

**WOLVERHAMPTON CCG
PRIMARY CARE COMMISSIONING COMMITTEE
2nd October 2018**

TITLE OF REPORT:	Primary Care Operational Management Group Update
AUTHOR(S) OF REPORT:	Mike Hastings, Director of Operations
MANAGEMENT LEAD:	Mike Hastings, Director of Operations
PURPOSE OF REPORT:	To provide the Committee with an update on the Primary Care Operational Management Group.
ACTION REQUIRED:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Assurance
PUBLIC OR PRIVATE:	This report is intended for the public domain.
KEY POINTS:	<ul style="list-style-type: none"> • The Practice Groups are now hitting their 100% for Improved Access target set by NHS England. The Practice groups are now open seven days a week offering 6pm – 8.00pm in the evening and additional Saturday and Sunday access. • Contract Monitoring Annual Practice Declaration Template was agreed by the Group. • There are business cases for Bilston and the North East, which will be going to the Capital Review Group at the end of September and also the Primary Care Commissioning Committee.
RECOMMENDATION:	To provide the Committee with an update on the Primary Care Operational Management Group.
LINK TO BOARD ASSURANCE FRAMEWORK AIMS & OBJECTIVES:	
1. Improving the quality and safety of the services we commission	The Primary Care Operational Management Group monitors the quality and safety of General Practice.
2. Reducing Health Inequalities in Wolverhampton	The Primary Care Operational Management Group work with clinical groups within Primary Care to transform delivery.
3. System effectiveness delivered within our financial envelope	Operational issues are managed to enable Primary Care Strategy delivery.



1. BACKGROUND AND CURRENT SITUATION

1.1. Notes from the last Primary Care Operational Management Group are set out below.

Present:

Mike Hastings	(MH)	WCCG Director of Operations
Peter McKenzie	(PMcK)	WCCG Corporate Operations Manager
Jane Worton	(JW)	WCCG Primary Care Liaison Manager
Jo Reynolds	(JR)	WCCG Primary Care Development Manager
Ramsey Singh	(RS)	WCCG IM&T Infrastructure Project Manager
Liz Corrigan	(LC)	WCCG Primary Care Quality Assurance Co-ordinator
Tally Kalea	(TK)	WCCG Commissioning Operations Manager
Anita Kumari	(AK)	WCCG Administrative Support Officer
Steve Barlow	(SB)	WCC Health Protection Lead Practitioner
Yvette Delaney	(YD)	CQC Inspector for Primary Medical Services
Dr Bhavin Mehta	(BM)	Local Medical Committee Representative
Carol McNeil	(CM)	Assistant Contract Manager, NHS England

Item	
1.	<p>Declarations of Interest BM declared his interest as a GP, and informed the group of an upcoming merger involving his Practice.</p>
2.	<p>Welcome & Introductions JW welcomed everyone to the meeting, and mentioned that MH would be attending the meeting at a later time.</p>
4.	<p>Notes and Action Log from the Last Meeting The previous meeting notes were accepted and action log updated.</p>
5.	<p>Matters Arising There were no matters arising.</p>
6.	<p>Discussion Items/Assurance</p> <p>Review of Primary Care Matrix The MGS Medical Practice Transition Meetings are progress well and as a result have moved to monthly instead of fortnightly.</p> <p>It was reported that the Business case for a three way merger with Health and Beyond was agreed at the Primary Care Commissioning Committee on the 4th September. The merger will consist of Dr Suryani, Bradley Medical Centre and Church Street plan merging with Health and Beyond. The merge will take place in three stages over the next 3 months and will be completed by the end of December 2018.</p>

A meeting has taken place with NHS England regarding the QOF Post Payment Review. The CCG are now developing process and documentation to support the QOF Post Payment Review which will be rolled out across Wolverhampton.

Practice System Migrations Mergers and Closures

The practice migration onto EMIS web is Dr Bilas, which is currently on target to complete.

Estates Update/LEF

TK provided the following update:

- 2 practices had gone through ETTF, and work has commenced on builds in Newbridge and East Park, need to check how much will be NHSE allocated money will be spent for 2018/19, possibly £1m, although a lot of this will be taken up by I.T resources spent across the STP, as practices have been asked to get figures back on how much they felt would be spent. More updates will follow at the next meeting,
- BCF work is now in the business case phase and a number of workshops will be held
- Dr Whitehouse surgery had issues with their current lease, this has now been resolved.
- There are business cases for Bilston and the North East, which will be going to the Capital Review Group at the end of September and also the Primary Care Commissioning Committee.

Infection Prevention

The dated for future Infection Prevention visits to GP Practices are being scheduled by the Provider.

General Practice Forward View Update

The Practice Groups are now hitting their 100% for Improved Access target set by NHS England. The Practice groups are now open seven days a week offering 6pm – 8.00pm in the evening and additional Saturday and Sunday access. Due to the increase in access within Primary Care A&E figures have shown a drop in attendance.

The second phase Care Navigation will be launching on the 1st October 2018. A number of events are due to take place during September for practice staff to provide them with the opportunity to meet with the providers and understand the criteria's for self-referral into these services.

A new contract is in place with East Park Medical Centre for Special Access service (formerly Zero Tolerance)

Practice Manager Training continues with the coaching and mentoring training due to take place on the 3rd and 4th October 2018. This training is open to Practice Manager and Assistant Practice Managers.



The Friends and Family Test data reports that figures are increasing month by month.

The CCG are working on collating workforce data within Primary Care, which should provide details on staff numbers, specialities and retirement.

Contract Visit Programme

2018/19 Contract Monitoring Annual Practice Declaration Template Review

JW updated the group around the review of the 2018/19 Contract Monitoring Annual Practice Declaration Template following feedback received from Practice Managers. A Task and Finish Group was scheduled to review the existing template and any updates that were required. Representatives from 2 Wolverhampton GP Practices, members of the Primary Care Contracting Team and Quality Teams and NHS England were invited to attend. Discussion took place around how to avoid duplication and working 'smarter' to streamline a more efficient process. Consideration was also given to what information was already available that could be utilised rather than duplicating work that has already been undertaken by Practices. The group also felt that a sensible way forward would be for the visit team to use the Practice Declaration as the basis for discussion and then test the key areas of concern using the contract review template.

The revised 2018/19 Contract Monitoring Annual Practice Declaration Template has been updated to reflect the following:

- The contract requirements section is now focussed around areas such as safeguarding, data sharing and storage of vaccinations.
- Practices will now be required to embed evidence into the template so that it can be reviewed prior to the visit.
- The length of the previous template (40 plus pages) was one of the areas identified for improvement so the revised CCG version is now 2 pages long.
- The revised template now focuses on key areas such as safeguarding, data sharing and storage of vaccinations.

PCOMG noted the content of the revised template and that a Public Health section would be added once received.

Risk Register

The Group discussed the risk register and the query raised by the Primary Care Commissioning Committee regarding single hander practices. It was agreed single hander practices were not considered a significant risk to be added on to the risk register.



8.	<p>CQC: Primary Care Update The CQC reported a number of visits to GP Practice have been undertaken and the results have been positive. There were a number of emerging themes across the practices in relation to ordering of medicines and the delays in the medicines arriving to the practices. It was highlighted that there are no governance issues in relation to this problem.</p> <p>The results of the CQC visits to VI Practices have now been shared with The Royal Wolverhampton NHS Trust.</p> <p>The CQC have requested further information of practice mergers to ensure CQC registrations are in place and are correct. The CCG are working with CQC to provide this information.</p>
11.	<p>NHS England There were no further updates or queries raised by NHS England.</p>
12.	<p>LMC Update There were no queries were raised from an LMC perspective.</p>
13.	<p>Pharmaceutical Involvement in Primary Care No updates/queries were raised.</p>
14.	<p>AOB There were no further issues raised.</p>
15.	<p>Date and Time of Next Meeting: Wednesday 3rd October 2.30pm-4.00pm, Main Meeting Room, Wolverhampton Science Park, WV10 9RU</p>

2. CLINICAL VIEW

- 2.1. A clinical representative from LMC attends the meetings and gives views on all discussions.

3. PATIENT AND PUBLIC VIEW

- 3.1. Patient and public views are sought as required.

4. KEY RISKS AND MITIGATIONS

- 4.1. Project risks are reviewed as escalated from the programme.



5. IMPACT ASSESSMENT

Financial and Resource Implications

5.1. The group has no authority to make decisions regarding Finance.

Quality and Safety Implications

5.2. A quality representative is a member of the Group.

Equality Implications

5.3. Equality and Inclusion views are sought as required. ***Legal and Policy Implications***

5.4. Governance views are sought as required.

Other Implications

5.5. Medicines Management, Estates, HR and IM&T views are sought as required.

Name: Mike Hastings

Job Title: Director of Operations

Date: 27.09.19

REPORT SIGN-OFF CHECKLIST

This section must be completed before the report is submitted to the Admin team. If any of these steps are not applicable please indicate, do not leave blank.

	Details/ Name	Date
Clinical View	N/A	
Public/ Patient View	N/A	
Finance Implications discussed with Finance Team	N/A	
Quality Implications discussed with Quality and Risk Team	N/A	
Equality Implications discussed with CSU Equality and Inclusion Service	N/A	
Information Governance implications discussed with IG Support Officer	N/A	
Legal/ Policy implications discussed with Corporate Operations Manager	N/A	
Other Implications (Medicines management, estates, HR, IM&T etc.)	N/A	
Any relevant data requirements discussed with CSU Business Intelligence	N/A	
Signed off by Report Owner (Must be completed)	Mike Hastings	27.09.18

