

Meeting of the Primary Care Joint Commissioning Committee (Public)**Tuesday 3rd January 2017****2.00 pm****Wolverhampton Science Park, Stephenson Room****A G E N D A**

1	Welcome and Introductions	Chair	
2	Apologies	Chair	
3	Declarations of Interest	All	
4	Minutes of the meeting held on 6th December 2016	Chair	1 - 8
5	Matters arising from the minutes	All	
6	Committee Action Points	Chair	9 - 20
7	NHS England Update	AM	Verbal
8	NHS England Finance Update	CH	Verbal
9	Wolverhampton CCG Update	SS	Verbal
10	Primary Care Programme Board Update	MG	To Follow
11	Primary Care Operational Management Group Update	MH	21 - 24
12	Any Other Business	All	
13	Date of Next Meeting		

**Tuesday 7th February 2016 at 2.00pm in PC108, 1st Floor,
Creative Industries Centre, Wolverhampton Science
Park**

For further information on this agenda or about the meeting generally, or to submit apologies for absence, please contact Laura Russell on laura.russell4@nhs.net or email

MEMBERSHIP	
Wolverhampton CCG	Ms P Roberts (Chair) Dr D Bush Mrs M Garcha Mr S Marshall Dr D De Rosa Dr H Hibbs Dr Reehana Peter Price
NHS England	Alastair McIntyre Gill Shelley Anna Nicholls
Patient Representatives	Sarah Gaytten Jenny Spencer
Invitees (Non-Voting)	Elizabeth Learoyd (Healthwatch) Ros Jervis (Health and Wellbeing Board)

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP
PRIMARY CARE JOINT COMMISSIONING COMMITTEE**

Minutes of the Primary Care Joint Commissioning Committee Meeting (Public)
Held on Tuesday 6th December 2016, Commencing at 2.00 pm in the PC108, 1st Floor,
Creative Industries Centre, Wolverhampton Science Park

**MEMBERS ~
Wolverhampton CCG ~**

		Present
Pat Roberts	Chair	Yes
Dr David Bush	Governing Body Member / GP	No
Dr Manjit Kainth	Locality Chair / GP	No
Dr Salma Reehana	Locality Chair / GP	Yes
Steven Marshall	Director of Strategy & Transformation	No
Manjeet Garcha	Executive Lead Nurse	Yes
Peter Price	Lay Member (Vice Chair)	Yes

NHS England ~

Alastair McIntyre	Locality Director	No
Gill Shelley	Senior Contract Manager (Primary Care)	Yes
Anna Nicholls	Contract Manager (Primary Care)	Yes
Karen Payton	Senior Finance Manager (Primary Care)	Yes

Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	Yes
Sarah Gaytten	Independent Patient Representative	Yes

Non-Voting Observers ~

Ros Jervis	Service Director Public Health and Wellbeing	No
Elizabeth Learoyd	Chief Officer – Wolverhampton Healthwatch	No
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	Yes

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes
Trisha Curran	Interim Accountable Officer	No
Sarah Southall	Head of Primary Care	Yes
Laura Russell	Primary Care PMO Administrator (WCCG)	Yes

Welcome and Introductions

PCC252 Ms Roberts welcomed attendees to the meeting and introductions took place.

Apologies for absence

PCC253 Apologies were submitted on behalf of Dr Helen Hibbs, Alastair McIntyre, Elizabeth Learoyd, Trisha Curran and Steven Marshall.

Declarations of Interest

PCC254 Dr Reehana declared that, as GPs they had a standing interest in all items related to primary care.

Ms Gaytten and Ms Spencer declared that, in their role as employees of the University of Wolverhampton, they worked closely with practices to arrange placements for student nurses and therefore had a standing interest in items related to primary care.

As these declarations did not constitute a conflict of interest, all participants remained in the meeting whilst these items were discussed.

RESOLVED: That the above is noted.

Minutes of the Meeting Held on 1st November 2016

PCC255 **RESOLVED:**

That the minutes of the previous meeting held on 1st November 2016 were approved as an accurate record subject to the following amendment:

Application to Close Branch Surgery (Page 5) - A spelling mistake under paragraph 4 it should read Intrahealth not Interhealth.

Matters arising from the minutes

PCC256 **Addendum/Revised Business Case to Close Branch Surgery (Park Street South)**

Ms Shelley presented the revised business case to close the branch surgery at Park Street South and highlighted the further assurance required. The Committee confirmed the recommendations have been incorporated and approved the Business Case.

RESOLVED: That the above is noted.

Committee Action Points

PCC257 Minute Number PCC176 – Premises Charges

Ms Payton informed the Committee they are still seeking further advice as NHS England have not been notified and once this is received it will be shared with the CCG.

Minute Number PCC186a – NHS England Update – Primary Care Update

Mr Hastings confirmed the CCG had made the submission to NHE England and highlighted this would not cascade back to the CCG it was agreed to share what the CCG had submitted to the Committee.

Minute Number PCC211 - Vertical Integration

Mr Hastings advised the CCG are still waiting for the minutes from the VI assurance visit. It was agreed Ms Shelley would chase the relevant department at NHS England.

Minute Number PCC214 – WCCG Primary Care Workforce Draft Strategy

Ms Garcha informed the group the VI Surgeries had been represented within the data, however if the surgery had a branch site only the main site would have been initially contacted for the information. This has been superseded by the NHS Tool and confirmation is awaited on the Wolverhampton CCG submission and how many practices have submitted data.

Minute Number PCC234a – Application to Close Branch Surgery

This item will be covered on the agenda.

Minute Number PCC234b - Application to Close Branch Surgery

This item will be covered on the agenda.

RESOLVED: That the above is noted.

NHS England Update – Primary Care Update

PCC258 Ms Shelley presented the NHS England update to the Committee and highlighted the update on winter indemnity scheme for 2016/2017 where GPs can get support for indemnity if they want to work out of hours. Ms Shelley noted e-mail correspondence has been sent all GPs explaining how GPs can apply for the sessions. Mr Hastings queried in relation to indemnity is there anything in place for GPs who are working outside of their practice. Ms Shelley noted they would need to discuss with their indemnity provider and clarify with them if they would be eligible.

The Committee were informed of the Practice Manager Network Events that have been organised by NHS England with the support of the Practice Management Network. These events have been popular and a request has been made for more events to be arranged.

NHS England Finance Update

PCC259 Ms Payton presented Wolverhampton CCGs 2016/2017 GP services month 7 Finance Report to the Committee. Ms Payton confirmed at month 7 the forecast outturn is £33.1m delivering a breakeven position.

A review has been undertaken regarding seniority costs and during the planning period for 2016/2017 all DCOs and CCGs were advised to make the assumption seniority costs were to reduce by 11%. This has not occurred and has put pressure upon the position and the contingency has been used to support the position and the team will continue to monitor.

The CCGs PMS Premium Investment Plan has been approved by the Locality Director. An MOU template has been sent to the CCG CFO for signing, Ms Skidmore agreed to review, sign and return to NHS England.

RESOLUTION: Ms Skidmore agreed to review, sign and return the MOU to NHS England.

Wolverhampton CCG Update

PCC260 Mrs Southall provided the following update on the work being progressed within Primary Care;

- Group Team Leader meetings have been introduced based upon the different formations Groups within the CCG membership. The first meeting has taken place today with representation from VI, Unity and both of the PCH hubs and attendance of the CCG Chair and Head of Primary Care. These meetings will be held regularly with a view to review the Locality structure within Wolverhampton. The current Locality Meetings are proposed to change to group level discussions and a proposal will be discussed at the next Primary Care Strategy Committee tomorrow afternoon.
- A pilot for extended opening at Group level is being worked upon and the detail regarding indemnity and information sharing and the deliverability of this on behalf of one another is currently being discussed. This will be considered at the A&E Delivery Board as a pilot with a view to have extended opening over Christmas and New Year back holiday to assess if there are any risks and issues to consider for the future.
- The Localities as Commissioners Task and Finish Group are exploring the feasibility of a quality outcomes framework for Primary Care.
- The Workforce and Development Task and Finish Group are discussing the new roles as advocated within the GP5YFV, they are reviewing the feasibility

provision of clinical pharmacist as well as increasing the workforce and strengthening the skills and competencies of Practice Nurses.

- Estates and IMT a demo has been undertaken on EMIS to enable online consultations to take place working towards a go live date of the 1st April, the Groups are embracing this and reviewing the information sharing agreements.
- New Models of Care in practically the Medical Chamber model there are 17 practices working together. They are in the stages of reviewing the MOU. A project Manager Jason Nash has been appointed to support the Medical Chambers Model.

Dr Reehana asked in relation to the on-line consultation and the news ways of working will this include the indemnity costs. Mrs Southall highlight the national indemnity review findings will be published within the New Year and the CCG and Groups will need to consider any financial consequences and the impact of these risks at this point.

Mr Blankley queried if the pharmacy rotas have been considered in relation to the pilot for extend opening at Group level as this may not have been considered when the pharmacy rota has been developed. Ms Shelley highlighted NHS England have the responsibility of putting together the pharmacy rota and they have been advised to contact CCGs midyear to obtain this information. Mrs Southall and Ms Shelley agreed to liaise following the meeting.

RESOLVED: Ms Southall and Ms Shelley to liaise following the meeting to ensure the pharmacy rota is incorporated within the pilot for extend opening hours at Group level.

Primary Care Programme Board Update

PCC261 Ms Garcha presented the work being undertaken by the Primary Care Programme Board and the following update was provided;

Sickle Cell Project – there are currently two providers for sickle cell and a review is being undertaken of the services being provided.

Interpreting Procurement - Governing Body approved award of contract, new contract commences on 1st December 2016 for 3 years.

Primary Care Review (Basket and Minor Injuries) – there were three initial queries around the methodology, consumables and pension costs. The methodology and consumables have been approved and agreed and the pension costs have been shared and sign off is awaited.

DXS - discussed at the Board and supported a recommendation to the Commissioning Committee to a) revisit all practices that are not using DSX and those that are to establish more intelligence on the reasons why? b) To potentially remove DXS from sites that do not use the system whilst considering other solutions that may be more financially viable and effective in primary care.

Breastfeeding - The Board supports the recommendation to Commissioning Committee to disinvest in this scheme and reinvest in the STORK Programme subject to clear outcome data being received.

RESOLVED: That the above is noted.

Primary Care Programme Board Update

PCC262 Mr Hastings informed the Committee of the Primary Care Operational Management Group Meeting, which met on the 22nd November 2016 and provided the following feedback;

Mergers and closures- A review of practices mergers and closures were presented to the Group. This was an action from the previous meeting where it was agreed the Group needed to be sighted on this information. The aim is to have a collaborative approach for information sharing, monitoring and planning for potential mergers and closures of GP practice in Wolverhampton.

Primary Care Quality - Discussions took place around Information Governance breaches and how to investigate the one practice which regularly reports upon the same Information Governance Breach. Mrs Roberts queried this and asked if this is being monitored. It was reported this is being monitored by Professional and Practice and Information Gathering Group.

The Committee were informed those practices who had not been submitting Friends and Family data have submitted data for October 2016 and will be continually monitored.

Contract Visit Programme - The first collaborative visit which took place on the 25th October 2016 and positive feedback has been received. The collaborative approach between NHS England, CCG and Public Health aims to reduce the burden on practices and enables a consistent approach to taken.

Estates - Estates Technology Transformation Fund (ETTF) bids for cohort 1 need to be completed by March 2017 and Cohort 2 bids were going through the due diligence process. It was advised the practices who have been unsuccessful are being informed of the outcomes and being made aware that the ETTF process is not the only avenue for funding opportunities.

RESOLVED: That the above is noted.

Any Other Business

PCC263 Ms Worton informed the Committee the CCG have submitted their application to NHS England for full Delegation on the 5th December 2016 and the outcomes are expected next January 2017.

PCC264

Date, Time & Venue of Next Committee Meeting

Tuesday 3rd January 2016 at 2.00pm in the Stephenson Room, 1st Floor,
Technology Centre, Wolverhampton Science Park

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Primary Care Joint Commissioning Committee Actions Log

Open Items

Action No	Date of meeting	Minute Number	Item	By When	By Whom	Action Update
35	02.08.16	PCC176	<p>Premises Charges Ms Nicholls to look into support available to GP practices with increased premises charges and provide an update at the September 2016 Committee meeting.</p>	January 2017	Gill Shelley / Anna Nicholls	<p>06.09.16 - Mr Hastings agreed to chase Anna Nicholls regarding this action. 04.10.16 - Ms Shelley confirmed that details on the management of transitional funding are to be confirmed and would provide an update at the next meeting.</p> <p>01.11.16 - It was advised NHSE are still awaiting the financial processes, Ms McGee agreed to take back to Charmaine Hawker as its non-recurrent funding for this financial year 2016/2017.</p> <p>06.12.16 - Ms Payton informed the Committee they are still seeking further advice as NHS England have not been notified and once this is received it will be shared with the CCG.</p>
37	06.09.16	PCC186a	<p>NHS England Update – Primary Care Update Primary Care Commissioning Activity return to be shared with the Committee in October 2016.</p>	January 2017	Mike Hastings	<p>04.10.16 – Mr Hastings to contact the Deputy Head of Primary Care at NHS England to share a copy of the final submission with the Committee.</p> <p>01.11.06 - Mr Hastings agreed to chase.</p> <p>06.12.16 - Mr Hastings confirmed the CCG had made the submission to NHE England and highlighted this would not cascade back to the CCG it was agreed to share what the CCG had submitted to the Committee.</p>

41	04.10.16	PCC211	Vertical Integration That the minutes from the VI assurance meeting on 3 October 2016 be shared with the Committee.	January 2017	Mike Hastings	01.11.16 - Mr Hastings confirmed the minutes from the VI assurance visit had not been received once provided they will be shared with the Committee. 06.12.16 - Mr Hastings advised the CCG are still waiting for the minutes from the VI assurance visit. It was agreed Ms Shelley would chase the relevant department at NHS England.
47	06.12.16	PCC259	NHS England Finance Update Ms Skidmore agreed to review, sign and return the MOU to NHS England.	January 2017	Claire Skidmore	
48	06.12.16	PCC260	Wolverhampton CCG Update Ms Southall and Ms Shelley to liaise following the meeting to ensure the pharmacy rota is incorporated within the pilot for extend opening hours at Group level.	January 2017	Sarah Southall	

Closed Items

Action No	Date of meeting	Minute Number	Item	By Whom	Date Closed	Action Update
1	03.12.15	PCC04	Proposed amendments to Committee Terms of Reference That the 3 GP Locality Leads will attend on a rotational basis for the next 12 months. Mr McKenzie to inform Locality Leads of this arrangement.	Peter McKenzie	14 January 2016	Action complete

2	03.12.15	PCC04	<p>Proposed amendments to Committee Terms of Reference</p> <p>That the review of the Committee Terms of Reference be in line with the two window a year permitted by NHS England for the CCG's constitution to be amended.</p>	Peter McKenzie	14 January 2016	Action complete
3	03.12.15	PCC05	<p>Primary Care Commissioning Operations Management Group Terms of Reference</p> <p>That the Care Quality Commission will be invited to future meetings of this Group.</p>	Mike Hastings	14 January 2016	14.01.16 – Mike Hastings confirmed that he has spoken to the Head of Quality and Risk at the CCG to confirm local CQC Lead contact details.
4	03.12.15	PCC06	<p>Upcoming Issues for Provisional Work Programme</p> <p>That the Showell Park Procurement be brought to a 2016 Committee meeting for decision. Ms Nicholls to confirm appropriate meeting date.</p>	Anna Nicholls	14 January 2016	14.01.16 – Anna Nicholls confirmed that the Showell Park Procurement will be brought to the Private Session of the Primary Care Joint Commissioning Committee in March 2016. 01.03.16 - It was noted that this item is on the private Committee agenda for discussion
5	03.12.15	PCC07	<p>Standard Agenda item and regular reporting requirements</p> <p>That the following items be included as standing items on the agenda:</p> <ul style="list-style-type: none"> • NHS England Update • NHS England Finance Update • Wolverhampton CCG Update • Primary Care Delivery Board Update • Primary Care Commissioning Operations Management Group Update 	Jane Worton	14 January 2016	14.01.16 – Standard items will be included from February 2016 onwards.
6	03.12.15	PCC07	<p>Standard Agenda item and regular reporting requirements</p> <p>That Charmaine Hawker, Assistant Head of Finance - Primary Care, from NHS England Finance is invited to attend future Committee meetings.</p>	Jane Worton	14 January 2016	14.01.16 – Confirmed that Charmaine Hawker had been invited to attend future Committee meetings.
7	03.12.15	PCC08	<p>Arrangements for future meetings</p> <p>That the first public meeting of this Committee will take place in March 2016.</p>	Peter McKenzie	2 February 2016	02.02.16 - It was noted the schedule of Committee dates for 2016/17 have now been diarised. Item closed.

8	14.01.16	PCC17	Proposed Amendments to Committee Terms of Reference That the February 2016 WCCG Governing Body Meeting and Sub Regional Team will receive an Executive Summary from this Committee.	Pat Roberts	2 February 2016	02.02.16 - It was confirmed that the executive summary is now complete and will be forwarded to David Williams at NHS England. Item closed.
9	14.01.16	PCC18	Primary Care Commissioning Operations Management Group Terms of Reference That the March 2016 Committee Meeting receive an update from the PCCOMG Meeting on 16 February 2016. That the risk register and Mike Hastings change in role title is reflected in the Terms of Reference.	Peter McKenzie	2 February 2016	02.02.16 - The updated Terms of Reference were discussed and the amendments agreed. Item closed.
10	14.01.16	PCC19	Upcoming Issues for Provisional Work Programme That the draft Primary Care Strategy is to be shared with NHS England.	Margaret Chirgwin	2 February 2016	02.02.16 - It was confirmed that Margaret Chirgwin (WCCG) had shared the Primary Care Strategy with NHS England. Item closed.
11	14.01.16	PCC19	Upcoming Issues for Provisional Work Programme That NHS England share the Operational Plan template with the Committee.	May 2016	NHS England	02.02.16 - It was noted that the planning return will be brought to the next Committee Meeting. 05.04.16 - It was noted that the reporting template will be brought to the May Committee meeting following the next planning deadline. 03.05.16 - It was noted that Ms Shelley would raise the reporting template query with NHS England and report back to the Committee. 07.06.16 - Ms Shelley reported she had raised the reporting template query with NHS England and they no longer have this template. It was agreed to close the action.
12	14.01.16	PCC21	NHS England Finance Update That an update on financial planning will be presented to the Committee in February 2016.	Charmaine Hawker	2 February 2016	02.02.16 – The update on financial planning was provided. Item closed.

13	14.01.16	PCC21	Capital Review Group / Strategic Estates Forum That the Capital Review Group / Strategic Estates Forum minutes be reported to the PCCOMG Meetings.	Jane Worton	2 February 2016	02.02.16 - Item included on this meeting's agenda for discussion. Item closed.
14	14.01.16	PCC21	WCCG Estates Strategy That the final Estates Strategy be brought to a future Committee Meeting.	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the private Committee agenda for discussion.
15	02.02.16	PCC38	West Midlands MOU for the Primary Care Hub That the MOU be updated and signed off at the March 2016 Governing Body Meeting and Primary Care Joint Commissioning Committee.	May 2016	Mike Hastings / Gill Shelley	01.03.16 – The Committee approve the West Midlands MOU for Primary Care Hub subject to an additional quality element being added. That the MOU will be signed off at the March 2016 Public WCCG Governing Body Meeting. 05.04.16 - Ms Shelley to confirm amendments with regard to the status of WCCG commission of Primary Care as requested by the Governing Body NHS England colleagues and bring the final MOU to the May Committee meeting. 03.05.16 - Mr Hastings informed the Committee that the MOU has now been signed off by Wolverhampton CCG Governing Body and is currently being reviewed internally prior to being submitted to NHS England by 6 May 2016. 07.06.16 - Mr Hastings informed the Committee the MOU has now been signed off by Wolverhampton CCG Governing Body and has been submitted to NHS England. The Committee agreed to close the action.
16	02.02.16	PCC42	Pharmacy First That the Pharmacy First information be circulated to the Committee.	Jane Worton	1 March 2016	01.03.16 - It was noted that the information was circulated to the Committee on 11.02.16.
17	02.02.16	PCC37	Financial Planning A further report to be brought to the next Committee meeting.	Charmaine Hawker	1 March 2016	01.03.16 - It was noted that this report is included on the agenda for discussion.

18	01.03.16	PCC53	<p>Minutes of the Meeting Held on 2 February 2016</p> <p>That the minutes of the previous meeting held on 14 January 2016 be approved as an accurate record subject to the following amendments.</p> <p>(PCC39) Spelling of Alistair McIntyre to be amended to Alastair.</p> <p>(PCC40) Amendment of PCCOMG Meeting to PCOMG Meeting.</p>	Jane Worton	5 April 2016	05.04.16 – Amendments made.
19	01.03.16	PCC54	<p>Primary Care Models</p> <p>An update report on Primary Care Home and vertical integration models will be brought to the next Committee meeting.</p>	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the Committee agenda for discussion.
20	01.03.16	PCC61	<p>Primary Care Commissioning Operations Management Group (PCOMG) Update</p> <p>That the next PCOMG update is created in the form of an overarching assurance report subject to any practice specific confidential information being discussed in private.</p>	Mike Hastings	5 April 2016	05.04.16 - It was noted that this item is on the Committee agenda for discussion.
21	01.03.16	PCC61	<p>Pharmaceutical Involvement in Primary Care</p> <p>That following discussion at the January 2016 Committee Meeting around the pharmaceutical involvement in primary care it was noted that Mr Blankley would attend future PCOMG meetings to drive</p>	Mike Hastings / Jeff Blankley	5 April 2016	05.04.16 - It was noted that Mr Blankley now attends the PCOMG meetings.

			this forward.			
22	05.04.16	PCC77	NHS England Update That a short report will be provided by NHSE outlining any activity throughout the month which impacts on Wolverhampton primary care.	May 2016	Alastair McIntyre / Gill Shelly	03.05.16 - The NHS England Update was included on this meeting's agenda. Item closed.
23	05.04.16	PCC78	NHS England Finance Update That a report will be produced for the May 2016 Committee Meeting to outline the full schedule for the 2016/17 budget.	May 2016	Charmaine Hawker	03.05.16 - The NHS England Finance Update was included on this meeting's agenda. Item closed.
24	03.05.16	PCC100	GP Communication That GP communication methods should be discussed at the next Primary Care Operational Management Group meeting.	June 2016	Mike Hastings	07.06.16 - Mr Hastings confirmed with the Committee it has been agreed until the Wolverhampton Clinical Commissioning Group (WCCG) are fully delegated all correspondence will continue by NHS England.
25	03.05.16	PCC101	PMS Premium Schemes That the CCG Strategy and Transformation Team will provide a report to the June 2016 Committee Meeting outlining the PMS Premium schemes.	June 2016	Sharon Sidhu	07.06.16 - PMS Premium Schemes included on the Private Primary Care Joint Commissioning Committee meeting agenda.
26	03.05.16	PCC103	Protected Learning Time for GPs That the CCG will explore protected learning time options for GPs and update the Committee.	August 2016	Mike Hastings / Steven Marshall	07.06.16 - Mr Marshall noted further discussions need to take place to determine the details and requirements for protected learning time for GPs. It was agreed a further update would be provided for the next meeting. 05.07.16 - Mr Marshall reported the Protected Learning Time for GPs is part of the GP Forward View and suggested this is included in the full summary report update due at the next Committee meeting. August Agenda Item. 02.08.16 - Action covered within Primary Care Forward View. Item closed.

27	07.06.16	PCC121	Terms of Reference The Committee agreed to review the Terms of Reference in September 2016	September 2016	Peter McKenzie	05.07.16 - This agenda item is due to be presented at the September Committee Meeting. Presented at the September meeting - action closed.
28	07.06.16	PC122	NHS England Update – Primary Care Update Ms Shelley agreed to feedback to Ms Skidmore how the WCCG can be involved in the work around recruiting and retaining workforce.	August 2016	Gill Shelley	05.07.16 - Ms Nicholls reported they are still awaiting a response and agreed to report back at the next Committee meeting. August Update. 02.08.16 – Action covered on meeting agenda. Item closed.
29	07.06.16	PC124	Wolverhampton CCG Update Mr Marshall agreed to bring back to the August Meeting an update on the WWCG response to the GP Forward View. Mr Marshall agreed to develop and share a model of how the third sector organisations and other providers will link into Primary Care Services.	August 2016 July 2016	Steven Marshall Steven Marshall	05.07.16 – Mr Marshall agreed to provide a report on the WCCG response to the Primary Care Forward View at the August meeting. 02.08.16 – Item on meeting agenda and closed. 05.07.16 - Better Care Fund – Third Sector Organisations report was on the agenda. Item closed.
30	05.07.16	PCC147	NHS England Update – Primary Care Update Ms Nicholls agreed to clarify and report back to Dr Helen Hibbs in relation to impact of the new partner joining MGS Medical Practice (Dr Bagary) as they are involved in the vertical integration pilot.	August 2016	Anna Nicholls	02.08.16 – Ms Nicholls confirmed that the process of adding and removing partners from practices which are involved in vertical integration remained the same as the contract is held by the partnership and not RWT.
31	02.08.16	PCC174	Wolverhampton CCG Update Mr Hastings to respond to Wolverhampton LMC queries within 7 days.	September 2016	Mike Hastings	06.09.16 - Mr Hastings confirmed he had responded to Wolverhampton LMC queries within in the 7 day deadline. Action closed.
32	02.08.16	PCC174	Primary Care Support England (PCSE) Communication to go out to all practices requesting PCSE feedback.	September 2016	Jane Worton	06.09.16 - Ms Worton confirmed an e-mail went out to all Practice Managers on the 11 th August requesting PCSE feedback. All the responses had been collated and sent to NHS England where the information will be discussed in a forum meeting between Capita Services and NHS England. It was confirmed any feedback would be escalated

						back to the CCG s this could be fed back to the GP Practices. Action closed.
33	02.08.16	PCC175	GP Peer Review Ms Garcha to present the GP Peer Review Terms of Reference at the September 2016 Committee meeting.	September 2016	Manjeet Garcha	06.09.16 - It was noted this item was on the meeting agenda. – Action closed.
34	02.08.16	PCC176	Acute Discharge Process Mr Blankley to meet with Dee Harris to review the prescribing aspect of the acute discharge process.	September 2016	Jeff Blankley	06.09.16 - Mr Blankley confirmed he had met with Dee Harris and discussions have commenced regarding prescribing within the acute discharge process. – Action closed.
36	02.08.16	PCC177	Workforce Strategy Ms Garcha to bring an update on the Workforce Strategy, with specific reference to GP growth, to the October 2016 meeting.	October 2016	Manjeet Garcha	06.09.16 - This item is due to be presented at the October meeting. 04.10.16 - It was noted that this item is on the agenda for discussion. Item closed.
38	06.09.16	PCC186b	NHS England Update – Primary Care Update Mr Hastings agreed to report back if the CCG had/or needed to make a response on the GP Resilience Programme document.	October 2016	Mike Hastings	04.10.16 - Mr Hastings informed the Committee that an details on the GP Resilience Programme was included in the Wolverhampton CCG Update on the agenda. Item closed.
39	04.10.16	PCC209	NHS England GP Resilience Programme (GPRP) Ms Shelley agreed to confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received.	November 2016	Gill Shelley / Anna Nicholls	Ms Shelley will confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received. 01.11.16 - Ms Shelley has confirmed there is only 1 practice for Wolverhampton on the GPRP programme. Action agreed to be closed.
40	04.10.16	PCC209	WCCG Primary Care Workforce Draft Strategy Ms Garcha stated that there had been difficulty in confirming an NHS England lead for this work and Ms Shelley agreed to confirm details and feedback.	November 2016	Gill Shelley / Anna Nicholls	01.11.16 - Ms Garcha had been in touch with Jacqueline Barns regarding an NHS England Lead for Primary Care Workforce. Action agreed to be closed.

42	04.10.16	PCC213	Patient Engagement That Ms Shelly would confirm the level of patient engagement required when a practice was merging / closing.	November 2016	Gill Shelley / Anna Nicholls	01.11.16 - Ms Shelley advised the level of patient engagement is not in the contract as to what's relevant/appropriate to the number of patients and the changes being made within the practice. They would expect the level of engagement to be proportionate to the level of change. It was highlighted the WCCG have a policy in place for engagement and this should be followed around the proportionate of change taking place.
43	04.10.16	PCC214	WCCG Primary Care Workforce Draft Strategy Ms Garcha to confirm how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis.	December 2016	Manjeet Garcha	01.11.16 - Ms Garcha confirmed a sense check had been undertaken on the data and that 2 out of the 3 VI's had been included within the analysis. Ms Garcha had been unable to speak with the author who undertook the analysis to ask the question regarding the method of recording and confirmed to feed this back at the next meeting.
44	04.10.16	PCC215	Social Prescribing Report Ms Skidmore to feedback Mr McIntosh's queries to Andrea Smith.	November 2016	Claire Skidmore	01.11.16 - Ms Skidmore confirmed she had spoken to Andrea Smith regarding Mr McIntosh's queries. Action to be closed.
45	01.11.16	PCC234b	Application to Close Brach Surgery An addendum or revised business case to the December meeting on the progress of the previous business case and give further assurance on what support would be available from the practice to patients during the closure. The business case needs to state categorically that there is no expectation of patients to access services from Bilston or move to an Intrahealth practice, rather that they can exercise free patient choice.	December 2016	Gill Shelley	
46	01.11.16	PCC234b	Application to Close Brach Surgery Further work is required to inform the	December 2016	NHS England	

			<p>patient body on the following;</p> <ul style="list-style-type: none">a) of the reason for closure i.e. CQC, failure of building and prohibited costs of renovation and the current closure due to recent maintenance event regarding infection prevention and lack of hot water etc.b) to answer the petition participants concerns and have a further public meeting if required.			
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WOLVERHAMPTON CCG

PRIMARY CARE JOINT COMMISSIONING COMMITTEE Tuesday 3 January 2017

Title of Report:	Primary Care Operational Management Group Update
Report of:	Mike Hastings – Associate Director of Operations, Wolverhampton CCG
Contact:	Mike Hastings – Associate Director of Operations, Wolverhampton CCG
Primary Care Joint Commissioning Committee Action Required:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
Purpose of Report:	To provide an update on the Primary Care Operational Management Group
Public or Private:	The report is suitable for the Public meeting.
Relevance to CCG Priority:	
<ul style="list-style-type: none"> • Domain 4: Planning (Long Term and Short Term) 	Planning for the CCG Primary Care provision to be fit for purpose in line with NHSE recommendations.
<ul style="list-style-type: none"> • Domain 5: Delegated Functions 	Fulfilling the delegated responsibility of jointly managing primary care.



1. BACKGROUND AND CURRENT SITUATION

- 1.1. The Primary Care Operational Management Group met on Tuesday 20th December 2016 – this report is a summation of the discussions which took place.

2. MAIN BODY OF REPORT

2.1 Forward Plan of Mergers/Closures

A review of practices mergers and closures were presented to the Group. It was advised that a decision has been made not to run two IT migrations side by side due to the volume of work involved, which has pushed timescales out by three months.

2.2 Primary Care Quality Update

The Primary Care Quality Report was presented to the Group which provided data between the reporting period of the 1st November – 30th November 2016. The good standard ratings for infection prevention following visits to four practices were discussed. It was agreed that the value of the friends and family test data needed to be evaluated to understand how Practices are using this information.

2.3 GP Five Year Forward View

An overview of the live projects from the GP Five Year Forward View was presented to the Group. The following areas were discussed;

Practice Resilience Programme – two practices have been approved and contracts are being issued. The providers for the training are being contacted.

Time for Care – expressions of interest have been received and submitted to NHS England, with a view to start in April 2017.

Training for Reception and Admin Staff – a list of providers has been released and quotes are now being sourced in order for the training to take place before the end of March 2017.

Triumvirate Leadership Programme – Cohort 2 will be released in March/April 2017 with an anticipated start date for September 2017.

2.4 Contract Visit Programme

The Group were updated on the three collaborative visits which took place during October to December 2016.



2.5 Demand Management

Demand Management plan was shared with the group and it was reported NHS England feedback has been positive and they are pleased with the outcomes for Wolverhampton.

2.5 Prescription Security Protocol

A revised prescription security protocol was shared with the group which has been devised to provide good practice guidance that practices can refer to.

Service Level Agreement and Specification for Zero Tolerance

2.6 It was agreed a joint approach was needed to review and amend the service level agreement and specification for zero tolerance by April 2017.

3. RECOMMENDATIONS

3.1 The Committee is asked to note the progress made by the Primary Care Operational Management Group.

Name: Mike Hastings

Job Title: Associate Director of Operations

Date: 22 December 2016



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