

**WOLVERHAMPTON CCG**  
**PRIMARY CARE COMMISSIONING COMMITTEE**  
**1<sup>st</sup> October 2019**

<b>TITLE OF REPORT:</b>	Primary Care Operational Management Group Update
<b>AUTHOR(s) OF REPORT:</b>	Mike Hastings, Director of Operations
<b>MANAGEMENT LEAD:</b>	Mike Hastings, Director of Operations
<b>PURPOSE OF REPORT:</b>	To provide the Committee with an update on the Primary Care Operational Management Group.
<b>ACTION REQUIRED:</b>	<input type="checkbox"/> <b>Decision</b> <input checked="" type="checkbox"/> <b>Assurance</b>
<b>PUBLIC OR PRIVATE:</b>	This report is intended for the public domain.
<b>KEY POINTS:</b>	<ul style="list-style-type: none"> <li>• The CCG continues to support Lower Green General Practice with their consultation process pertaining to their request to close their Wood Road branch</li> <li>• Plans are continuing to develop around Probert Road</li> <li>• Collaborative Contracting meetings are continuing with good outcomes</li> </ul>
<b>RECOMMENDATION:</b>	To provide the Committee with an update on the Primary Care Operational Management Group.
<b>LINK TO BOARD ASSURANCE FRAMEWORK AIMS &amp; OBJECTIVES:</b>	
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 11th September 2019 at 1.00pm**



**CCG Main Meeting Room, Wolverhampton Science Park, WV10 9RU**

**Present**

Jo Reynolds	(JR)	WCCG Primary Care Transformation Manager
Mandy Sarai	(MS)	WCCG Business Support Officer
Jane Worton	(JW)	WCCG Primary Care Liaison Manager (Chair)
Bal Dhami	(BD)	Senior Contacts Manager (Primary Care) NHS England
Liz Corrigan	(LC)	WCCG Primary Care Quality Assurance Coordinator
Peter McKenzie	(PMck)	WCCG Corporate Operations Manager
Gill Shelley	(GS)	WCCG Primary Care Contracts Manager
Ramsey Singh	(RS)	WCCG IM&T Infrastructure Project Manager
Sarah Southall	(SS)	Head of Primary Care (Wolverhampton CCG) & GPFV
Tracey Cresswell	(TC)	Health Watch Manager

Item		
<b>1.</b>	<b>Welcome and Introductions</b>	
<b>2.</b>	<b>Apologies</b> Apologies for absence were received from: Yvette Delany; Mike Hastings, Tally Kalea, Hemant Patel and Phil Strickland.	
<b>3.</b>	<b>Declarations of Interest</b> There were no declarations of interest to be noted.	
<b>4.</b>	<b>Primary Care Operational Management Group Minutes</b>	
<b>4.1</b>	<u>Notes from Wednesday 3rd July 2019</u> The minutes taken from the meeting on Wednesday 3rd July 2019 were signed off and recorded as an accurate record subject to the following amendment' being made on page 4 under item 10.2.  <b>Action: Content of Primary Care Operational Management Group meeting update report to be reviewed for the Primary Care Commissioning Committee.</b>	PMck
<b>4.2</b>	<u>Action Log</u> Items on the action log were discussed.	
<b>5.</b>	<b>Notes of the Clinical Reference Group Meeting</b>	
<b>5.1</b>	<u>Clinical Reference Notes Tuesday 18th June 2019.</u> No comments were noted by the group.	
<b>6.</b>	<b>Risk Profile</b>	
<b>6.1</b>	<u>Risk Register</u>  <u>Business Continuity</u> Is due for review and is being chased.  <u>Doc man</u> Prestwood Road surgery is due to be reviewed.	
<b>7.</b>	<b>Matters Arising</b>	



	There were no matters arising.	
<b>8.</b>	<b>Primary Care Updates</b>	
<b>8.1</b>	<p><u>Review of Primary Care Matrix</u></p> <p>The Wood Road Consultation continues. A Public meeting has been scheduled for Wednesday 11th September 2019. The drop in session will be held between 4-8pm. High level of attendance is expected. Following on from this a paper will be going to the Health Scrutiny Panel on 12 September 2019. This will also be taking place at Linden House due to a high number of attendees. The Consultation is due to close on 15th September 2019. Following on from this, a consultation analysis report will be compiled by CSU which will then be taken to a public Primary Care Commissioning Committee on the 5th November 2019.</p>	
<b>8.2</b>	<p><u>Forward Plan for Practice System Migrations Mergers and Closures</u></p> <p>RS gave an update. Practices in Wolverhampton have all been set up on the EMIS System. Moving forward there are a couple of migrations scheduled. Orders have been put through for Bilston Urban Village, Ettingshall, Health &amp; Beyond and Parkfields.</p>	
<b>8.3</b>	<p><u>Estates Update/LEF</u></p> <p>Clinical Void Space work is near completion. There is very little space now void in Wolverhampton. Office space at the Gem Centre is being looked at by the Estates Team for possible utilisation.</p> <p>Oxley and Bilston Workshops have taken place. Stakeholders continue to engage positively. Accord plan to redevelop Probert Court by 2021 and have shared plans which are currently being reviewed by Health and the Estates Team.</p> <p>Other practice developments have been proposed and these are being discussed with the relevant CCG team.</p>	
<b>8.4</b>	<p><u>Primary Care Networks (PCN)</u></p> <p>Primary Care Networks are currently going through a self- assessment process, to include a maturity matrix and development plan. This will include any interdependencies and development required to work with wider partners, and any training needs the networks may have. Funding has been allocated to each PCN to enable this, and options for support have been circulated. All PCNs are taking part in the Time for Care programme and will have their induction session on 24th September. One PCN will be taking part in the Dartmouth Programme.</p> <p>Extended Access appointments at network level has a level of underutilisation. A campaign at both CCH and PCN level is in place that will encompass promotion of appointment availability, to enable patient awareness.</p> <p>The Digital First national consultation closed on 23rd August, there has been needs identified in supporting patients to understand how Primary Care is changing and what is available to them.</p> <p><b>Action: Information around patient appointments to be sent to Health watch</b></p>	



	<p><u>Primary Care STP Update</u></p> <p><b>8.5</b> A number of offers in place for GPs retention, including a Workforce fair here on 21st September. CCG will be encouraging practices to come forward with their vacancies so that we can showcase to GPs what vacancies are available in Wolverhampton and the wider Black Country. Other offers including Mentoring and Portfolio careers are being received at network level.</p> <p>Resilience funding has been allocated to practices as discussed in the previous meeting, and has been approved at PCCC.</p> <p><u>Care Quality Commission Update</u></p> <p><b>8.6</b> The ongoing mergers within Wolverhampton have required re-registration and therefore changes to the scheduling of inspections. Inspection carried out at Coalway Road went quite well.</p> <p>Annual Reviews continue, most recent Wolverhampton Doctors Limited and Duncan Street Primary Care Partnership.</p> <p><u>Public Health Update</u></p> <p><b>8.7</b> It was noted that Matt Leak had replaced Steve Barlow's role in Public Health.</p> <p><b>Action: MS to send ML details of the Primary Care Operational Group Meetings.</b></p> <p><u>NHS England Update</u></p> <p><b>8.8</b> Heads of Primary Care Meeting will take place next week which informs feedback to all CCG's. Currently in the process of coming together for NHSE and NHSI. Bringing together regions. This will then impact on the individual teams that provide service to the CCGs.</p> <p>Discussion took place around the Review of PCASTT MoU meeting which due to take place on 20 September 2019. It was noted that as there was currently no written documentation to review, this meeting should be postponed.</p> <p><u>Primary Care Assurance Update</u></p> <p><b>8.9</b> JW outlined the GMS Practice Level and Primary Care Network assurance plans.</p> <p>The first cycle of the Collaborative Contract meetings has now been completed. Some action plans are outstanding. 39 practice visits have been completed which are being monitored by the contract review visit tracker. Following the completion of the programme a meeting took place with representatives from; Operations, Quality and Primary Care Contracting to discuss improvements to both the template and process. Sections have been added to the template around levels of safeguarding to clinical and non -clinical staff. LC advised that a section around Vaccination activity has also been added.</p>	<p><b>MS</b></p>
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9.3	<p><u>Training Hub Cover</u>  Cover for the training hub will be provided in the Wolverhampton and Walsall area.</p> <p><u>Collaborative Working Model: Practice Issues and Communication Log</u>  This item has been covered under section 9 under Quality Matters.</p>	
10. 10.1	<p><b>Primary Care Contracting</b>  <u>Collaborative Contract Review Programme</u>  JW presented her report and discussions took place.</p>	
10.2	<p><u>Next Practice Visits</u>  The meeting discussed the practices which were to receive collaborative contract review visits in the next 3 months and the following were agreed.</p>	
10.3	<p><u>Primary Care Contracting Update</u>  Application for Merger of Parkfields with Health and Beyond has been received. The paper was approved by the Primary Care Commissioning Committee. Following on from this the papers will go to the Primary Care Commissioning committee on 1st October 2019 with a letter for committee decision.</p>	
11. 11.1	<p><b>Discussion Items</b>  <u>Post Payment Verification of Enhanced Services 18/19</u>  Process and template is in place around QOF post payments verifications for 18/19. It is proposed to carry this out in November. The areas of focus have been confirmed as minor injuries, and post and pre op care for next year.</p> <p>Still waiting for some data to come in to the practices, following on from this a report will come back here and Primary Care Commissioning Committee.</p>	
11.2	<p><u>Healthwatch Wolverhampton Report</u>  TC presented her report at the meeting.</p> <p>Action: Healthwatch report to be presented at the PC OMG on a quarterly basis  The next update is due at the January 2020 meeting.</p>	
12.	<p><b>Any other Business</b>  There were no items raised under Any other Business.</p>	
13.	<p><b>Date and time of Next Meeting –Wednesday 23<sup>rd</sup> October 2019 at 13:30-15:00 in the Main Meeting Room</b></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: 18.4.19**

#### **REPORT SIGN-OFF CHECKLIST**

<b>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.</b>	<b>Details/ Name</b>	<b>Date</b>
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	
<b>Signed off by Report Owner (Must be completed)</b>	<b>Mike Hastings</b>	<b>23/9/19</b>

