

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

**Minutes of the Primary Care Commissioning Committee (PUBLIC)
Tuesday 5 March 2019 at 2.00pm
Stephenson Room, Technology Centre, Wolverhampton Science Park**

MEMBERS ~

Wolverhampton CCG ~

Name	Position	Present
Sue McKie	Chair	Yes
Dr David Bush	Locality Chair / GP (non-voting)	Yes
Dr Manjit Kainth	Locality Chair / GP (non-voting)	No
Dr Salma Reehana	Clinical Chair of the Governing Body (non-voting)	Yes
Steven Marshall	Director of Strategy & Transformation	Yes
Sally Roberts	Chief Nurse	Yes
Les Trigg	Lay Member (Vice Chair)	Yes

NHS England ~

Bal Dhani	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
Jeff Blankley	Chair - Wolverhampton LPC	Yes

In attendance ~

Dr Helen Hibbs	Accountable Officer (WCCG)	
Mike Hastings	Director of Operations (WCCG)	
Liz Corrigan	Primary Care Quality Assurance Coordinator (WCCG)	
Peter McKenzie	Corporate Operations Manager (WCCG)	
Gill Shelley	Primary Care Contracts Manager (WCCG)	
Sarah Southall	Head of Primary Care (WCCG)	

Welcome and Introductions

WPCC457 Ms McKie welcomed attendees to the meeting and introductions took place.

Apologies

WPCC458 Apologies were submitted on behalf of J Denley, B Dhami, T Gallagher, Dr B Mehta and D North.

Declarations of Interest

WPCC459 Drs Bush and Reehana declared that as a GP they 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 5th February 2019

WPCC460 The minutes from the meeting held on 5 February 2019 were agreed as an accurate record.

RESOLVED: That the above was noted.

Matters Arising from the Minutes

WPCC461 There were no matters arising from the minutes.

RESOLVED: That the update was noted.

Committee Action Points

WPCC462 **Minute Number WPCC436 – Healthwatch Wolverhampton: GP Communication Report (Action 24).** The report had now been shared with GP Practices and would be discussed at the next Members meeting. **Action Closed**

Minute Number WPCC439 – Enhanced Services (Action 26). It was noted that the approval process would be in line with the CCG's Urgent Action procedure. It was agreed that this would be circulated. **Action Closed.**

Minute Number WPCC440 – Unprocessed Files associated with Docman (Action 27). It was confirmed that the alternative solutions did not provide the same functionality which would necessitate a degree of dual running implemented that would create clinical risks. **Action Closed**

Minute Number WPCC449 – Updated prescribing budget (Action 29).

The updated information had been circulated. **Action closed.**

Primary Care Quality Report

WPCC463 Ms Corrigan presented the report, which gave an overview of quality improvement in Primary Care. The report gave details of a number of issues, including infection prevention, flu vaccination programmes, serious incidents, Friends and Family Test response rates and workforce development in Primary Care.

A question was raised about the increase in responses to Friends and Family Test that would not recommend their practice. In response, Ms Corrigan advised that potential reasons for this related to the overall increase in responses and that, as the number of responses for individual practices was often small, the impact of individual responses was often statistically significant.

The rate of flu vaccination was discussed, in particular low rates amongst pregnant women. Ms Corrigan advised that the CCG's overall rate was lower than other areas in the STP, partially as a result of issues with vaccine supply for practices. A de-brief meeting to ensure lessons were learned for future flu seasons was planned. A number of potential approaches to improve rates amongst pregnant women were highlighted, including working with midwives to promote vaccination and working with maternity units to deliver vaccinations at scan appointments. Ms Corrigan confirmed this would form part of the learning from this year's flu season.

RESOLVED: That the update is noted.

Primary Care Operational Management Group Update

WPCC464 Mr Hastings presented the Primary Care Operational Management Group Update, highlighting that matters discussed at the most recent meeting had included: -

- The group had reviewed the risks that it was responsible for managing.
- Following discussions at the last Primary Care Commissioning Committee, the Group was working with practices and NHS Property Services to understand the impact of changes in service charges for practices.
- An outline business case for estates improvements in the Bilston area was being produced and would be shared with the committee in April or May.
- NHS England had advised the group that an update of the Primary Care Policy Manual was being undertaken.
- A GP Practice Nursing strategy was been produced as part of the CCG's workforce task and finish group. It was noted that this strategy was been adopted across the Black Country and that Wolverhampton was leading

progress in this area.

RESOLVED: That the update is noted.

Primary Care Contracting Update

WPCC465 Ms Shelley provided an update on primary care contracting to the committee

The report highlighted that work was underway with both the exiting and incoming providers to mobilise the contracts that had been awarded for two Additional Primary Medical Services practices. This work was on track for contracts to be mobilised by the end of March 2019.

The report also briefly highlighted details of the changes in General Medical Services (GMS) contracts from April 2019. This included an emphasis on building Primary Care Networks to provide support for general practice through expanding and diversifying the primary care workforce, retaining GPs and investing in digital solutions for patient care.

RESOLVED: That the update was noted.

Corporate Governance – Primary Care Strategy: Audit Recommendations

WPCC466 Ms Southall presented the report which introduced the outcomes of an internal audit review into the development and implementation of the CCG's Primary Care strategy. The review had comprised a series of interviews with CCG staff and a survey of GPs from member practices and had made a number of recommendations. The report highlighted that since, the strategy had been written, a number of developments had occurred, including the establishment of the Primary Care groupings and the publication of the NHS England GP Forward View. The recommendations highlighted the need to update the strategy to reflect these developments and an action plan had been produced to respond to them. This included, as previously reported to the Committee, an update to the strategy in May 2019.

The committee discussed the outcome of the GP survey, noting that it had a very low response rate. Ms Southall advised that the update to the strategy would reflect on the outcome and ensure that communication routes around progress through established mechanisms was improved.

RESOLVED: That the internal audit report and action plan be noted.

GP Forward View – Extended Assurance Visit: Audit Recommendations

WPCC467 Ms Southall presented the report, which outlined the outcome of an NHS England Assurance visit into the CCG's work to commission extended access to primary care. The visit had assessed the CCG against seven core components in relation to the delivery of extended access:-

- Timing of appointments
- Capacity
- Measurement

- Advertising and Ease of Access
- Digital
- Inequalities
- Effective access to wider whole system services

The report highlighted that the CCG had been assessed as fully or partially compliant against all of the relevant components and made a number of recommendations to support achieving full compliance. An action plan to respond to these recommendations which included developing website advertising, access to wider services, linkage to wider digital strategies and future commissioning of additional capacity was appended to the report.

It was noted that a number of actions had already been completed and that work was progressing against the others in line with the agreed timescales.

RESOLVED: That the outcome of the assurance visit and the action plan be noted.

Primary Care Networks

WPCC468 Ms Southall presented the report, which provided an introductory outline of requirements for GP Practices to establish formal Primary Care Networks (PCN) from May 2019.

The report highlighted that, in line with the NHS Long Term Plan and the General Medical Services (GMS) contract for 2019/20, practices were required to establish PCNs to support the delivery of services at scale and to facilitate measures to support developments in the skill mix of the Primary Care workforce and leadership in Primary Care. PCNs were required to serve a list size of between 30,000 and 50,000 patients, designate a clinical director and develop a work agreement amongst the constituent practices. Funding to support this development was being made available through a Directed Enhanced Service (DES) at Network level. Further guidance on the establishment of PCNs, along with the Network DES were expected at the end of March 2019.

The report also highlighted that, in order to identify PCNs in Wolverhampton, the CCG was working with the existing practice groupings to ensure that this development built on the work undertaken to establish these groups over the previous two years. The CCG would be required to develop an assurance process to support practices in applying to establish PCNs, which would include coordination with other Black Country CCGs and NHS England approval. It was noted that PCNs would be geographically based which presented some challenges in alignment with existing groupings.

During the discussion, the committee noted that it was important that clear information was provided to patients in respect of PCN developments as there was capacity for confusion. Ms Southall confirmed that work was underway to support practices in patient involvement via their networks. It was noted that a considerable amount of effort had been undertaken already to support practices to work together and it was vital that the establishment of

PCNs in Wolverhampton built on this work. Ms Southall confirmed that a workshop for all practices would take place to support them in understanding the requirements of the DES and how this could build on existing ways of working.

RESOLVED: That the committee receive a further update on the development of Primary Care Networks when further guidance was available.

Any Other Business

WPCC469 There was no other business on this occasion.

Date of Next Meeting

WPCC Tuesday 2 April 2019 at 2.00pm in PA025 Marston Room, Technology Centre, University of Wolverhampton Science Park WV10 9RU