

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

Minutes of the Primary Care Joint Commissioning Committee Meeting  
Held on Tuesday 5 July 2016  
Commencing at 2.00 pm in the Stephenson Room, Creative Industries Centre  
Wolverhampton Science Park

**MEMBERS ~**

**Wolverhampton CCG ~**

		Present
Pat Roberts	Chair	No
Dr David Bush	Governing Body Member / GP	No
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr S Reehana	Locality Chair / GP	No
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)	No
Anna Nicholls	Contract Manager (Primary Care)	Yes
Karen Payton	Senior Finance Manager (Primary Care)	Yes

**Independent Patient Representatives ~**

Jenny Spencer	Independent Patient Representative	Yes
Sarah Gaytten	Independent Patient Representative	Yes

**Non-Voting Observers ~**

Ros 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)	No
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	Yes
Dr Helen Hibbs	Chief Officer (WCCG)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	No
Sarah Southall	Head of Primary Care (WCCG)	Yes
Laura Russell	Primary Care PMO Administrator (Minute Taker)	Yes

## **Welcome and Introductions**

PCC121 Mr McKenzie welcomed attendees to the meeting and introduced Ms Gaytten to the Committee, as she would be Chairing the meeting in the absence of Ms Roberts.

## **Apologies for absence**

PCC122 Apologies were submitted on behalf of Claire Skidmore, Dr David Bush, Pat Roberts, Mike Hastings, Dr Mahay, Gill Shelley and Jeff Blankley.

## **Declarations of Interest**

PCC123 Dr Kainth and Dr Hibbs declared that, as GPs they had a standing interest in all items related to primary care.

Ms Gaytten and Ms Spencer declared that, in their role as employees of the University of Wolverhampton, they 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 7 June 2016**

PCC124 RESOLVED:

That the minutes of the previous meeting held on 7 June 2016 be approved as an accurate record.

## **Matters arising from the minutes**

PCC125 RESOLVED:

That there were no matters arising to be discussed.

## **Committee Action Points**

PCC126 **Minute Number PCC103 Protected Learning Time for GPs**  
Mr Marshall reported the Protected Learning Time for GPs is part of the GP Forward View and suggested this is included the full summary report update due at the next Committee meeting.

**Minute Number PCC113 Terms of Reference**

This agenda item is due to be presented at the September Committee Meeting.

**Minute Number PCC114 NHS England Update – Primary Care Update**

Ms Nicholls reported they are still awaiting a response and agreed to report back at the next Committee meeting.

**Minute Number PCC116 Wolverhampton CCG Update**

Mr Marshall agreed to provide a report on the WCCG response to the Primary Care Forward View at the August meeting.

**Minute Number PCC116 Wolverhampton CCG Update**

Better Care Fund – Third Sector Organisations report was on the agenda. Item closed.

RESOLVED: That the above is noted.

**NHS England Update – Primary Care Update**

PCC127 In Mr McIntyre's absence, Ms Nicholls presented the NHS England update to the Committee outlining the key developments that have been made nationally and locally in relation to the GP Forward View. The report also included updates on the following;

- Clinical Waste Contracts
- Primary Care Support England
- Direct Enhanced Services
- GMS Contract Changes

Dr Hibbs asked if NHS England had any indication on the working groups in place to address the GP Forward View, as the WCCG would like to work in line with NHS England to avoid any duplication. Ms Nicholls stated these discussions would be picked up at the next Network Meeting.

Dr Hibbs asked about the GMS Contract change for MGS Medical Practice (Dr Bagary) as this is a vertical integration site and queried how this would impact the new partner joining the contract. Ms Nicholls agreed to take this back and provide an update to Dr Helen Hibbs.

Discussions took place around the funding criteria for the GP forward View and when the WCCG would be informed of the financial contributions. Ms Payton informed the Committee they have been given no indication and once this information had been received this will be cascaded to CCGs.

RESOLVED: That the above is noted.

Ms Nicholls agreed to clarify and report back to Dr Helen Hibbs in relation to impact of the new partner joining MGS Medical Practice (Dr Bagary) as they are involved in the vertical integration pilot.

## **NHS England Finance Update**

PCC128 Mr Payton provided the Committee with an update on the Month 2 position for Wolverhampton GP Services on behalf of Charmaine Hawker, Assistant Head of Finance (NHS England).

Ms Payton highlighted this is the first financial report for the year as they do not report in April. At the end of Month 2 Wolverhampton are forecasting a break even position against the £34.1million. In the table (page 5 of the report) it was noted under other GP services, which is reported as £764,000 that within this there is currently £96,000 uncommitted and will be used to fund in year cost pressures.

The PMS premium plan was shared and discussed at the previous meeting on how this was going to be spent. Discussions have since taken place with regards to a shortfall in the £311,000 with the overall plan being short by £13,000, there were concerns on how the WCCG going to commit the funds. The advice given by Ms Charmaine Hawker is to within the WCCG plan to build in a contingency line of £13,000.

The PMS Premium Investment plan needs to be submitted at the end of July 2016, this has been shared and needs to be signed off by the Director of Finance and Locality Directors.

RESOLVED: That the above is noted.

## **Wolverhampton CCG Update**

PCC129 In Mr Hastings absence, Mr Marshall gave the following update to the Committee on the WCCG in relation to Primary Care;

- ***Estates and Technology Transformation Fund (ETTF)*** ~ all bids have now been submitted and everything that has met the NHS England criteria has been supported. A prioritisation process has taken place based on a scoring matrix developed by the WCCG independent contractor. It was reported top priority was given to the bids which were given previous commitment. The second priority was in relation to estates work to support the BCF and Primary Care Strategy and the third priority was in relation to IT bids. Mr Marshall stated it is important to recognise that not all bids will be undertaken as NHS England will choose to support to the National level.

In addition Ms Payton advised the portal for submission has now closed. A modernisation process will take place during July to review the bids to see if they meet the criteria. Once this process is completed the bids will be

submitted for national approval. If all the bids are approved nationally the value of the bids will exceed the fund, if this happens discussions are likely to place in September/October between NHS England and WCCG to discussion prioritisation of the bids.

- **Vulnerable Practices** ~ The WCCG have been approached by NHS England to submit round 2 bids for vulnerable practices. There are a series of 15 questions which need to be completed within the submission. The support for these vulnerable practices will be in the form of consultancy support however practices may be required to match fund the NHS England investment. Ms Nicholls provided the definition of vulnerable practices and confirmed that GP Practices would need to match fund.
- **Estates** ~ The Local Authority are undertaken housing developments as a consequence all the tenants will be removed from Chervil Rise. This has impacted on the GP Practice, who are also under CQC scrutiny in supporting patients within Chervil Rise. This Practice are now in negotiations with neighbouring practices regarding the possibility of merging practices.
- **Primary Care Transformation Lead** ~ an appointment has been made to this position.
- **Vertical Integration** ~ meetings are taking place to establish baseline information and appropriate KPIs, one of the key considerations is the commitment to improving avoidable emergency admissions with frail and elderly and vulnerable people.
- **Local Digital Road Map** ~ this has now become out of sync as one of the requirements from the STP is there needs to be a Black Country footprint digital road map. The WCCG now need to align to this and Mr Stephen Cook is in discussions with other CCGs in the Black Country.
- **Healthwatch Open Day** ~ The WCCG were not present at the open day as the WCCG had their Staff away day and sent apologies. Discussions took place regarding the configuration of all Health Care including Primary Care in Wolverhampton. It was noted there is a lot of value in the different care models and there are still many discussions to be undertaken including planning, governance and engagement as the WCCG are a member organisation.

RESOLVED: That the above is noted.

### **Better Care Fund - Third Sector Organisations**

PCC130 Mr Marshall presented the report to the Committee, which informed them of the plans within the Better Care Fund Programme in particular to the increasing support from Third Sector Organisations. Mr Marshall provided an overview of the Person-Centered Care Model and highlighted appendix 1 which outlined a

summary of Third Sector organisations who have received grant funding from WCCG.

Mr McIntosh queried the issue of sustainability, monitoring and evaluation and how this would be undertaken. Mr Marshall noted NHS England had challenged WCCG and the advice given was to articulate this within the individual patient journey and gaining feedback from patient experiences.

RESOLVED: That the above is noted.

### **Primary Care Programme Board Update**

PC130 Ms Garcha presented an update on the delivery of the work being undertaken by the Primary Care Programme Board. The following key points were made;

- All current active work streams are being progressed well and dates for reviews and benefit realisation planned for the end of July.
- The procurement process for interpreting has commenced, it was noted if the successful bidder is not the current provider there will need to be an extension to the current contract by a maximum of 2 months to allow for transition.
- The Local Authority was late in providing a decision on whether to be involved in the community equipment procurement process. It was noted the Committee needed to be mindful of the tight timescales due to this delay and any slippage will report to Committee.
- A new QIPP proposal for Atrial Fibrillation has been presented which seems very positive. The project will be scoped and presented back to the Primary Care Programme Board.

RESOLVED: That the above is noted.

### **Primary Care Operations Management Group Update**

PCC131 Mr McKenzie provided an overview of the key area covered at the Primary Care Operational Management Group Meeting, which took place on Tuesday 21 June 2016. The report included updates on the following;

- CQC Update
- Primary Care Joint Monitoring
- Primary Care Quality Update
- Primary Care Matrix

Mr McKenzie noted in relation to Primary Care Quality Update there were discussions around Information Governance issues in GP practices. There are discussions taking place with NHS England who fund Midlands and Lancashire CSU to deliver and support Information Governance in GP Practices to outline and clarify the level of support provided.

RESOLVED: That the above is noted.

**Any Other Business**

PCC133      There were no other items raised for discussion.

RESOLVED: That the above is noted.

**Date, Time & Venue of Next Committee Meeting**

PCC134      Tuesday 2 August 2016 at 2.00pm in PC108, 1<sup>st</sup> Floor, Creative Industries Centre, Wolverhampton Science Park.