

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

Minutes of the Primary Care Joint Commissioning Committee Meeting

Held on Tuesday 4 October 2016

Commencing at 2.00 pm in the PC108, 1st Floor, Creative Industries Centre, Wolverhampton
Science Park

MEMBERS ~

Wolverhampton CCG ~

		Present
Pat Roberts	Chair	Yes
Dr David Bush	Governing Body Member / GP	No
Dr Manjit Kainth	Locality Chair / GP	Yes
Dr Salma Reehana	Locality Chair / GP	No
Steven Marshall	Director of Strategy & Transformation	No
Manjeet Garcha	Executive Lead Nurse	Yes

NHS England ~

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

Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	No
Peter Price	Vice Chair	No

Non-Voting Observers ~

Ros Jervis	Service Director Public Health and Wellbeing	Yes
Donald McIntosh	Chief Officer – Wolverhampton Healthwatch	Yes
Elizabeth Learoyd	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) (Minute Taker)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes

Welcome and Introductions

PCC103 Ms Roberts welcomed Elizabeth Learoyd to the meeting in her new role as Chief Officer of Wolverhampton Healthwatch and introductions took place.

Apologies for absence

PCC104 Apologies were submitted on behalf of Karen Payten, Jeff Blankley, Peter Price, Dr David Bush, Trisha Curran, Sarah Southall, Jenny Spencer, Sarah Gaytten, Helen Hibbs and Anna Nicholls.

Declarations of Interest

PCC105 Dr Kainth declared that, as a GP he had a standing interest in all items related to primary care.

As this declaration did not constitute a conflict of interest, Dr Kainth remained in the meeting whilst these items were discussed.

The Committee noted that as Mr McIntyre had not arrived at the meeting it was not quorate at this point.

RESOLVED: That the above is noted.

Minutes of the Meeting Held on 6th September 2016

PCC106 **RESOLVED:**

That the minutes of the previous meeting held on 6 September 2016 were approved as an accurate record subject to the following amendment:

(PCC189) Primary Care Programme Board Update July 2016 – It was noted that the Atrial Fibrillation proposal had been agreed by the Commissioning Committee not at the QIPP Board meeting.

Matters arising from the minutes

PCC107 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

Committee Action Points

PCC108 **Minute Number PCC176 – Premises Charges**

Ms Shelley confirmed that details on the management of transitional funding are to be confirmed and would provide an update at the next meeting.

Minute Number PCC177 – Workforce Strategy

It was noted that this item is on the agenda for discussion.

Minute Number PCC186a – NHS England Update – Primary Care Update

Mr Hastings agreed to contact the Deputy Head of Primary Care at NHS England (NHSE) to share a copy of the final submission with the Committee.

Minute Number PCC186b – NHS England Update – Primary Care Update

Mr Hastings informed the Committee that details on the GP Resilience Programme was included in the Wolverhampton CCG Update on the agenda.

RESOLVED: That the above is noted.

Mr McIntyre joined the meeting.

NHS England Update – Primary Care Update

PCC109 Ms Shelley presented the NHSE update to the Committee outlining the latest developments in primary care nationally and locally. Reference was made to the NHSE GP Resilience Programme (GPRP) which has replaced the Vulnerable Practices Programme. Local teams (DCO) have been asked to confirm practices selections by 18 October 2016 and it was noted that this included practices that have self-referred as well as practices identified by CCGs. Ms Shelley agreed to confirm the number of practices which can be put forward for the Programme for Wolverhampton CCG.

Discussion took place around GPRP in relation to the WCCG Primary Care Workforce Draft Strategy. Ms Garcha stated that there had been difficulty in confirming an NHSE lead for this work and Ms Shelley agreed to confirm details and feedback.

It was noted that there were no General Medical Services (GMS) contract changes this month.

RESOLUTION: That Ms Shelley will confirm the number of Wolverhampton practices that can be put forward for the GPRP programme and also any expressions of interest that they have directly received.

That Ms Shelley will confirm contact details for an NHSE contact in relation to the GPRP / WCCG Primary Care Workforce Draft Strategy work.

NHS England Finance Update

PCC110 Ms Shelley provided an update in Ms Payten's absence and confirmed that there was no change in the month 5 position and therefore a report had not been submitted to the Committee. The Personal Medical Services (PMS) premium has been approved by Mr McIntyre and Emma Cox, Senior Finance Manager (Primary Care), will liaise with Ms Skidmore with regards to the next steps to accessing the funding.

RESOLVED: That the above is noted.

Wolverhampton CCG Update

PCC111 Mr Hastings informed the Committee that the Primary Care Team has now been embedded at the CCG.

New Models of Care

There are currently 5 groups with 90% of practices aligned to Primary Care Home / Vertical Integration models. An event to explore interest in practices joining the Primary Care Home model is taking place this week and will be chaired by Dr Mohindroo and Dr Mahay.

Vertical Integration (VI)

The Royal Wolverhampton NHS Trust (RWT) are in talks with a further Wolverhampton practice in view of them joining the VI programme, which would therefore mean that there will be 4 practices in that model. It was confirmed that the documentation for this would be approved by this Committee.

Mr McIntosh queried what has been done to monitor developing models of care, the benefits to patients and the engagement with regards to new practices joining the process. It was noted that the evaluation process was in the early stages and a set of Key Performance Indicators were being developed. An assurance meeting took place on 3 October 2016 with attendance from NHSE, CCG, RWT and the VI practices. Positive feedback was received from the GPs regarding efficiencies received internally specifically around HR structures and staff training. There is an intention for the assurance meetings to take place on a quarterly basis and the minutes will be shared with the Committee.

GP 5 Year Forward View

There are 83 projects nationally which are being captured in a programme of work. An issue was raised regarding funding and how / when it is made available to CCGs.

Wolverhampton Clinical Commissioning Group (WCCG) Members Meeting
The next WCCG Members Meeting is due to take place on 19 October 2016. The CCG Members Meetings are a key part of our constitutional governance structure and the transition from Joint Commissioning to full delegation will be included as one of the main topics of discussion.

RESOLVED: That the minutes from the VI assurance meeting be shared with the Committee.

Primary Care Programme Board Update

PCC112 Ms Garcha presented an update on the delivery of the work being undertaken by the Primary Care Programme Board. The Committee were informed that the interpreting procurement review of bidders is currently in progress with a new contract commencing in December 2016.

Community Equipment Procurement

Discussion is ongoing with the Local Authority with regards to undertaking a joint procurement following a review of the service specification.

Choose and Book, Advice and Guidance

Discussion has been ongoing with the acute provider with regards to which specialties at the acute provider were not providing this service. The use of Choose and Book was discussed at the September 2016 Clinical Reference Group and it was noted there is a variation of how this service is being used across the City by GPs i.e. telephone or electronic referrals. It was stated that there is a national CQUIN (Commissioning for Quality and Innovation) being introduced from next year which will be used to manage this issue.

RESOLVED: That the above is noted.

Primary Care Operations Management Group Update

PCC113 The Committee was informed of an issue which had been highlighted at a Wolverhampton practice relating to an out of date vaccine being stored in a fridge and staff being unsure of the disposal process.

Ms Roberts queried the level of patient engagement required when a practice was merging / closing, Ms Shelley agreed to confirm and feedback to the Committee.

RESOLVED: That Ms Shelly would confirm the level of patient engagement required when a practice was merging / closing.

Workforce Strategy Update

PCC114 Ms Garcha provided the Committee with an update on primary care workforce analysis and outlined the following documents:

- Draft Wolverhampton CCG Primary Care Workforce Draft Strategy
- Appendix 1 – Primary Care Workforce, Consultation and Scoping report
- Appendix 2 – GP Workforce Data
- Appendix 3 – Workforce numbers mapped with General Practice Models of Care
- Appendix 4 – Workforce Implementation Plan 2016

The Committee noted that the draft Strategy was now out for consultation with members of the Workforce Task and Finish Group until Friday 14 October 2016 for comments.

Ms Shelley queried how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis. The Meeting also noted that a sense check of the data should be undertaken.

Discussion took place around the authorisation process and it was agreed that the final Strategy should be taken to the Workforce Task and Finish Group on 3 November 2016, the Primary Care Health Strategy Implementation Programme Board on 17 November 2016 and the Wolverhampton CCG Governing Body Meeting on 13 December 2016.

RESOLVED: That Ms Garcha will confirm how the Wolverhampton practices involved in Vertical Integration had been recorded in the analysis.

Social Prescribing Report – For Information

PCC115 In Mr Marshall's absence, a report outlining a proposal for a 12 month pilot for social prescribing was discussed. Mr McIntosh queried which delivery options had been considered and whether an audit of services had been undertaken. Ms Roberts queried whether there were any other costs for signposted services. Ms Skidmore agreed to feed these comments back to Andrea Smith, Head of Integrated Commissioning – Wolverhampton CCG.

RESOLVED: That Ms Skidmore would feedback Mr McIntosh's queries to Andrea Smith.

Any Other Business

PCC116 There were no others issues raised for discussion.

RESOLVED: That the above is noted.

Date, Time & Venue of Next Committee Meeting

PCC117 Tuesday 1st November 2016 at 2.00pm in Stephenson Room, 1st floor,
Technology Centre, Wolverhampton Science Park