

**WOLVERHAMPTON CCG
PRIMARY CARE COMMISSIONING COMMITTEE
2nd July 2019**

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 CCG continues to support Tettenhall Medical Practice with their patient consultation regarding their intention to close their Wood Road branch to ensure the patient's voices are heard. • Construction work is now complete at Newbridge Surgery. • Primary Care Networks are established and the operational group are supporting in the set-up of contracts, IT, etc.
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.

Primary Care Operational Management Group
Wednesday 12th June 2019 at 1.00pm
CCG Main Meeting Room, Wolverhampton Science Park, WV10 9RU

Present

Mike Hastings	(MH)	WCCG Director of Operations (Chair)
Peter McKenzie	(PMcK)	WCCG Corporate Operations Manager
Jo Reynolds	(JR)	WCCG Primary Care Transformation Manager
Mandy Sarai	(MS)	WCCG Business Support Officer
Gill Shelley	(GS)	WCCG Primary Care Contracting Manager
Ramsey Singh	(RS)	WCCG IM&T Infrastructure Project Manager
Sarah Southall	(SS)	Head of Primary Care (Wolverhampton CCG) & GPFV
Jane Worton	(JW)	WCCG Primary Care Liaison Manager

Item		
1.	Welcome and Introductions	
2.	Apologies Apologies for absence were received from: Bal Dhami; Yvette Delany; Dr Mehta; Peter McKenzie; Jo Reynolds.	
3.	Declarations of Interest There were no declarations of interest.	
4.	Primary Care Operational Management Group Minutes	
4.1	<u>Notes from Wednesday 17th May 2019</u> The minutes taken from the meeting on Wednesday 17 th May 2019 were signed off and recorded as an accurate record.	
4.2	<u>Action Log</u> Items on the action log were discussed.	
5.	Notes of the Clinical Reference Group Meeting	
5.1	<u>Clinical Reference Notes</u> The Clinical Reference Group did not take place last month.	
6.	Risk Profile	
6.1	<u>Risk Register</u> All risks are within review periods. <u>Property Services</u> Risk has been reflected on the risk register.	

	<p><u>Protected Learning Time</u> Risk will need to be put on the risk register.</p> <p><u>PLT Risk</u> This risk has been updated and is going through the Workforce Task and Finish Group.</p> <p><u>GMS APMS Contracts</u> This risk needs to be added for Vocare and GMS.</p>	
7.	<p>Matters Arising There were no matters arising.</p>	
8.	<p>Primary Care Updates</p> <p>8.1 <u>Review of Primary Care Matrix</u> JW gave an update around the Wood Road consultation. The additional drop- in sessions had been set up for July. CCG executive members will attend to represent the CCG. It is anticipated that the drop in sessions will be well attended. The last drop in session had 157 attendees.</p> <p>CSU have received survey responses as follows;</p> <ul style="list-style-type: none"> • online received 542 • hard copies surveys 200 • 10 letters received including emails and enquiries. <p>CSU will pull together some analysis at the end of the consultation period and a report will go to the Primary Care Commissioning Committee in September.</p> <p>Public meetings have taken place regarding the practice. Letters have also been sent to patients. Information is available in the practice.</p> <p>The Primary Care dashboard has been developed by BI to capture all the Primary Care data as well as Workforce.</p> <p>8.2 <u>Forward Plan for Practice System Migrations Mergers and Closures</u> RS reported that VI did not allow Health & Beyond to visit the practice until April. Due to this the 'go-live' had been pushed back. The original date to go-live was to take place in June with EMIS Web. There were issues with data extraction during the migration due to change of data format. EMIS and TPP are working closely to resolve; second attempt to extract and migrate the data has been scheduled. Slight slippage for go-live; for 25th July for Bilston Urban Village. This has affected Pennfields go-live date which will now be 15th August. Following on by this RS will complete the Practice Merger for Bilston Urban Village and Ettingshall.</p> <p>Server failure took place at Dr Sharma's practice on Tuesday 11th June 2019. Two servers on site had gone down. The server had to be rebuilt and should be back up and running soon. Work had continued throughout the day to rebuild the system.</p> <p>8.3 <u>Estates Update/LEF</u></p>	



<p>8.4</p>	<p>TK gave an Estates Update; previously Dr Sharma's practice should have moved into the Dental Suite via ETTF. This has not taken place. The Better Care Fund is looking to use space at Bilston Health Centre for the South East locality. A follow up meeting to take place to look at the requirements in terms of the estates. The heads of terms are being held by the Council.</p> <p>Newbridge site have now completed. A grand opening to take place. A selection of patients will be chosen to come and open the surgery.</p> <p>East Park work is still being completed. Internal work has been finished. External work will be commencing shortly.</p> <p>Bookable Space has been pushed back to the summer. This is being managed by the EDU.</p> <p>Estates Strategy for Wolverhampton has been signed off at the last Primary Care Commissioning Committee.</p> <p>Meeting with SH (Steve Howells) regarding the North East GPs for Oxley will take place. There is some movement around Accord, who will be serving notice to NHS PS on the land as they want to move to develop the Oxley hub. Dr Mittal is to be kept in the loop regarding this matter.</p> <p>MD (Mike Daley) has met with GS regarding the Oxley Hub. MD is working on behalf of SH and would like to make contact with Ashfield Road surgery. MD has asked GS to arrange those meetings.</p> <p><u>Primary Care Networks (PCN)</u> Action: Vexatious complainants to be included in update of CCG Complaints Policy and process for Zero Tolerance to be prepared. The following to attend the meeting; Yvonne Higgins (H&S Lead), Sarah Fellows, Liz Corrigan, Sarah Southall, Matt Boyce, Helen Pidoux/Admin team. Mike to discuss with Sally Roberts in the first instance.</p> <p>A number of changes will take place in the coming months. Network DES mobilisation and formalisation of the networks will take place from 1 July. There will be opportunities for education and development across a number of programmes that will be available to PCNs. One in particular is being lead at STP level through the Clinical Leadership Group (Dartmouth Institute). A national prospectus is being finalised and should be with the CCG by the end of the month. Group Leads meeting will change to Clinical Directors meeting from July, a new Terms of Reference are with Executive Team to agree. Any changes within the networks would need to approved through the Primary Care Commissioning Committee ie movement of practice(s) or change of Clinical Director etc. NHSE have prepared and shared a series of assurance statements for STPs to provide assurance on. This information will be shared within the STPs relevant forums also. Contract assurance is being explored by Jane and Gill to confirm what PCN Assurance Visits May include. A proposal will be prepared confirming the learning</p>
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<p>8.5</p>	<p>that has been observed from the first round of practice contract visits and proposals for the future including PCNs. The proposal will provide different options with how this can be delivered going forward. Network Development plans will be discussed in a future meeting as these haven't yet been finalised. Payments for the 4 networks cannot be executed through CQRS and Exeter hence the CCG will be required to do this. The PCN Guidance was re-issued last week confirming the role of CCGs in making those payments. A process is being prepared to between finance and contracting to ensure that all payments for networks can be made including the new roles reimbursement scheme.</p> <p><u>Primary Care STP Update</u> Update as above.</p>	
<p>9. 9.1</p> <p>9.2</p> <p>9.3</p>	<p>Primary Care Quality Update <u>Primary Care Quality Report</u> LC gave a brief update. The serious incident received previously had now been resolved. Workforce – no new figures received.</p> <p><u>Collaborative Working Model: Practice Issues and Communication Log</u> No issues reported.</p> <p><u>Ashfield Road Surgery –CQC</u> Ashfield Road Surgery has been rated as <i>Requires Improvement</i>. GS, LC and JW to meet to discuss this further.</p>	
<p>10. 10.1</p> <p>10.2</p>	<p>Primary Care Contracting <u>Collaborative Contract Review Programme</u> No issues reported.</p> <p><u>Primary Care Contracting Update</u> Two doctors from Health and Beyond will be joining Dr Suryani on his contract, with a view with Dr Suryani coming off as soon as possible</p>	
<p>11. 11.1</p>	<p>Discussion Items <u>Post Payment Verification of Enhanced Services 18/19</u> GS brought the PPV process for 18/19 to the committee to discuss with the group in detail. MJ (Marion Janavicius) will work with GS to compile the data. MJ will be invited to the next Primary Care Operational Management Group to look at the data sheets for last year's claims. Recommendation will be made at this committee.</p>	
<p>12.</p>	<p>Any other Business There were no items to discuss under Any other Business.</p>	
<p>13.</p>	<p>Date and time of Next Meeting – Wednesday 3rd July 2019 at 13:00-14:30 in the Main Meeting Room</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: 20.6.19

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	20.6.19

