

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

Minutes of the Primary Care Joint Commissioning Committee Meeting (Public)
Held on Tuesday 7th February 2017, Commencing at 2.00 pm in the in the Stephenson Room,
1st Floor, Technology 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	Yes
Manjeet Garcha	Executive Lead Nurse	No
Peter Price	Lay Member (Vice Chair)	Yes

NHS England ~

Alastair McIntyre	Locality Director	No
Gill Shelley	Senior Contract Manager (Primary Care)	Yes
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	No
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)	Yes
Claire Skidmore	Chief Finance and Operating Officer (WCCG)	Yes
Helen Hibbs	Chief Accountable Officer	No
Sarah Southall	Head of Primary Care	Yes
Laura Russell	Primary Care PMO Administrator (WCCG)	Yes

Welcome and Introductions

PCC297 Ms Roberts welcomed attendees to the meeting and introductions took place.

Apologies for absence

PCC298 Apologies were submitted on behalf of Dr Helen Hibbs, Alastair McIntyre, Manjeet Garcha and Jeff Blankley.

Declarations of Interest

PCC299 Dr Kainth 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.

RESOLVED: That the above is noted.

Minutes of the Meeting Held on 3rd January 2017

PCC300 RESOLVED:

That the minutes of the previous meeting held on 3rd January 2017 were approved as an accurate record.

Matters arising from the minutes

PCC301 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

Committee Action Points

PCC302 **Minute Number PCC176 – Premises Charges (Market Rent Reimbursement)**

Ms Payton informed the Committee the National Team have developed local process and procedures. The application will be sent from The NHS England's Premises Team for circulation and should be returned to them once completed.

Minute Number PCC302 – Premises Charges (Rent Reimbursement)

Awaiting the new cost directives to provide clarity on rent reimbursement in relation to when Practices allow other service providers to be use their rooms such as midwives.

Minute Number PCC186a – NHS England Update – Primary Care Update

Mr Hastings confirmed the CCG Primary Care Commissioning Activity return had been shared with the Committee on the 4th January 2017.

Minute Number PCC211 - Vertical Integration

Mr Hastings shared with the Committee the VI assurance visit minutes on the 4th January 2017 and stated there had been a further meeting on the 31st January 2017.

Minute Number PCC283 – Wolverhampton CCG Update

Ms Southall confirmed an evaluation report on the two extended opening hours scheme will be provided at the March and May Committee Meetings.

RESOLVED: That the above is noted.

NHS England Update – Primary Care Update

PCC303 Ms Shelley advised the Committee they receive their updates from the Regional and National Team and no updates have been provided.

Ms Shelley stated the contract changes have been agreed between NHS Employers and the General Practitioners Committee (GPC) and will be published shortly. There a number of changes within the contract in particular the following;

1. The Avoiding Unplanned Admissions (AUA) will be abolished.
2. Extended hours will only be offered to those Practices who do not close on the afternoon. This will take affect form October 2017.

Discussions took place on how extended hours will affect those groups of practices who are starting to work collaboratively, if an individual practice did not work afternoons. It was highlighted at present this is very high level and further detail will follow shortly.

RESOLVED: That the above is noted.

NHS England Finance Update

PCC304 Ms Payton informed the Committee there was no update at present as they are working through the month 10 position and a report will be provided at the next meeting.

RESOLUTION: Month 10 position to be provided at the March Meeting.

Wolverhampton CCG Update

PCC305 Mrs Southall provided the following update on the work being progressed within Primary Care;

- The Members meeting had taken place on 25th January 2017 where an update was given on the group working being undertaken. This included an update on VI and a joint presentation from Primary Care Home 1 and 2 regarding how they are moving towards working on scale. An update was also provided on the work progressing with the Medical Chamber Model.
- The General Practice Five Year Forward Plan for the CCG has been submitted to NHS England. The implementation on plan on how this will be delivered will be shared at the March meeting.
- Conclusion on WIFI access and recognition has been received Nationally as the CCG is one of the first in the Country to roll out within Practices and Communities.
- There are two practices who are undertaking the GP Practice resilience Programme and the Memorandum of Understanding is currently being discussed between the Provider and the Practice.
- Expressions of Interest for the Time for Care Programme are currently being received.
- Reception and Admin Training funding has been received with the aim to develop a 3 year programme with the initial session starting in March 2017.

RESOLUTION: Mrs Southall to provide the General Practice Five Year Forward Plan to the March Meeting.

Primary Care Programme Board Update

PCC306 Ms Roberts shared the report on behalf of Manjeet Garcha in her absence and asked if the Committee had any questions.

It was asked if the Social Prescribing Service would be signposting from clinics as well as Practices. It was confirmed it's currently from GP Practices.

Discussions took place regarding Community Equipment Procurement as at the PPG and Citizens Forum patients were confused as what was included under

community equipment. It was advised this was a joint procurement with the City Of Wolverhampton Council and it covered all equipment.

RESOLVED: That the above is noted.

Primary Care Operational Management Group Meeting

PCC307 Mr Hastings presented the Primary Care Operational Management Group report which provides an overview of the discussions that have taken place at their meeting on the 23rd January 2017. The following items were reported upon;

- An update was provided on the GP Five Year Forward View training programme and it was highlighted a Band 7 role will be recruited to support the programme of work going forward.
- A team has been established to support the Practices to help patients to sign up to online access.
- The collaborative contract review visit programme continues and positive feedback has been received from the Practices.
- The revised Zero Tolerance Specification written jointly with the CCG and NHS England was shared and discussed.
- An update was provided on full delegation a number of handover meetings have been taking place with NHS England to ensure the CCG are ready for full delegation from the 1st April 2017. Mr McKenzie highlighted a report will need to come to the March Meeting outlining the agreement which sets out the powers formally delegated to the CCG and those that have been reserved by NHS England.

RESOLUTION: Mr McKenzie to provide a report to the March Meeting on the full delegation agreement as this will need formal sign off by the Committee.

Any Other Business

PCC308 There were no further discussion items raised by Committee.

RESOLVED: That the above is noted.

PCC309 **Date, Time & Venue of Next Committee Meeting**
Tuesday 7th March 2018 at 2.00pm in the Stephenson Room, 1st Floor, Technology Centre, Wolverhampton Science Park