

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

Minutes of the Primary Care Commissioning Committee Meeting (Public)
Held on Tuesday 6th February 2018, Commencing at 2.00 pm in the in the Stephenson Room,
Technology Centre, Wolverhampton Science Park

MEMBERS ~

Wolverhampton CCG ~

		Present
Sue McKie	Chair	Yes
Dr David Bush	Locality Chair / GP	No
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr Salma Reehana	Clinical Chair of the Governing Body	Yes
Steven Marshall	Director of Strategy & Transformation	Yes
Sally Roberts	Chief Nurse	Yes
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	Yes
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Non-Voting Observers ~

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)	No
Dr Helen Hibbs	Chief Officer (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	Yes
Liz Corrigan	Primary Care Quality Manager Assurance Coordinator	No
Jane Worton	Primary Care Liaison Manager	No
Sheila Gill	Chair of Healthwatch	Yes
Hemant Patel	Head of Medicines Optimisation	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcomes and Introductions

WPCC175 Ms McKie welcomed attendees to the meeting and introductions took place.

Apologies for absence

WPCC176 Apologies were submitted on behalf of Jane Worton, Mike Hastings, Lesley Sawrey, Liz Corrigan and Jeff Blankley.

Declarations of Interest

WPCC177 Dr Kainth 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.

WPCC178 **RESOLVED:**

That the minutes of the previous meeting held on the 5th December 2017 were approved as an accurate record.

Matters Arising from the minutes

WPCC179 There were no matters arising from the minutes.

RESOLUTION: That the above is noted.

Committee Action Points

WPCC180 **Minute Number PCC302a - Premises Charges (Rent Reimbursement)**
It was noted the CCG have been informed the cost directives were still awaited.
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.

Minute Number WPCC159 – Primary Care Quality Report

It was confirmed this had been included within the report. Action closed.

Minute Number WPCC160 - Governing Body Report/Primary Care Milestone Programme Review Board Update.

It was reported the data had been received and continues to be monitored through the dashboard. The utilisation of sound doctor is low and work continues to look at driving improvement. Action closed.

RESOLVED: That the above is noted.

Primary Care Quality Report

WPCC181 Ms McKie informed the Committee Ms Corrigan was unable to attend the meeting to present the report and has provided a comparison of the two months. Ms McKie asked if there were any comments and noted the report was for assurance. The Committee accepted the report.

RESOLVED: That the above is noted.

Quarterly WCCG Finance Report

WPCC182 Ms McKie advised the Committee Ms Sawrey was unable to attend the meeting to present the report which had been circulated for the Committees comments. Mr Trigg informed the Committee the report had been discussed at the Finance and Performance Committee and the Primary Care budget is on target and there are no areas of concern. The Committee accepted the report.

The Committee discussed the need to ensure Finance representation on a quarterly basis to present the report and to make sure their meeting does not clash with the Committee.

RESOLVED: That the above is noted.

Governing Body Report/Primary Care Milestone Review Board Update

WPCC183 Ms Southall informed the Committee the report presented has been shared with the Governing Body at the December meeting, based on the November activity. The following points were highlighted to the Committee;

- Care Navigation – The Care Navigation face to face training took place on the 24th January 2018 and the programme has now launched. The second cohort of pathways are being discussed and identified.
- Document Management - is the next phase of programmes to be implemented to support the on-going development of non-clinical staff.
- Extended access/winter opening – The plans for access over the winter period were in place and offered appointments to patients every day except Christmas day and New Year's Eve. The winter pressures scheme funded by

the CCG continues, aiming to increase the number of appointments available to patients during December 2017 - March 2018.

- Workforce Strategy - This will be shared with the Governing Body in February 2018 for ratification.

RESOLVED: That the above is noted.

Primary Care Operational Management Group Update

WPCC184 Mr McKenzie gave the following update on behalf of Mr Hastings of the discussions which took place at the Primary Care Operational Management Group Meeting on the 22nd January 2018;

- Programme of the ongoing merges were shared and discussed.
- In relation to estates some of the practices are signing agreements to start work the end of this financial year. There have been implications with NHS Property Services leases and cost directives.
- CQC have undertaken a number of inspections to Primary Care premises and 1 report has been published for Dr Fowler which received a rating of 'good'.
- An update was provided on Public Health Commissioning Strategy and the impact on the services such as smoking cessation.

Discussions took place regarding the new models of care and the decisions made on how they formed. It confirmed that GPs have worked together to form the new models of care and updates have been provided at the PPG chairs meetings. It was highlighted the practices have been encouraged to work with their patient population, it was suggested that work could be undertaken such as sharing learning to support those PPG meetings where they have low attendance.

RESOLVED: That the above is noted.

Services out of Area Registration Scheme Report

WPCC185 Ms Southall presented the above report to the committee which highlighted that there is a gap in commissioning services, for patients living in Wolverhampton area but who live outside their practice boundary and therefore deemed out of area. The following key points were highlighted;

- NHS England originally commissioned this service for CCGs, these arrangements end on 31 March 2017.
- The requirement for the CCG to commission such a service was not identified during the 'Preparing for Full Delegation' process.
- The CCG became aware of a gap in provision summer 2017 & following liaison with a range of colleagues identified that draft guidance dated January 2017 existed.
- Based on NHSE's guidance a local service specification has been developed for consideration in order to address the current gap in commissioning.

The Committee was asked to grant approval for expressions of interest from practices/groups and other local providers to be obtained in order to address this gap in commissioning. The Committee reviewed the report and agreed to the report's recommendations.

RESOLVED: That the above is noted.

Mr Patel entered the meeting

Pharmacy First Scheme or all Patients

WPCC186 Mr Patel presented the report to the Committee which is seeking approval for funding to commission the pharmacy first scheme for all age groups from April 2018 until March 2019. This would therefore be a continuation of an existing service.

The CCG currently commissions a service for over 16's, however the service for under 16's is commissioned by NHS England, which will be decommissioned on the 31st March 2018.

The activity for patients over the age of 16 for 2016/17 was 2,750 consultations. The consultation cost was £5. Therefore the cost of the consultations for the year was £13,750. In addition the drug costs were £7,999. Total cost of the service in the last financial year was £21,749.

The activity for patients under the age of 16 for 2016/17 were 3,852 consultations. The consultation cost was £5. Therefore the cost of the consultations for the year was £19,260. In addition the drug costs were £10,991. The total costs for under 16s therefore were: £30,251.

It was highlighted that patients will be made aware of this service by GP practice staff using the proposed care navigation system and community pharmacists and their staff.

The risks of not continuing to commission the service would place greater demand on the GP Practices, Urgent Care, Walk in Centres and the A&E Department.

Mr Patel noted that a total budget of £60K will be required and this will be split between the primary care budget and the prescribing budget. Primary care will fund the consultation costs and drug costs will be funded from prescribing.

Mr Trigg queried the one year scheme and his concerns if patients build confidence with the scheme then it stops after March 2019. It was stated that a national consultation on the proposed commissioning policy may restrict NHS funds for over the counter and self-care medicines and until this is concluded. It has been advised to commission a 12 month non-recurring contract until the review has been concluded.

The Committee reviewed the report and relevant appendices and agreed to the report recommendation that the CCG commission this service until March 2019. The Committee also requested to have an update in 6 months' time.

RESOLUTION: Mr Patel to report on progress to the Committee in 6 months' time.

Any Other Business

WPCC187 There were no further items raised by the Committee.

Date, Time and Venue of the Next Meeting

Tuesday 3rd April 2018 at 3.30pm in PC108, 1st Floor, Creative Industries Centre, Wolverhampton Science Park.