checklist and Network Agreement)
8. Next steps
   1. Who to approach for further input (BMA Law, LMC etc)
   2. Notification of decisions to PCN member practices
9. Additional items (if required)
10. Any other business