

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

Minutes of the Primary Care Joint Commissioning Committee Meeting
Held on Tuesday 2 August 2016

Commencing at 2.00 pm in the PC108, Creative Industries Centre
Wolverhampton Science Park

MEMBERS ~

Wolverhampton CCG ~

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

NHS England ~

Alastair McIntyre	Locality Director	No
Gill Shelley	Senior Contract Manager (Primary Care)	Yes
Anna Nicholls	Contract Manager (Primary Care)	Yes
Charmaine Hawker	Assistant Head of Finance (Direct Commissioning)	No

Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	Yes
Peter Price	Vice Chair	Yes

Non-Voting Observers ~

Ros Jervis	Service Director Public Health and Wellbeing	No
Donald McIntosh	Chief Officer – Wolverhampton Healthwatch	Yes
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	Yes
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) (Minute Taker)	Yes
Trisha Curran	Interim Accountable Officer (WCCG)	Yes
Gary Thomas	Commissioning Operations Manager (WCCG)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes

Welcome and Introductions

PCC165 Ms Roberts welcomed attendees to the meeting and introductions took place. It was noted that the outstanding actions from the private session of the July 2016 Primary Care Joint Commissioning Committee would be discussed at the September meeting.

Apologies for absence

PCC166 Apologies were submitted on behalf of Alastair McIntyre, Jenny Spencer, Ros Jervis, Sarah Southall, Helen Hibbs, Laura Russell and Charmaine Hawker.

Declarations of Interest

PCC167 Dr Kainth and Dr Bush 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.

Minutes of the Meeting Held on 5 July 2016

PCC168 RESOLVED:

That the minutes of the previous meeting held on 5 July 2016 be approved as an accurate record subject to the following amendments:

(PCC128) NHS England Finance Update – ‘Mr’ Payton should be amended to ‘Ms’.

(PCC129) Vertical Integration – ‘Fail’ should be amended to ‘frail’.

Matters arising from the minutes

PCC169 RESOLVED:

That there were no matters arising to be discussed.

Committee Action Points

PCC170 Minute Number PCC103 Protected Learning Time for GPs

Mr Marshall stated that he would cover this action later in the agenda. Item closed.

Minute Number PCC122 NHS England Update – Primary Care Update

It was noted that this item was on the meeting agenda.

Minute Number PCC124 Wolverhampton CCG Update

It was noted that this item was on the meeting agenda.

Minute Number PCC147 NHS England Update – Primary Care Update

Ms Nicholls stated that she had confirmed that the process of adding and removing partners from practices which are involved in vertical integration remained the same as the contract is still held by the partnership and not the Royal Wolverhampton NHS Trust (RWT).

RESOLVED: That the above is noted.

NHS England Update – Primary Care Update

PCC171 In Mr McIntyre's absence, Ms Shelley presented the NHS England update to the Committee outlining the latest developments in primary medical care nationally and locally. The report included updates on the Primary Care Hub and it was noted that the next Primary Care Hub Network Meeting is scheduled for 12 August 2016 where there will be a focus on quality and Patient Participation Group (PPG) work.

A query was raised regarding what aspect of PPGs would be reviewed. It was confirmed that NHS England are undertaking work with CCGs to ensure that all PPGs are well formed as this is a contractual requirement.

With regards to GP Forward View Programmes, the Committee was informed that a Wolverhampton practice had been nominated to take part in the Vulnerable Practices Programme following discussion with the Wolverhampton Local Medical Committee.

It was noted that the annual negotiations on changes to the GP contract will be commencing shortly and that changes to the Carr-Hill formula had been expected in April but has now been suggested that it will be April 2018 instead.

The following GMS contract variations for July 2016 were stated:

Practice	Variation	Status
Bilston Health Centre & Park Street South	Removal from the contract: Dr (Mrs) Pahwa	Completed
Bilston Health Centre & Park Street South	Addition to the contract of: Dr K Ahmed, Dr V Rai, Mr Greg Moorehouse (pharmacist)	Completed

The Committee noted that although it does not impact on the GMS contract at this point in time, there are plans to change the name of Dr Pahwa's practice to IH Medical Practice.

RESOLVED: That the above is noted.

NHS England Update – Practice Participation in Enhanced Services

PCC172 Ms Nicholls presented a report to provide details of Wolverhampton practices who have signed up to deliver the following Directed Enhanced Services in 2016/17 in comparison to 2015/16. It was noted that extended hours are not included within these services. It was noted that 'Y code' (APMS) practices will already have the enhanced services wrapped into their contract and therefore it was suggested that they are recorded as 'not applicable' rather than '0' going forward.

RESOLVED: That the above is noted.

NHS England Finance Update

PCC173 In Ms Hawkers absence, Ms Skidmore provided an update and informed the Committee that NHS England are in the process of closing down the month 4 position and that there are no changes to report from month 3. It was noted that capitation data changes and non-recurrent estate programme funds will be incorporated into the month 4 report. 20:35

RESOLVED: That the above is noted.

Wolverhampton CCG Update

PCC174 Mr Hastings noted that queries had been received from Wolverhampton LMC and a response will be made within 7 days.

My Hastings gave the following update to the Committee in relation to Wolverhampton CCG primary care:

Estates and Technology Transformation Fund (ETTF) – Nationally 135 bids have been submitted of which 31 were IT related. The outcomes of all bids is currently awaited following a prioritisation process being undertaken.

Commissioning Operations Manager - Mr Hastings introduced Gary Thomas who has joined the CCG as Commissioning Operations Manager. It was noted that the current focus of the role was Wolverhampton primary care estates and a programme of work is currently being developed.

Mr Hastings provided an update on the primary care models as the CCG moves towards full delegation by 1 April 2017. A second Primary Care Home style model is being formed and there are emerging groups of practices who are looking at a 'mutual support' arrangement whereby they will look for inefficiencies and working together to share responsibilities at scale.

Wolverhampton Total Health – They are now 7 months into the preparatory 18 months as a rapid test site for the primary care home model and are liaising with health service workers and organisations to consolidate the initial ideas from the 8 practices. Patient communication has been highlighted as an issue and there is an aim to create a HUB to enable better access to services for patients.

Vertical Integration – Three practices, Lea Road Surgery, Alfred Squire Road Health Centre and MGS Medical Practice, in Wolverhampton have now successfully vertically integrated with RWT. RWT has set up a Primary Care Directorate and progress is underway to promote closer working between Primary and Secondary Care in providing a more seamless approach to patient care and communication.

Local Digital Roadmap – Plans have now been submitted and work is underway with Walsall and Dudley CCG regarding shared care records.

Capita / Primary Care Support England (PCSE) – A request has been made for all GPs to capture any specific concerns, issues or service improvements. Communications are to go out to all Practice Managers.

A query was raised about the evaluation schedule for the new models of care in Wolverhampton. It was stated that Wolverhampton Total Health is an 18 month programme of work which will be evaluated at the end of this period. The CCG is working with the RWT to develop Key Performance Indicators which will enable the CCG to monitor performance.

RESOLVED: That Mr Hastings will respond to LMC queries.

That Communications are to go out to all Practice Managers requesting PCSE feedback.

Primary Care Programme Board Update July 2016

PCC175 Ms Garcha presented an update on the delivery of the work being undertaken by the Primary Care Programme Board. A progress update on the interpreting procurement was given and no significant issues were reported.

A discussion took place around the use of Choose and Book in GP practices following a query raised by Wolverhampton Healthwatch. It was noted that the Head of Primary Care at Wolverhampton CCG was currently investigating this issue and would provide an update in due course.

A query was raised around the GP Peer Review and it was noted that Ms Garcha will present the Terms of Reference at the next Committee meeting.

RESOLVED: That Ms Garcha will present the GP Peer Review Terms of Reference at the September 2016 Committee meeting.

Primary Care Operations Management Group Update

PCC176 Mr Hastings provided an overview of the key areas covered at the Primary Care Operational Management Group Meeting which took place on 19 July 2016.

Healthwatch queried the response rate to the Friends and Family test. It was agreed that this would be reviewed at the Primary Care Operational Management Group and decide the most appropriate forum for the outcomes to be discussed. It was noted that completion of the test was a contractual requirement.

A discussion took place around prescribing issues following acute discharge and it was agreed that Mr Blankley would meet with Dee Harris, Commissioning Solutions and Development Manager – Urgent Care (Wolverhampton CCG) to review the process.

Dr Mahay stated that NHS Property Services had started to commercialise service charges for Wolverhampton GP premises. As some GPs are now receiving higher bills, it was queried whether support is being given to GPs who have received additional charges. Ms Nicholls agreed to look into this and update the Committee at the September 2016 meeting.

RESOLVED: That Mr Blankley will meet with Dee Harris to review the prescribing aspect of the acute discharge process.

That Ms Nicholls will look into support to GP practices with increased premises charges and provide an update at the September 2016 Committee Meeting.

Primary Care Forward View – WCCG Response

PCC177 Mr Marshall presented a report which outlined the new guidance which was published in April 2016 regarding general practices services for the future. The report included a summary of requirements highlighting the key areas where changes will be realised over a 5 year period as detailed within each of the chapters within the document, this included; investment, workforce, workload practice infra-structure and care redesign.

Wolverhampton Healthwatch queried whether the development of a workforce strategy would include measures designed to attract GPs to work in Wolverhampton. It was noted that the GP forward view (2016) sets out some clear parameters for GP workforce growth and Ms Garcha agreed to provide an update for the Committee at the October 2016 meeting.

RESOLVED: That Ms Garcha will bring an update on the workforce strategy, with specific reference to GP workforce growth, to the October 2016 meeting.

Any Other Business

PCC178 There were no other items raised for discussion.

RESOLVED: That the above is noted.

Date, Time & Venue of Next Committee Meeting

PCC179 Tuesday 6 September 2016 at 2.00pm in the Stephenson Room, 1st Floor, Technology Centre, Wolverhampton Science Park.