

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

**Minutes of the Primary Care Commissioning Committee (PUBLIC)
Tuesday 2 April 2019 at 2.00pm**

PA025 Marston Room, Technology Centre, Wolverhampton Science Park WV10 9RU

MEMBERS ~

Wolverhampton CCG ~

Name	Position	Present
Sue McKie	Chair (voting)	Yes
Steven Marshall	Director of Strategy & Transformation (voting)	Yes
Sally Roberts	Chief Nurse (voting)	Yes
Les Trigg	Lay Member (Vice Chair) (voting)	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

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
John Denley	Director of Public Health	Yes
Jeff Blankley	Chair of Wolverhampton LPC	Yes

In attendance ~

Dr Helen Hibbs	Accountable Officer (WCCG)	Yes
Mike Hastings	Director of Operations (WCCG)	Yes
Liz Corrigan	Primary Care Quality Assurance Coordinator (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

Welcome and Introductions

WPCC485 Ms McKie welcomed attendees to the meeting.

Apologies

WPCC486 Apologies were submitted on behalf of Dr M Kainth, Dr B Mehta (LMC), Tracy Cresswell (Healthwatch) and Sarah Gaytten.

Declarations of Interest

WPCC487 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 March 2019

WPCC488 The minutes of the meeting held on 5 March 2019 were agreed as an accurate record.

RESOLVED: That the above was noted.

Matters Arising from the Minutes

WPCC489 There were no matters arising from the minutes.

RESOLVED: That the update was noted.

Committee Action Points

WPCC490 **Minute Number WPCC452 Primary Care Strategy Update.** A verbal update to be provided to today's meeting (WPCC494). Report to be submitted to the May meeting.

Minute Number WPCC468 Primary Care Networks. A report was presented to today's meeting (WPCC496)

Primary Care Quality Report

WPCC491 Ms Corrigan presented the report, providing an overview of activity in primary care. The following points were noted:-

- Further to a request from Quality & Safety Committee (QSC), next month's report will be presented in a dashboard format with more focus on data, highlighting trends and themes.
- A new practice infection prevention audit cycle was beginning, which would enable a comparison with 2018/19 ratings.
- Ron Daniels, Chief Executive of the Sepsis Trust had attended a well received session at Team W. A steering group involving relevant professionals had been established to improve sepsis diagnosis and

prevention work across primary care and care homes.

- It was noted that the team was monitoring one primary care serious incident. A Root Cause Analysis (RCA) was being undertaken prior to review at the Practice & Performer Intelligence Gathering Group (PPIGG).
- Quality matters was now up to date and issues viewing the Quality Matters (QM) inbox had been resolved
- Quarter 3 complaints data had been received from NHSE, showing that clinical issues and staff attitude were the most common themes, in line with previous data. Conflict resolution/customer care training for practice staff had been implemented in response.
- The uptake of Friends & Family Test for March 2019 was the best so far, partially due to the use of MJog text messaging. An anomaly was noted in the data this month which has been reviewed and correct figures will be circulated. A question was asked if it was possible to identify if responses were received from the same person more than once and it was confirmed this was not possible.
- Meetings in relation to developing a regional primary care training hub have been held with Kathrine King (Health Education England (HEE) Training Hub Lead). Funding is being provided at an STP level and a task and finish group is being established to develop a Training Academy.
- A successful GP Intensive Support Event had been held at the Molineux on 27th March. This highlighted work being done to retain GP trainees in the Black Country and offer alternative options for those wanting to retire or reduce their workload.
- A question was asked about what the numbers in the Workforce Numbers chart represented and it was confirmed these were full time equivalent posts in Primary Care.
- Reports from Public Health demonstrated that 66.9% of over 65 year olds had received the flu vaccination, which was slightly less than last year partially as a result of issues with the supply of vaccine. It was also noted that Wolverhampton had seen the highest increase in the rate of child flu uptake, which reflected the success of the marketing work undertaken.

RESOLVED:

- 1) That the updated Friends and Family Test figures will be circulated.**
- 2) That the update be noted.**

Primary Care Operational Management Group Update

WPCC492 Mr Hastings presented the Primary Care Operational Management Group Update from that group's March meeting. Points to note included:-

- The Rosevillas branch site closure had been completed. It was confirmed that the practice was not using the building for back office.
- The national NHS App is to go live on 17th June 2019. This shared app brings together multiple provision that patients can access.

- The Newbridge ETTF development will be completed in May and the planning issues at East Park are in the process of being resolved.
- Due to a change in funding arrangements, 100% rent reimbursements may be available in the future. Development of Alfred Squire practice is being considered.
- Primary Capital Horizons (PCH) are conducting an estates gap analysis following on from the six-facet survey which was conducted on Wolverhampton estate in 2014.
- The group had considered a proposal that the GP Forward View (GPFV) programme of work be aligned across the STP and recommended to the committee to progress on this basis.

RESOLVED:

- 1) That the proposal to align the GP Forward View programme of work across the STP be approved by the committee.
- 2) That the update be noted.

Primary Care Contracting Update

WPCC493 Ms Shelley provided an update on primary care contracting to the committee. The report highlighted a contract change at Woden Road Surgery where Dr Jones had come off the contract as a partner but remained as a salaried GP.

She also advised that the new APMS Contracts had been mobilised by the new providers on 1 April 2019. The transition from the old providers to the new providers appeared to have gone smoothly but a full update would be provided to the committee in May.

RESOLVED: That the update was noted.

Primary Care Strategy Update

WPCC494 Mr Marshall provided a verbal update.

A workshop had taken place to develop a vision of where Primary Care needed to be, based on the 10-year plan and 5-year forward view. The CSU have been commissioned to develop a draft strategy based on the outcome of this session by the end of May.

Following this there will be a period of engagement with GPs, public and patients after which a 2 year plan (on a rolling refresh) will be produced. This would feed into the development of the STP Primary Care strategy (completion expected by end June) for submission to NHS England in Autumn.

RESOLVED: That the update was noted

QOF+ 2019/20

WPCC495 Mrs Southall provided a verbal update, highlighting that the 2018/19 QOF had closed and work was taking place to reconcile activity to allow payments to be confirmed.

A Draft scheme for 2019/20 would be available by the end of April for the committee to consider in May 2019. Scheme value increases from £1.2m to £2.1m in 2019/20 and includes alcohol, diabetes & obesity being carried forward. Additions include hypothyroidism, COPD and asthma, as well as a group of quality indicators comprising of SMI & LD health checks, Dementia diagnosis rates & bowel cancer screening.

In response to a question about cervical screening, Mrs Southall confirmed this was now included in QOF. It was felt that some collaborative work could be done to improve the uptake of screening and earlier detection rather than patients presenting much later.

RESOLVED: That the update was noted

Primary Care Networks

WPCC496 Mrs Southall presented the report, which provided an update on the requirements for GP Practices to establish formal Primary Care Networks (PCN) giving timelines for the process that had been established at STP level. The process enables a consistent approach to be adopted across all 4 CCGs.

A Members Meeting was taking place on 4 April 2019 with the aim of confirming the outline geographies for each network and to discuss the DES in more detail. Following this, formal applications for the establishment of the networks would be made and considered by a panel comprising of the committee Chair, Executive Nurse, The Directors of Strategy and Transformation and Operations, Head of Primary Care, Corporate Operations Manager and a Local Medical Committee representatives. A further update will be provided at the next meeting.

The CCG needs to ensure that the whole CCG area is covered, which will be different to current GP area maps. Funding for roles in the PCNs will be based on patient headcount and there are slightly different arrangements for roles already employed in general practice and those commissioned elsewhere. It was noted that this particularly applied to social prescribing and there was an offer from Public Health to assist with developing this service with a workshop planned for May 2019. The current service in the City was partially funded by the Department of Health with CCG match funding.

RESOLVED: That the update was noted

Delegated Commissioning: Audit Report & Action Plan

WPCC497 Ms Shelley presented the action plan following the CCG's Internal Audit Report 2018/19 for Delegated Commissioning.

The audit rated us as low risk with a recommendation that practice patient list sizes are presented to Primary Care Operational Management Committee (PCOMG) on a quarterly basis. It was agreed figures would be presented on the Primary Care Dashboard.

There was also one implication/recommendation to regularly assess practices on quality, safety and performance.

A Primary Care dashboard, now in draft form, is to be developed to report both of the above to Primary Care Operational Management Group (PCOMG) and will assist in identifying practices to be targeted for visits alongside a random visiting plan approach.

RESOLVED: That the update was noted

Black Country GP Nursing Strategy

WPCC498 Mrs Corrigan presented the General Practice Nursing (GPN) Strategy Report and supporting documents. The aim being to provide a forward view for general practice/primary care nursing for the Black Country. Supporting documents included:-

- A career progression framework aligned to the HEE career and education framework for GPNs
- A competency framework based on the RCGP GPN framework
- An induction and preceptorship framework based on existing programmes e.g. Capital Nurse

The strategy had built on work undertaken in Walsall and received input from all CCGs, Nursing Staff and GP Practices. The frameworks include guidance on competency and induction for practice nurses as well as information on education and career development. As the frameworks are relatively lengthy documents, consideration is being given to the development of a website for ease of reference.

The frameworks were intended to be used by nurses across the lifespan of their career by standardising and defining nurse roles across primary care. The skills frameworks were based on the Royal College of General Practitioners (RCGP) toolkit with additional sections including learning disabilities, mental health, end of life and frailty.

The committee recognised the hard work undertaken by Mrs Corrigan to develop the strategy.

RESOLVED: That the committee endorse the General Practice Nursing Strategy.

Any Other Business

WPCC499 Mrs Southall advised that the NHS Benchmarking Network had produced a Primary Care 2018 report which would be presented to the May meeting of the committee.

Date of Next Meeting

WPCC450 **Tuesday 7th May at 2.00pm in PA125 Stephenson Room, 1st Floor, Technology Centre, University of Wolverhampton Science Park WV10 9RU**