

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

**Minutes of the Primary Care Commissioning Committee (PUBLIC)
Tuesday 4th September 2018 at 2.00pm
Stephenson Room, Technology Centre, Wolverhampton Science Park**

**MEMBERS ~
Wolverhampton CCG ~**

		Present
Sue McKie	Chair	Yes
Dr David Bush	Locality Chair / GP	Yes
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	No
Les Trigg	Lay Member (Vice Chair)	Yes

NHS England ~

Bal Dhami	Contract Manager	No
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Independent Patient Representatives ~

Sarah Gaytten	Independent Patient Representative	No
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Non-Voting Observers ~

Tracy Cresswell	Wolverhampton Healthwatch Representative	No
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	No

In attendance ~

Mike Hastings	Director of Operations (WCCG)	Yes
Dr Helen Hibbs	Chief Officer (WCCG)	Yes
Tony Gallagher	Chief Finance Officer	No
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	No
John Denley	Director of Public Health (WCCG)	Yes
Liz Corrigan	Primary Care Quality Assurance Coordinator (WCCG)	Yes
Hemant Patel	Head of Medicines Optimisation (WCCG)	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcome and Introductions

WPCC336 Ms McKie welcomed attendees to the meeting and Introductions took place.

Apologies

WPCC337 Apologies were submitted on behalf of Sarah Gaytten, Jeff Blankley, Tracy Cresswell, Sally Roberts, Sarah Southall and Peter McKenzie.

Declarations of Interest

WPCC338 Dr Bush, Dr Kainth and Dr Reehana declared that, as GPs they have a standing interest in all items relating to Primary Care.

Ms McKie declared that in her role for Walsall and Wolverhampton on the Child Death Overview Panel, she has 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.

Minutes of the Meeting held on the 7th August 2018

WPCC339 The minutes from the meeting held on the 7th August were agreed as an accurate record.

RESOLVED: That the above was noted.

Matters Arising from the Minutes

WPCC340 There were no matters arising from the minutes.

RESOLVED: That the above was noted.

Committee Action Points

WPCC341 **Minute Number WPCC117 - Provision of Services post Dr Mudigonda retirement from a partnership to a single hander**
The update is on the agenda, agreed to close the action.

Minute Number WPCC186 - Pharmacy First Scheme for all patients
The report is included on the agenda, agreed to close the action.

Minute Number WPCC215 - QOF+ Scheme 2018/19
The signed DPIA for QOF+ is covered on the agenda, agreed to close the action.

Minute Number WPCC318 – Primary Care Quality Report
Ms Corrigan noted the influenza vaccination programme data had been amended. Agreed to close the action.

Minute Number WPCC319 – Domestic Violence Coding Update

A meeting will be taking place to discuss the coding, agreed to close the action.

Minute Number WPCC320 – Primary Care Assurance Report

It was noted the next Primary Care Assurance Report is not due until November and the amendments will be made to the report.

Minute Number WPCC321 –Primary Care Counselling Service

The signed EIA is covered on the agenda, agreed to close the action.

Pharmacy First Scheme or all Patients progress Report

WPCC342 Mr Patel provided the Committee with a six monthly update on the progress made to date against the Minor Ailment Scheme.

Mr Patel noted that the Primary Care Trust transferred funds for the minor ailment service to NHS England in 2013. In 2017 the over 16s service was decommissioned by NHS England and taken over by the CCG. In May 2018 NHS England de-commissioned the under 16's service. In response the CCG decided that a service covering all ages should be continued and commissioned locally as agreed by the Committee on the 6th February 2018.

The CCG commissioned Pharmacy First Scheme went live on 1st June 2018 and to date 47 of the 66 pharmacies have expressed an interest in providing this service across Wolverhampton. Latest data suggest only 29 pharmacies have provided this service/sent claims to date. Mr Patel noted the usage is lower than previous years and could be due the new contract sign up process or misinformation regarding commissioning.

The CCG intent to launch a communication campaign to raise awareness of the scheme via a newsletter and campaign posters and leaflets will be sent to practices to raise awareness with patients.

The Committee noted the reports assurance of the Pharmacy First Scheme for all patients.

RESOLVED: That the above was noted.

Mr Patel left the meeting

Primary Care Quality Report

WPCC343 Ms Corrigan presented to the Committee the monthly Primary Care Quality Report which provides an overview of activity in primary care. The following key points were raised:

- No new infection prevention audits have taken place during the month of August, an update on current actions plans have been requested.
- The flu vaccine ordering uptake continues to be monitored and the primary care flu vaccine task group continues to explore ways to engage with traditionally hard to reach groups.
- There are 7 quality matters open and overdue incidents are currently being chased. The highest category of reporting was to do with information governance breaches, this is being addressed with the

practices.

- There have been slight improvements in none submissions again with the overall repose rate being 1.7%, which is still significantly better than both the regional and national averages.
- In relation to workforce, the Practice Nurse Strategy is currently being worked upon in correlation with the training hub and will be shared with the Committee once finalised.

Dr Hibbs asked in response to the highest number of complaints relating to staff attitude, which was highlighted under section 3.1, is there any opportunity to arrange conflict and resolution training for admin/reception staff. It was agreed that Ms Corrigan would discuss and explore with Ms Reynolds and the training hub.

RESOLUTION: Ms Corrigan to explore opportunities of conflict resolution training with the training hub and Ms Reynolds for reception/admin staff.

Update Report following the retirement of Dr Mudigonda

WPCC344 Ms Shelley informed the Committee since the retirement of Dr N Mudigonda last year, Dr V Mudigonda still remains as single hander with 3,700 patients. The practice employs a salaried GP for two days a week and also has a clinical pharmacist. The practice does take on GP registrars, one has commenced in August 2018 for 18 months and another has just been confirmed to start on an 18 month contract. Ms Shelley noted that the practice is performing well and there is no comprise to the quality of services.

Dr Reehana asked if the existing Dr Mudigonda worked full time. It was noted that Dr Mudigonda works full time and they have a salaried GP for two days a week. The practice also takes on locum cover as and when necessary, it was confirmed that the practice are also part of Primary Care Home 1, which mitigates the isolation of being a single hander.

The Committee asked if Ms Shelley could confirm the process on the training supervision of the GP registrars, as the committee were concerned if there is only one full time GP and the salaried GP only works 2 days a week, what provision was in place, as they cannot be left unsupervised.

RESOLUTION: Ms Shelley to confirm the supervision process of the GP registrars.

Primary Care Operational Management Group

WPCC345 Mr Hastings advised the Committee of the discussions that have taken place at the Primary Care Operational Management Group, which took place on the 1st August 2018. Mr Hastings highlighted the following points:

- The MGS Medical Practice transition meetings continue to take place on a fortnightly basis with the contract holders.
- Everything is on track as work continues on the APMS re-procurement.
- There is now a dedicated team for estates across the Black Country.

Primary Care Counselling Service (EIA) For Information

WPCC346 The Equality Impact Assessment for the Primary Care Counselling service was shared with the Committee for their information and approval. The report, Quality Impact Assessment and Data Impact Assessment had been agreed at the August 2018 Committee Meeting.

The Committee reviewed and approved the Equality Impact Assessment.

RESOLVED: That the above is noted.

QOF+ Scheme (DPIA) For Information

WPCC347 The Data Protection Assessment for the QOF+ scheme was shared with the Committee for their information and approval. The report, Business Case, Quality Impact Assessment and Equality Impact Assessment had been agreed at the May 2018 Committee Meeting.

The Committee reviewed and approved the Data Protection Assessment.

RESOLVED: That the above is noted.

Any Other Business

WPCC348 Amended Delegation Agreement

Mr Hastings presented the above report on behalf of Mr McKenzie which advises the Committee of a revised version of the Delegated Agreement between the CCG and NHS England. The revised agreement has been updated to take into account the changes of the Data Protection Legislation. NHS England have requested that the CCG return a signed copy of the agreement by the 21st September 2018.

The Committee reviewed the document and noted the changes to the Delegation Agreement.

RESOLUTION: The Amended Delegation Agreement was approved by the Committee.

Influenza Vaccination Programme

Mr Denley stated an update report on flu vaccinations should be brought the next meeting for the Committees discussion and review.

RESOLUTION: Mr Denley to provide an update report on flu vaccinations for the next Committee meeting.

Date of Next Meeting

WPCC349 Tuesday 2nd October 2018 at 2.00pm in PC108, Creative Industries Building, Wolverhampton Science Park