

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

Minutes of the Primary Care Commissioning Committee Meeting (Public)
Held on Tuesday 7th November 2017, Commencing at 2.00 pm in the in the Stephenson
Room, Technology Centre, Wolverhampton Science Park

**MEMBERS ~
Wolverhampton CCG ~**

		Present
Sue McKie	Chair	Yes
Dr David Bush	Locality Chair / GP	Yes
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr Salma Reehana	Clinical Chair of the Governing Body	Yes
Steven Marshall	Director of Strategy & Transformation	Yes
Les Trigg	Lay Member (Vice Chair)	Yes

NHS England ~

Bal Dhami	Contract Manager	Yes
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Independent Patient Representatives ~

Sarah Gaytten	Independent Patient Representative	No
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Non-Voting Observers ~

Katie Spence	Consultant in Public Health on behalf of the Health and Wellbeing Representative	No
Tracy Cresswell	Wolverhampton Healthwatch Representative	Yes
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	No

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Dr Helen Hibbs	Chief Officer (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	Yes
Liz Corrigan	Primary Care Quality Manager Assurance Coordinator	Yes
Lesley Sawrey	Deputy CFO (WCCG)	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcome and Introductions

WPCC130 Ms McKie welcomed attendees to the meeting and introductions took place.

Apologies for absence

WPCC131 Apologies were submitted on behalf of Tony Gallagher, Jeff Blankley, Jane Worton and Sarah Gaytten.

Declarations of Interest

WPCC132 Dr Bush, Dr Kainth and Dr Reehana declared that, as GPs they have a standing interest in all items related to primary care.

Ms McKie declared she works two days a week within Public Health at Wolverhampton Local Authority.

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 Primary Care Commissioning Committee Meeting Held on the 5th September 2017

WPCC133 RESOLVED:

That the minutes of the previous meeting held on 5th September 2017 were approved as an accurate record.

Matters arising from the minutes

WPCC134 There were no matters arising from the minutes.

RESOLUTION: That the above is noted.

Committee Action Points

WPCC135 **Minute Number PCC302 – Premises Charges (Rent Reimbursement)**
The CCG are still awaiting the cost directives. Action to remain open.

Minute Number WPCC114a – Primary Care Quality Report

Ms Corrigan agreed to provide a snap shot of the risks within future reports. Mr McKenzie noted that the risks were being discussed within the Private meeting. Agreed to close the action.

Minute Number WPCC114b – Primary Care Quality Report

Ms Corrigan noted the report now included charts with time series of information. Agreed to close the action.

Minute Number WPCC117 – Provision of Services post Dr Mudigonda Retirement from a partnership to single handed Contract – Business Case.

Ms Shelley informed the Committee the report is not due back until 12 months' time. It was noted they are still awaiting confirmation as to what new model of care structure they are going to align to.

RESOLVED: That the above is noted.

Primary Care Quality Report

WPCC136 Ms Corrigan presented the quality report to the Committee which provides an overview of activity in primary care and assurances around mitigation and the actions taken when issues have arisen.

The following was highlighted to the Committee;

- There are no major concerns with Infection Prevention. Three reports have been received in the last month from the provider The Royal Wolverhampton NHS Trust, two practices have scored bronze and one has scored silver.
- Overall the practices with no submission for Friends and Family Test has reduced for the month of August (7% compared to 11% in July). The suppressed data has remained the same for the month at four practices and the total number of practices with no data available was eight. The number of responses which were rated at positive (extremely likely or likely) was 82% (3464). The Friends and Family activity is being monitored on a monthly basis through the Primary Care Operational Management Group and via the NHS England Primary Care Dashboard.
- The quality matters incidents are now up to date and all primary care incidents have been forwarded to the relevant practices.
- The assurance framework around NICE guidance is currently being reviewed and will be applied in line with peer review system for GPs.
- The Workforce implementation plan has been revised to include new milestones including actions from the STP, 10 high point actions and national drivers.
- A Project Manager for workforce is now in place and working closely with the Primary Care Team.

- The Trainee Nursing Associates are now on placement and the nurses are undertaking Fundamentals of Practice Nursing. They have been invited to a conference in London to discuss their experiences in primary care.
- Funding allocation for practice and advanced clinical practice courses has been agreed and two individuals have applied for the fundamentals in practice nursing and four for the advanced clinical practice course.

Dr Hibbs noted in terms of the workforce plan, there is also an STP wide directive which states they have to recruit to a certain amount of GPs in a short amount of time. Dr Hibbs asked how the work in Wolverhampton dovetails into the STP wide recruitment drive.

Mrs Southall stated there is an STP working group and the share of GPs for Wolverhampton and the Black Country is 127 by 2020. NHS England have requested an STP Primary Care Workforce Strategy, which an initial draft has been submitted for comment. There is also a programme of work attached to the Primary Care Task and Finish Group that captures actions associated with recruitment and retention. In the Strategy the early indication based on data is that across the Black Country they will not achieve the recruitment target of 127 GPs by 2020. The Committee agreed that a two way approach needs to be considered in terms of transformation of workforce as well as aiming for national targets.

RESOLVED: That the above is noted.

WCCG Quarterly Finance Report

WPCC137 Mrs Sawrey presented to Committee the CCG quarterly finance report, which outlines the CCGs financial position at month 6.

The delegated primary care allocations for 2017/2018 as at month 6 are £35,513m. The forecast outturn is £35,013m delivering a underspend position. The forecast outturn indicates an underspend of £500k against other GP services which relates to pre delegated i.e. 2016/17. The CCG has been given the income to offset the expenditure and consequently the CCG is reporting a non-recurrent benefit of £500k.

In relation to primary care reserves the forecast outturn includes a 1% Non-Recurrent Transformation Fund and a 0.5% contingency in line with the 2017/18 planning metrics. In line with national guidance the 1% non-recurrent transformation fund can be utilized in year non-recurrently to help support the delegated services.

It was highlighted that the £500k underspend could only be used on non-recurrent projects and be committed before March 2018.

RESOLVED: That the above was noted.

Governing Body Report/Primary Care Strategy Committee Update

WPCC138 Mrs Southall informed the Committee the report presented had been shared with the Governing Body at the October meeting, based on activity during the month of September 2017. The report details the work progressed against the Primary Care Strategy and each Task and Finish Group. The Governing Body agreed the status of the programme of work and to the name change from a Committee to a Programme Board, which would now report on a quarterly basis.

RESOLVED: That the above was noted.

Primary Care Operations Management Group Update

WPCC139 Mrs Southall informed the Committee of the discussions which took place at the Primary Care Operational Management Group meeting on the 24th October 2017 and highlighted the following points;

- The IT migration plan remains on track and currently there are only four practices left to migrate over onto EMIS.
- An options paper regarding increasing the update and analysis of qualitative data from Friends and Family Test was presented.
- The demand management plan was provided and supported by the group.
- The contract visit programme continues and there have been no significant issues raised.
- The issues regarding the CHIS system have now been resolved.

RESOLUTION: That the above was noted

Any Other Business

WPCC140 There were no items raised.

RESOLVED: That the above is noted.

WPCC141 **Date, Time & Venue of Next Committee Meeting**
Tuesday 5th December 2017 at 2.00pm in PC108, 1st Floor, Creative Industries Centre, Wolverhampton Science Park.