

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

Minutes of the Primary Care Joint Commissioning Committee Meeting
Held on Tuesday 7 June 2016
Commencing at 2.00 pm in the PC108 Room, Creative Industries Centre
Wolverhampton Science Park

MEMBERS ~

Wolverhampton CCG ~

		Present
Pat Roberts	Chair	Yes
Dr David Bush	Governing Body Member / GP	Yes
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr S Reehana	Locality Chair / GP	Yes
Steven Marshall	Director of Strategy & Transformation	Yes
Manjeet Garcha	Executive Lead Nurse	Yes

NHS England ~

Alastair McIntyre	Locality Director	No
Gill Shelley	Senior Contract Manager (Primary Care)	Yes
Anna Nicholls	Contract Manager (Primary Care)	No
Emma Cox	Senior Finance Manager (Primary Care)	Yes

Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	Yes
Sarah Gaytten	Independent Patient Representative	No

Non-Voting Observers ~

Ro Jervis	Service Director Public Health and Wellbeing	Yes
Donald McIntosh	Chief Officer – Wolverhampton Healthwatch	Yes
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	No

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	Yes
Dr Helen Hibbs	Chief Officer (WCCG)	No
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes
Darren Plant	Assistant Contracts Manager (NHS England)	Yes
Laura Russell	Primary Care PMO Administrator (Minutes Taker)	Yes

Welcome and Introductions

PCC107 Ms Roberts welcomed attendees to the meeting and introductions took place.

Ms Roberts took the opportunity to thank Cllr Samuels for her contributions to the Committee and welcomed Ros Jervis, Service Director Public Health and Wellbeing who would be replacing Cllr Samuels in the capacity of the statutory observer from the Health and Wellbeing Board.

Apologies for absence

PCC108 Apologies were submitted on behalf of Dr Helen Hibbs, Alastair McIntyre, Sarah Gaytten and Charmaine Hawker.

Declarations of Interest

PCC109 Dr Bush, Dr Reehana and Dr Kainth declared that, as GPs they had a standing interest in all items related to primary care.

Ms Spencer declared that, in her role as an employee of the University of Wolverhampton, she worked closely with practices to arrange placements for student nurses and therefore had a standing interest in 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 3 May 2016

PCC110 RESOLVED:

That the minutes of the previous meeting held on 3 May 2016 be approved as an accurate record.

Matters arising from the minutes

PCC111 RESOLVED:

That there were no matters arising to be discussed.

Committee Action Points

PCC112 **Minute Number PCC19 Upcoming Issues for Provisional Work Programme**
Ms Shelley reported she had raised the reporting template query with NHS England and they no longer have this template. It was agreed to close the action.

Minute Number PCC38 West Midlands MOU for the Primary Care Hub
Mr Hastings informed the Committee the MOU has now been signed off by Wolverhampton CCG Governing Body and has been submitted to NHS England. The Committee agreed to close the action.

Minute Number PCC100 GP Communication
Mr Hastings confirmed with the Committee it has been agreed that until the Wolverhampton Clinical Commissioning Group (WCCG) are fully delegated all correspondence will continue to be distributed by NHS England.

Minute Number PCC101 PMS Premium Schemes
It was noted that the PMS Premium Schemes was included on the Private Primary Care Joint Commissioning Committee meeting agenda.

Minute Number PCC103 Protected Learning Time for GPs
Mr Marshall noted further discussions need to take place to determine the details and requirements for protected learning time for GPs. It was agreed a further update would be provided for the next meeting.

RESOLVED: That the above is noted.

Terms of Reference

PCC113 Mr McKenzie presented the Terms of Reference for the Primary Care Joint Commissioning Committee and noted it was a requirement of the Committee to review the Terms of Reference every April and September.

Mr McKenzie noted changes would need to be made to the Terms of Reference in line with statutory guidance on managing Conflicts of Interest for CCGs. This guidance required the CCG to recruit an additional lay member to sit on the Governing Body and that this additional member should sit on the Committee and take the Vice Chair.

Mr McIntosh queried what process would be followed to recruit the additional lay member. Ms Skidmore advised an internal process would be undertaken for this role, as the two independent lay representatives who sit on the Audit and Governance Committee, are qualified and have the relevant experience. If they are successful an external process would be undertaken to appoint for the vacant role on the Audit and Governance Committee.

The Committee agreed to review the Terms of Reference in September 2016.

RESOLVED: That the above is noted.

The Committee agreed to review the Terms of Reference in September 2016.

NHS England Update – Primary Care Update

PCC114 In Mr McIntyre's absence, Ms Shelley presented a report to update the Committee on latest developments in Primary Medical Care nationally and locally. The report included updates on the following;

- GP Forward View / Workforce 2020.
- Clinical Pharmacists in General Practice.
- Recommissioning of Community Pharmacy Seasonal Influenza Vaccination Advance Service 1016/17.
- Clinical Waste Contracts
- PMS Investment Plans
- DES settlement
- GMS Contract Changes

Dr Reehana and Dr Kainth joined the meeting.

Ms Skidmore asked in relation to the GP Forward View work streams around recruiting and retaining workforce how can WCCG be involved with work. Ms Shelley agreed to find out and report back to Ms Skidmore.

RESOLVED: That the above is noted.

Ms Shelley agreed to feedback to Ms Skidmore how the WCCG can be involved in the work around recruiting and retaining workforce.

NHS England Finance Update

PCC115 Ms Cox informed the Committee they are currently working on month 2 position and it is too early to provide a report, which Ms Skidmore agreed. The Committee will receive a detailed report on the month 2 position at the next meeting.

RESOLVED: That the above is noted.

Wolverhampton CCG Update

PCC116 Mr Marshall provided an update on the WCCG in relation to Primary Care and the following was reported for assurance;

- GP Forward View has been announced and WCCG are working upon their organisational response. It was agreed to bring back an update to the August Meeting.
- Ms Sarah Southall has been appointed to the Head of Primary Care and will start in her role on the 5 July 2016. Ms Southall will be working to deliver the Primary Care Strategy Implementation Plan.
- The first Primary Care Strategy Implementation Working Group is taking place this week.
- A Clinical Reference Group has been established to review re-pricing and re-specifying of a number of services ensuring close working with the LMC.
- The Locality Group meetings have changed in line with the Primary Care Strategy and will meeting on a quarterly basis.

Ms Roberts queried if there was an update in relation to Public Health. Mr Marshall noted Migrant Health Checks Specification is now in a position to share with the LMC. In addition the Public Health Team have now been embedded with the WCCG.

Discussions took place in relation to the third sector bidding process, which has now been finalised and successful bids have been notified. PR asked if a model on how this will link into Primary Care Services could be developed and shared.

RESOLVED: That the above is noted.

Mr Marshall agreed to bring back to the August Meeting an update on the WWCG response to the GP Forward View.

Mr Marshall agreed to develop and share a model of how the third sector organisations and other groups will link into Primary Care Services.

Primary Care Programme Board Update

PC117 Ms M Garcha presented an update on the delivery of the work being undertaken by the Primary Care Programme Board.

It was noted that the WCCG are looking to re-procure the Community Equipment services. The Local Authority have approached the WCCG to ask if they can jointly commission these services.

A meeting has taken place to determine the impact of undertaking a joint procurement and what this will have on the procurement timescales. If WCCG undertake a joint procurement with the Local Authority there will be a 6 month

delay due to their internal decision making processes. Due to this the WCCG have agreed to review other market providers, in order for the WCCG to be in a good position on whether to re-procure with or without the Local Authority.

RESOLVED: That the above is noted.

Primary Care Operations Management Group Update

PCC118 Mr Hastings provided an overview of the key areas covered at the Primary Care Operational Management Group meeting, which took place on Tuesday 24 May 2016.

Dr Bush asked once the WCCG are fully delegated will they have an influence on contractual requirements for GPs, in particular of data collection mechanisms such as Friends and Family Test. It was highlighted that national contractual requirements will remain. Discussions followed around a proposal of setting up a steering working group to review how patient experience data collection mechanisms could be improved, in which Healthwatch expressed an interest to be involved.

Any Other Business

PCC105 There were no other items raised for discussion.

RESOLVED: That the above is noted.

Date, Time & Venue of Next Committee Meeting

PCC106 Tuesday 5 July 2016 at 2.00 pm, in the Stephenson Room, Technology Centre, Wolverhampton Science Park