

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

Minutes of the Primary Care Commissioning Committee Meeting (Public)  
Held on Tuesday 5<sup>th</sup> September 2017, Commencing at 2.00 pm in the in the Stephenson  
Room, 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	No
Steven Marshall	Director of Strategy & Transformation	Yes
Manjeet Garcha	Executive Lead Nurse	Yes
Les Trigg	Lay Member (Vice Chair)	Yes

**NHS England ~**

Bal Dhami	Contract Manager	Yes
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**Independent Patient Representatives ~**

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

**Non-Voting Observers ~**

Katie Spence	Consultant in Public Health on behalf of the Health and Wellbeing Representative	Yes
Elizabeth Learoyd	Chair - Wolverhampton Healthwatch	No
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
Jim Oatridge	Interim Chair (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	Yes
Jo Reynolds	Primary Care Development Manager (WCCG)	Yes
Tally Kalea	Commissioning Operations Manager (WCCG)	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

## **Welcome and Introductions**

WPCC108 Ms Roberts welcomed attendees to the meeting and introductions took place.

## **Apologies for absence**

WPCC109 Apologies were submitted on behalf of Tony Gallagher, Dr Helen Hibbs, Jeff Blankley and Sarah Gaytten.

## **Declarations of Interest**

WPCC110 Dr Bush declared that, as GP he had a standing interest in all items related to primary care.

As these declarations did not constitute a conflict of interest Dr Bush 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 1<sup>st</sup> August 2017**

WPCC111 RESOLVED:

That the minutes of the previous meeting held on 1<sup>st</sup> August 2017 were approved as an accurate record.

## **Matters arising from the minutes**

WPCC112 Mr Oatridge asked if the following three patient experience reports shared at the previous meeting could be circulated to all GPs so they are aware of the results;

- Healthwatch Wolverhampton GP Access: Patient Experience April 2017
- Healthwatch Wolverhampton Urgent Care Centre: Patient Experience May 2017
- National NHS England GP Patient Survey: Wolverhampton CCG results

**RESOLUTION: That the above patient experience reports are to be circulated to GPs**

## **Committee Action Points**

WPCC113 **Minute Number PCC302 – Premises Charges (Rent Reimbursement)**  
The CCG are still awaiting the cost directives. Action to remain open.

**Minute Number WPCC93 - Governing Body Report/Primary Care Strategy Committee Update**

Mrs Southall confirmed that she had met with Ms Roberts regarding the bank holiday opening and how this is being advertised. Action closed.

**Minute Number WPCC93 – Governing Body Report/Primary Care Strategy Committee Update**

Miss Russell confirmed the amendments to the structure chart within the Task and Finish Groups terms of reference have been completed. Action closed.

**Minute Number WPCC95 – Primary Care Operational Management Group Update**

Update to be provided within the Private Primary Care Commissioning Committee meeting. Action closed.

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

**Primary Care Quality Report**

WPCC114 Ms Gracha 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;

- **Infection prevention** - the service is provided by Royal Wolverhampton Hospitals and the most recent visits and audit ratings were shared with the Committee.
- **Medicines Alert** – further information regarding assurance on how the process is undertaken will be included within the next report.
- **Friends and Family Test** - the Quality Team and Contracts Team are working together to review the data in particular when data has not been submitted or suppressed. It has been highlighted some practices can evidence submitting data but the system is not registering the data and the system is being investigated.
- **Quality Matters** – the majority of current incidents relate to information governance breaches and is being reviewed in depth by the Quality Team.
- **Risk Register** – There are currently no low risks, 4 moderate risks, 13 high risks and no extreme risks. Ms Roberts queried when the Committee were going to be presented with the full register so the committee can discuss the risks in more detail. Ms Garcha agreed that a snapshot of the risks could be circulated to the Committee.
- **Workforce** – a working group has been set up to develop effective communication and engagement including a video promoting primary care in the City and the development of the primary care web pages.

Mr Oatridge asked in future reports where tables/graphs are used could this be provided within a time series to display the data in a more meaningful way.

## **RESOLUTION:**

**Ms Garcha agreed that a snapshot of the risks could be circulated to the Committee.  
Ms Garcha agreed to ensure that the tables/graphs within the report provide a time series of information so data can be reviewed in a more meaningful way.**

### **Primary Care Strategy Committee Update**

WPCC115 Mrs Southall shared with the Committee the minutes of the Primary Care Strategy Committee which took place on the 17<sup>th</sup> August 2017. Mrs Southall provided an overview of each of the Task and Finish Groups programmes of work and reported upon the GP Five Year Forward View training tracker.

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

### **Primary Care Operations Management Group Update**

WPCC116 Mrs Southall informed the Committee of the discussions which took place at the Primary Care Operational Management Group meeting on the 22<sup>nd</sup> August 2017 and highlighted the following points;

- The contract for the caretaking arrangements for Ettingshall Medical Practice has now been signed by The Royal Wolverhampton NHS Trust.
- A contract monitoring visit has been arranged with Tettenhall Medical Practice, Lower Green Health Centre due to the CQC rating of 'requires improvement'.
- Castlecroft Medical Practice is the next practice to be scheduled to migrate to EMIS Web.
- Following the introduction of the new infection prevention audit tool which is a more thorough process, practices have received a lower rating than previous years.
- It was highlighted that treatment for minor eye conditions can now be accessed through pharmacists, GP appointments, community optometrists and hospital appointments if urgent.

**RESOLUTION: That the above was noted**

### **Provision of Services post Dr Mudigonda Retirement from a Partnership to single handed contract – Business Case**

WPCC117 Ms Shelley presented to the Committee a report regarding Dr N Mudigonda and Dr V Mudigonda requesting a decision of Dr N Mudigonda retirement and

removal from the GMS contract, resulting in Dr V Mudigonda being the sole contract holder.

Dr N Mudigonda and Dr V Mudigonda are father and son and hold a GMS contract to provide primary medical services from Bilston Health Centre holding c3,800 patients. Dr N Mudigonda has submitted an application to retire from the practice and provided a business plan identifying the proposal for clinical cover following his retirement.

The practice proposal for clinical cover following Dr N Mudigonda's retirement includes the following;

- Dr N Mudigonda has already reduced his clinical commitment in the practice from 9 sessions to 5 sessions per week in October 2013, and a salaried GP has been covering these sessions since then.
- An additional salaried GP has been employed for 4 sessions per week with a view to this GP becoming a partner on the contract in the future.
- The practice has a robust nursing team in a health care assistant and advanced nurse practitioner (ANP).
- The practice is also a training practice and have part time female registrar who will be in the practice for 2.5 years and while it is understood she is a trainee and supernumerary she will be able to offer some continuity and additional choice to those patients who wish to see a female GP in the immediate future.

The business case plan also highlights that they are in active discussions with one of the Primary Care Home groups with a view of joining them in the future. As well as taking on an extra salaried doctor with a view to making them partner in the near future. Mr Marshall asked if they have a timeframe of securing a new a new partner onto the contract. Discussions took place regarding the timeframe and the Committee agreed to request in line with the business case they should meet the expectation of reporting back in 12 months' time regarding the appointment of a partner and aligning to a new model of care.

The Committee agreed to the recommendation that the committee give approval for Dr V Mudigonda to continue as a sole contract holder following the removal of Dr N Mudigonda given the assurance provided by the practice. The Committee also agreed that the practice have 12 months to secure a new partner onto the contract and be aligned to a new model of care. Ms Shelley agreed to report back to the practice.

**RESOLUTION: Ms Shelley agreed to report back to the practice that the Committee request in line with the with the business case they meet the expectation of reporting back in 12 months' time that they have a partner on the contract and that they have aligned to a new model of care**

## **Any Other Business**

WPCC118a The Committee highlighted there were no new risks identified during the discussions of the meeting.

WPCC118b Mr Oatridge on behalf of the Committee acknowledged that this was Ms Roberts last meeting as Chair of the Committee before her retirement at the end of month. Ms Roberts was thanked for all her hard work and commitment to the Committee and CCG and was wished all the best for her retirement.

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

WPCC119 **Date, Time & Venue of Next Committee Meeting**  
Tuesday 3<sup>rd</sup> October 2017 at 2.00pm in PC108, 1<sup>st</sup> Floor, Creative Industries Centre, Wolverhampton Science Park.