

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

**Minutes of the Primary Care Commissioning Committee (PUBLIC)  
Tuesday 6 October 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	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	No
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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	Director of Operations (WCCG)	Yes
Dr Helen Hibbs	Chief Officer (WCCG)	Yes
Tony Gallagher	Chief Finance Officer	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Liz Corrigan	Primary Care Quality Assurance Coordinator (WCCG)	Yes
Jo Reynolds	Primary Care Development Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG – minutes)	Yes

## **Welcome and Introductions**

WPCC400 Ms McKie welcomed attendees to the meeting and introductions took place.

## **Apologies**

WPCC401 Apologies were submitted on behalf of Dr D Bush, Ms S Southall and Ms S Gaytten.

## **Declarations of Interest**

WPCC402 Dr Kainth declared that, as a GP he has a standing interest in all items relating to Primary Care.

Dr Reehana declared that as a GP she had a standing interest in all the 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 2 October 2018**

WPCC403 The minutes from the meeting held on the 2 October 2018 were agreed as an accurate record.

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

## **Matters Arising from the Minutes**

WPCC404 There were no matters arising from the minutes.

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

## **Committee Action Points**

WPCC405 **Minute Number WPCC320 – Primary Care Assurance Report**  
It was noted that the report is included within the agenda for this meeting.

**Minute Number WPCC373 – Home Visiting Service**  
It was confirmed that the clarification on the Healthcare Assistant role was shared with the Committee via email by Ms Southall and therefore approved. Agreed to close the action.

## Quarterly Finance Report

WPCC406 Mr Gallagher presented a report to the Committee outlining the financial position at the end of Month 6 (September 2018). It was noted that the delegated primary care allocation for 2018/19 as at month 6 is £36.267m and the forecast outturn is £36.267m delivering a breakeven position.

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

## Primary Care Quality Report

WPCC407 Ms Corrigan presented the monthly Primary Care Quality Report to the Committee and highlighted the following key points:

- Ms Corrigan has met with the Infection Prevention Team regarding safer sharps and an action plan is now in place to raise awareness in Practices.
- There are no Serious Incidents to report at present.
- 36 complaints have been received since 1 November 2017 of which 28 are now closed and 8 remain under investigation.
- Friends and Family Test results remain stable with a 1.8% uptake for the population in Wolverhampton.
- A GP Retention Scheme has been agreed across the Black Country. A co-design event was held on 25 September 2018 where the following areas of focus were identified:
  - Portfolio careers
  - Peer mentoring support
  - Pre-retirement coaching

Ms Roberts joined the Meeting

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

## Quarterly Primary Care Assurance Report

WPCC408 Ms Reynolds provided an overview of the activity taking place from the work programmes within the GP Forward View work and Primary Care Strategy.

The following areas were highlighted:

- QOF+ has been launched with 100% of practices signed up.
- Extended Access is fully in place, with 100% coverage of the requirement for an additional 30 minutes across Wolverhampton.
- Online consultation and triage pilots have been launched in this quarter.
- Care Navigation cohort 2 has been launched.

Discussion took place around the plans for evaluation of the work undertaken so far and Ms Reynolds confirmed that the Primary Care Team are working with Business Intelligence at the CCG to evaluate data.

A point was made around the need for a refresh of the Primary Care Strategy. It

was noted that GP Networks will be a focus going forward and it is vital that the CCG evaluate the work currently being undertaken as part of this exercise.

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

### **Primary Care Operational Management Group Update**

WPCC409 Mr Hastings advised the Committee of the discussions which took place at the Primary Care Operational Management Group Meeting, the following points were noted:

- The Project Group Meetings for the Health and Beyond mergers are now underway.
- Estates work in Wolverhampton has a Bilston focus particularly around the utilisation of buildings in that area. There is also ongoing discussion regarding a potential new build for a hub building. A meeting with GP Partners is being scheduled to discuss these plans.

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

### **Primary Care Contracting Update**

WPCC410 Ms Shelley provided an update on primary care contracting to the Committee and highlighted the following:

Alternative Provider Medical Contracts Procurement

The advertisement has been live throughout October 2018 and the evaluation and moderation is currently underway with a view of bringing a report to the December 2018 Committee Meeting outlining the outcome of the procurement exercise and preferred bidders.

Post Payment Verification (PPV) of the Quality and Outcome Framework (QOF)  
NHS England is supporting the CCG with this piece of work. A Practice from each model of care group has been chosen at random by the Local Medical Committee and will be visited throughout November and December 2018.

Post Payment Verification (PPV) of Local Enhanced Services (LES)  
NHS England is supporting the CCG with this piece of work. The chosen areas to be reviewed are ear syringing and simple and complex dressings.

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

### **Healthwatch Wolverhampton: GP Communication Report**

WPCC411 Ms Reynolds provided an update on the report recently published by Healthwatch Wolverhampton regarding a survey that focussed on how much communication patients receive from their GP practice and what levels of awareness and involvement there is with Patient and Participation Groups.

A query was raised by the Committee around page 3 of the report where the following statement was made, 'There were a number of respondents who said that they did not want to have any communication from their practice on any

subject'. Ms Cresswell agreed to confirm what percentage of the respondents expressed this opinion and update the Committee.

**RESOLVED: That the above is noted. Ms Cresswell to provide clarification on the percentage of respondents who stated that they do not want to have any communication from their practice.**

### **Thrive into Work Specification**

WPCC412 Ms Reynolds updated the Committee around a service specification that has been developed in partnership with the Thrive into Work Programme. It was noted that the CCGs Clinical Reference Group have also considered the content of the specification. The purpose of the programme is to enable a targeted approach to recruitment which encourages practices to contact patients who meet the participation criteria to take part in the research programme. Ms Reynolds confirmed that the Local Medical Committee have had the opportunity to comment on this service specification.

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

### **Any Other Business**

#### **WPCC413 General Practice Awards 2015/2019 (for information)**

Ms Reynolds provided an update around a letter received from NHS England regarding the General Practice Pay Awards 2018/19. The letter noted that the additional 1% which has been referred to by Dr Richard Vautrey, Chair of the General Practitioners Committee of the BMA, is conditional to the ongoing contract negotiations and, if agreed, would only be payable from 1 April 2019.

WPC414 Ms McKie informed the Committee that Laura Russell had moved onto a new role and would no longer be supporting the Committee going forward. The Committee thanked Laura for all her hard work.

### **Date of Next Meeting**

WPCC415 Tuesday 4 December 2018 at 2.00pm in the PC108, Creative Industries Building, Wolverhampton Science Park