

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

Minutes of the Primary Care Commissioning Committee Meeting (Public)
Held on Tuesday 5th December 2017, Commencing at 2.00 pm in the in PC108, Creative
Industries Building, Wolverhampton Science Park

MEMBERS ~

Wolverhampton CCG ~

		Present
Sue McKie	Chair	Yes
Dr David Bush	Locality Chair / GP	Yes
Dr Manjit Kainth	Locality Chair / GP	No
Dr Salma Reehana	Clinical Chair of the Governing Body	Yes
Steven Marshall	Director of Strategy & Transformation	No
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)	No
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	No
Sarah Southall	Head of Primary Care (WCCG)	Yes
Liz Corrigan	Primary Care Quality Manager Assurance Coordinator	Yes
Jane Worton	Primary Care Liaison Manager	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcomes and Introductions

WPCC153 Ms McKie welcomed attendees to the meeting and introductions took place.

Apologies for absence

WPCC154 Apologies were submitted on behalf of Dr Helen Hibbs, Steven Marshall, Sarah Gaytten, Gill Shelley and Jeff Blankley.

Declarations of Interest

WPCC155 Dr Bush 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 with Public Health at the 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 December 2017.

WPCC156 **RESOLVED:**

That the minutes of the previous meeting held on the 7th November 2017 were approved as an accurate record.

Matters Arising from the minutes

WPCC157 There were no matters arising from the minutes.

RESOLUTION: That the above is noted.

Committee Action Points

WPCC158 **Minute Number PCC302a - Premises Charges (Rent Reimbursement)**
Mr Hastings noted the CCG have been informed the cost directives will be made available in January 2018. Action to remain open.

Minute Number WPCC117 - Provision of Services post Dr Mudigonda Retirement from a Partnership to single handed contract - Business Case

A report expected in September 2018 from Ms Shelley regarding the progress made to secure a partner onto the contract. Mrs Southall advised the Committee that the Practice have confirmed their intention to align within

Primary Care Home 1 (PCH1), however they will not be taking part in the hub working until the end of the year.

RESOLVED: That the above is noted.

Primary Care Quality Report

WPCC159 Ms Corrigan presented the quality report to the Committee which provides an overview of activity in primary Care. The following was highlighted to the Committee:

- The infection prevention standards and scores have improved since the new infection prevention audit was first introduced, Practices are becoming more aware of the new requirements. The Primary Care Liaison for infection prevention continues to provide support to a Practice who had a red rating in August 2017.
- The results for Friends and Family data slightly dipped for the month at 81% compared to the previous month at 82% (percentage recommended). The Friends and Family Test data is monitored at the Primary Care Operational Management Group and via NHS England Primary Care Dashboard. An options paper around increasing uptake and analysis of qualitative data was presented to the Primary Care Operational Management Group on the 24th October 2017. A Task and Finish Group has been set up and is due to meet for the first time to discuss methods of increasing engagement, uptake and promoting Friends and Family across the Practices.
- The Quality Matters data was shared with the Committee, the themes have been reviewed and work is being undertaken with the Information Governance Team, more detail will be provided within the next report.
- There are no complaints or compliments relating to Primary Care noted for the CCG. The reporting for complaints has changed and the CCG will now receive a copy of the complaints sent to NHS England, which previously the CCG did not receive. The historic complaints for the previous year and those for quarter 1 are now available. It was agreed this report would be provided at the next meeting.
- The assurance framework around NICE guidance is currently being reviewed and will be applied in line with peer review system for GPs.
- The risk register will now be addressed via the full risk report within the private committee.
- The workforce plan continues in line with the Primary Care Strategy, STP and national drivers. An STP wide workforce action plan has been submitted to NHS England. A video on promoting primary care in the City has been completed within the month and is currently being edited once finalised this will be made available on the CCG Internet site. It was suggested by the Committee this needed to be shared quite widely. The Trainee Nurse Associates have taken part at a London conference to discuss and share their experiences in primary care, this has been well received.

RESOLUTION: Ms Corrigan to provide the NHS England's Complaints report to the next meeting.

Governing Body Report/Primary Care Milestone Programme Review Board Update

WPCC160 Mrs Southall informed the Committee the report presented had been shared with the Governing Body at the November meeting, which was based on the activity during the month of October 2017. The following points were highlighted to the Committee:

- An overview of work being undertaken within each Task and Finish Group has been provided and the programme is largely running in accordance with anticipated timescales. There were however 3 exception reports received at the October Primary Care Milestone Review Board meeting. The Board reviewed and agreed the exception reports, which were in relation to following;
 - Practices as Providers - review of back office functions
 - General Practice as Commissioners - Enhanced Services at scale
 - Primary Care Contract Management - Risk/gain share agreement
- The implementation plan for the General Practice Five Year Forward View continues to make good progress. There are currently 39 live projects with a further 3 due to commence however the CCG are just awaiting national guidance. A stakeholder event took place in October pertaining to Care Navigation where 6 pathways have been short listed for inclusion in the first roll out of care navigation. A training event has been organised for January with the launch of the first phase for care navigation in February 2018.
- The Primary Care Milestone Programme Review Board has in place a series of risk logs and an escalation log. There are currently no red risks raised to the Governing Body, however the following risks were discussed by the Board;
 - Workforce Task and Finish Group: Depletion of workforce numbers in primary care (score 12) anticipated reduction in score in quarter 3.
 - Workforce Task and Finish Group: Financial implications associated with roles in primary care (score 12) anticipated reduction in score in quarter 3.
 - Estates Task and Finish Group: The impact of new leases with NHS Property Services not yet being signed (score 12) anticipated reduction in score in quarter 3.

Ms Cresswell advised in relation to patient engagement the message needs to be consistent and made clear to patients for example with care navigation. Mrs Southall highlighted that in relation to care navigation presentations have been made at both September and November PPG Chairs meetings. There will also be resources going out to practices to display within practices and a comms plan

is being developed. A discussion took place around how to manage patient's expectations in relation to services and their GP practices.

Dr Reehana asked in terms of Sound Doctor which was referenced under the IMT Task and Finish Group update, when the first set of data would be made available. Mrs Southall/Mr Hastings agreed to check with the Provider and report back.

RESOLUTION: Mrs Southall and Mr Hastings to check with the provider of Sound Doctor to see when the first set of data will be made available.

Primary Care Operational Management Group Update

WPCC161 Mr Hastings informed the Committee of the discussions which took place at the Primary Care Operational Management Group Meeting on the 21st November 2017 and highlighted the following points:

- The Clinical Reference Group notes were shared and discussions took place regarding a proposed QOF+ type scheme for risk stratification, which has since been discussed at the last members meeting.
- IT migration has highlighted some issues with Docman 10 document management system when practices are undergoing a merge, these issues are being reviewed.
- New leases from NHS Property Services are currently going through legal checks.
- CQC provided an update on the practices they have visited and those that are planned. All the outcomes are published on the CQC website.
- Following a review of Team W Events for clinical staff a number of changes are to be introduced including changing the timings of the meeting and plan to publish the meetings online for web access.

RESOLVED: That the above is noted.

Any Other Business

WPCC162 Winter Scheme for Practices

Mrs Southall asked for this to be placed on the next agenda, for a full update to be provided to the Committee. Ms Russell to add to agenda.

RESOLUTION: To add Winter Schemes update onto the next agenda.

Date, Time and Venue of the Next Meeting

WPCC163 **CANCELLED- Tuesday 2nd January 2018 at 2.00pm in the Stephenson Room, Wolverhampton Science Park**

Next Meeting - Tuesday 6th February 2018 at 2.00pm in the Stephenson Room, Wolverhampton Science Park, Technology Centre, WV10 9RU