

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

Minutes of the Primary Care Joint Commissioning Committee Meeting (Public)  
Held on Tuesday 7<sup>th</sup> March 2017, Commencing at 2.00 pm in the in the Stephenson Room, 1<sup>st</sup>  
Floor, Technology 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	No
Dr Salma Reehana	Locality Chair / GP	Yes
Steven Marshall	Director of Strategy & Transformation	Yes
Manjeet Garcha	Executive Lead Nurse	No
Peter Price	Lay Member (Vice Chair)	No

**NHS England ~**

Alastair McIntyre	Locality Director	Yes
Gary Lucking	Contract Manager	Yes
Bal Dhami	Contract Manager	Yes
Karen Payton	Senior Finance Manager (Primary Care)	Yes

**Independent Patient Representatives ~**

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	No

**Non-Voting Observers ~**

Ros Jervis	Service Director Public Health and Wellbeing	Yes
Tracy Cresswell	Community Engagement – Wolverhampton Healthwatch	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
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes
Helen Hibbs	Chief Accountable Officer	No
Sarah Southall	Head of Primary Care	No
Laura Russell	Primary Care PMO Administrator (WCCG)	Yes

## **Welcome and Introductions**

PCC321 Ms Roberts welcomed attendees to the meeting and introductions took place.

## **Apologies for absence**

PCC322 Apologies were submitted on behalf of Dr Helen Hibbs, Manjeet Garcha, Sarah Gaytten, Peter Price, Gill Shelley, Anna Nicholls, Elizabeth Learoyd, Dr Kainth and Sarah Southall.

## **Declarations of Interest**

PCC323 Dr Bush and Dr Reehana declared that, as GPs they had a standing interest in all 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 7<sup>th</sup> February 2017**

PCC324 RESOLVED:

That the minutes of the previous meeting held on 7<sup>th</sup> February 2017 were approved as an accurate record subject to the following amendment:

PCC303 NHS England Update (Page 3) - A spelling mistake it should read '*This will take affect from October 2017*'.

## **Matters arising from the minutes**

PCC325 There were no matters arising from the minutes.

**RESOLVED: That the above is noted.**

## **Committee Action Points**

PCC326 **Minute Number PCC176 – Premises Charges (Market Rent Reimbursement)**  
Ms Payton confirmed she had provided the contact details regarding accessing funding for NHS Property Services/Community Health Partnership Premises Charges. This information had been shared with Practices on the 2<sup>nd</sup> March 2017. Action closed.

**Minute Number PCC302 – Premises Charges (Rent Reimbursement)**

NHS England confirmed they are still awaiting the new cost directives and have been informed they should receive this in April 2017. This will help to provide clarity on rent reimbursement in relation to when Practices allow other service providers using their rooms such as midwives.

**Minute Number PCC283 – Wolverhampton CCG Update**

It was confirmed that Ms Southall will provide a joint evaluation report on the two extended opening hours scheme at the May Meeting.

**Minute Number PCC304 NHS England Finance Update**

The month 10 report has been provided and is on the agenda for discussion. Action closed.

**Minute Number PCC305 Wolverhampton CCG Update**

The General Practice Five Year Forward Plan has been provided and is an agenda item for discussion. Action closed.

**Minute Number PCC307 Primary Care Operational Management Group Meeting**

The full delegation agreement has been shared and is on the agenda. Action closed.

**RESOLVED: That the above is noted.**

**NHS England Update – Primary Care Update**

PCC327 Mr McIntyre advised there were no further updates from the National or Regional Team for this month.

**RESOLVED: That the above is noted.**

**NHS England Finance Update**

PCC328 Ms Payton informed the Committee the 2016/2017 GP Services allocation for the CCG at month 10 is £33.1m. The Forecast outturn is £33.1m and delivering a breakeven position.

The Committee were advised the contingency of £34,000 availability at the last meeting has now been brought into the position following the month 10 review and has been fully utilised.

The allocation to fund GP Services for 2017/2018 will be £34.8million and the financial plans have been completed and submitted.

NHS England are still awaiting the final confirmation of the Global Sum value for 2017/2018 in order to incorporate the changes to the GP contracts.

NHS England West Midlands are still working with the CCG during April and May 2017 to ensure the CCG are fully delegated.

Ms Payton provided the details of the indicative funding in relation to the GP Forward View investments and confirmed the CCG have submitted their plans to NHS England on how they will utilise the funding.

Mr Hastings queried regarding the EFFT Cohort 2 schemes as it states they have been supported in principle and asked if this is same as the cohort 2 business cases. Ms Payton confirmed it was the cohort 2 business cases which have followed the local dual diligence process and in principle they have been agreed. The cohort 2 schemes are within the next stage of approval at National level.

Mr Hastings asked if there was any update on the ETTF cohort 3 bids, Ms Payton stated they are still awaiting advice and that is would be dependent on how the current schemes are progressing.

**RESOLVED: That the above is noted.**

### **Wolverhampton CCG Update**

PCC329 Mr Hastings provided the following update on the work being progresses within Primary Care:

- Wifi is now available within all the GP practices and Juliet Bower, Director at NHS Digital will be visiting the CCG on the 21<sup>st</sup> March 2017 as the CCG are the first in the country to implement.
- New Models of Care extend hour's access scheme for Saturday opening has been extended until the end of March 2017 for practices within Primary Care 1 and 2.
- Primary Care Home 1 have been running a pilot for appointments for counselling and social prescribing and has been very well received. The findings have been shared with the CCG and this is now being rolled out across the City and expressions of interest are being sought.
- Primary Care Homes are putting together their next newsletters for patients to inform them of progress and remind them of services available such as online prescriptions access to medical records online, appointments on line agreements for text messaging.
- Patient online work is progressing with practices to support patients to sign up to patient online. This is going well and of those Practices that were less than 10% which is the target there were 23 Practices in October now down to 15 Practices who are less than 10%. A presentation has taken place at the Practices Manager Forum and a case study undertaken of Newbridge

surgery, which will be put on the website and a press release will be done to raise the profile.

- Choose and Book ERS the quality premium target at 65% the CCG's trajectory looks good and are the only CCG in the Black Country to have an increasing trajectory over the last three months.
- Advice and guidance have taken forward with Urology.

Ms Cresswell raised concerns regarding choose and book as there are issues with some Practices not giving the patient the choice and the GP is making the decision for them. Mr Hastings stated they encourage the correct use of choose and book and provide a dedicated person to provide training to Practices. Mr Hastings stated there is a possibility next year they will have to do more scientific measuring of choice and with this in mind they are looking at reintroducing the coding on the clinical system.

Discussions took place regarding GPs providing support and guidance to help the patient make an informed decision and the complexity of measuring patient choice. Mr McKenzie asked if Healthwatch could provide details in terms of numbers so they have some evidence based data they can work with and provide support to those practices, Ms Cresswell agreed to look into and report back to the CCG.

**RESOLUTION: Ms Cresswell agreed to review the numbers and details regarding those areas patients feel they are not being provided with patient choice and report back to Mr McKenzie.**

### **Primary Care Programme Board Update**

PCC330 Mr Marshall presented on behalf of Ms Garcha the Primary Care Programme Board Update which has been provided for information and asked if there were any questions to take back to Ms Garcha. There were no questions raised by the Committee.

**RESOLVED: That the above is noted.**

### **Primary Care Operational Management Group Meeting**

PCC331 Mr Hastings presented the Primary Care Operational Management Group report which provides an overview of the discussions that have taken place at their meeting on the 21<sup>st</sup> February 2017. The following items were highlighted to the Committee:

- Primary Care Quality discussions took place around the monitoring of quality and assurance regarding Friends and Family Test submissions and how to manage the data and fluctuation of those practices not submitting data.
- Demand Management work is on-going and progressing well.

- Extend Opening for the Christmas and New Year scheme evaluation was presented to the group. The pilot consisted of 5 GP Practices covering Primary Care Home(s) with 465 patients appointments taken of which 446 were GP appointments and 19 were nurse appointments.

Ms Roberts stated in relation to Friends and Family data NHS England currently issue breaches and queried if they will continue after full delegation. It was confirmed they would continue with this role.

**RESOLVED: That the above is noted.**

### **Primary Care Medical Services Delegation Agreement**

PCC332 Mr McKenzie presented to the Committee the details of the delegation agreement between NHS England and the CCG for Primary Care Medical Services. The report has been presented for assurances purposes as the delegation agreement is the legal document which sets out how NHS England will delegate to the CCG and which powers are reserved.

The powers that will be delegated to the CCG include the day to day management of Primary Care Medical Services contracts and Practice Mergers and will have similar powers as the how the Joint Commission Committee functions. The services reserved to NHS England include management of the performance lists, capital expenditure and managing complaints.

Mr McKenzie highlighted one of the main key points set out within the agreement is the approach NHS England will take to ensure the CCG are delivering their delegated functions. The agreement sets out that the CCG will need to prepare within two months of delegation a plan setting out their approach to delivering the functions and prepare an annual report. The work is underway to the produce plan as part of the CCG's preparation for full delegation and will be submitted to the newly formed Primary Care Commissioning Committee.

Mr McKenzie advised the delegation agreement is a national mandated document and there is no scope for changes. There is however an exception schedule included for local arrangements but there are none for the CCG. The delegation agreement needs to be signed and returned by the CCG on the 8<sup>th</sup> March 2017.

The Committee noted the report's recommendations that the CCG will sign the delegation agreement in line with national guidance and that work is on-going to prepare for full delegation and developing an assurance plan.

**RESOLVED: That the above is noted.**

## **General Practice Forward View Implementation Plan**

PCC333 Mr Marshall presented the General Practice Forward View Implementation Plan for 2017/2019 on behalf of Ms Southall. The report is to provide the Committee with assurance on the programme of work and provide the final version of Wolverhampton's GP Forward View Implementation Plan.

Mr Marshall presented the plan and provided an overview of each section and in particular highlighted the investment in general practice (page134) under the *CCG Recurrent Transformation Support £1.50 per head*, Mr Marshall stated this would be £3.00 per head and spread across two years.

Ms Roberts queried the Primary Care Strategy Governance chart and asked if there are any plans to merge in the future the Primary Care Commissioning Committee and the Primary Care Strategy Committee. Mr McKenzie noted that the Primary Care Commissioning Committee and Primary Care Strategy Committee would remain separate as the Primary Care Strategy is owned by the Governing Body and there are no plans to pass these responsibilities onto Primary Care Commissioning Committee. It was noted that the Primary Care Strategy Committee is still within early stages and it sits at a separate level to other Committees within the CCG.

Ms Jervis raised under investment in General Practice (page 138) under Public Health Services could the collaborative working with Public Health and the CCG is really positive and wonders if it could be more robust. Mr Marshall agreed to meet with Ms Jervis to ensure Public Health are sighted on the Primary Care programmes.

**RESOLUTION: Mr Marshall agreed to meet with Ms Jervis to ensure Public Health are sighted on the Primary Care programmes.**

### **Any Other Business**

PCC308 There were no further discussion items raised by Committee.

**RESOLVED: That the above is noted.**

PCC309 **Date, Time & Venue of Next Committee Meeting**  
Tuesday 4<sup>th</sup> April 2018 at 2.00pm in the Marston Room, 1st Floor, Technology Centre, Wolverhampton Science Park