

**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 DXS 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