

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP

Minutes of the Primary Care Strategy Committee

Held on Thursday 20th April 2017

Commencing at 1pm in the CCG Main Meeting Room, Wolverhampton Science Park,
Glaiser Drive, Wolverhampton

Present:

Steven Marshall	Director of Strategy & Transformation (Chair)
Sarah Southall	Head of Primary Care, WCCG (Vice Chair)
Vic Middlemiss	Head of Contracting & Procurement, WCCG
Jane Worton	Primary Care Liaison Manager, WCCG
Tally Kalea	Commissioning Operations Manager, WCCG
Dr Kainth	Locality Lead/New Models of Care Representative, WCCG
Dr Mehta	LMC Chair
Dr Reehana	Locality Lead/New Models of Care Representative, WCCG
Ranjit Khular	Primary Care Transformation Manager, WCCG
Jason Nash	New Models of Care Project Manager, WCCG
Jane Woolley	Project Manager Office Lead, WCCG
Hemant Patel	Deputy Medicines Optimisation Manager, WCCG
Laura Russell	Primary Care PMO Administrator, WCCG
Matthew Boyce	Primary Care Development Manager, WCCG
Liz Hull	Administrative Officer, WCCG

Declarations of Interest

PCSC124 Dr Mehta, Dr Kainth and Dr Reehana declared their interest, as GP's in items related to Primary Care. However, as declarations did not constitute a conflict of interest, they all remained in the meeting whilst these items were discussed.

Apologies for absence

PCSC125 Apologies were submitted on behalf of Dr Helen Hibbs, Claire Skidmore, Manjeet Garcha, Mike Hastings, Stephen Cook, Andrea Smith, David Birch, Sharon Sidhu, Alvina Nisbett and Barry White.

Minutes and Actions

PCSC126 The minutes of the previous meeting held on 8th March 2017 were approved as an accurate record.

The action log was discussed and an updated version will be circulated with the minutes.

RESOLVED: That the above was noted.

Matters Arising

PCSC127 Outcomes of Discussions – Report to Governing Body of the Primary Care Strategy Committee:

The Committee was informed that the report was accepted at the Governing Body Meeting on Tuesday 11th April 2017.

RESOLVED: That the above was noted.

PCSC128 Primary Care Strategy Communication Plan – attachment not provided, deferred to the next meeting.

RESOLUTION: Action PCSC72 to remain open.

Risk Register

PCSC129 Escalation of Risks (Risks Scoring 15-25)

It was confirmed that there were no red risks to escalate to the Committee.

Summary of Risk Logs:

Risk logs for the following Task and Finish Groups were reviewed by the Committee:

- Capital Review Group / Strategic Estates Forum
- Primary Care Project Management
- Localities as Commissioners
- Clinical Pharmacist in Primary Care
- Workforce Development – Concerns were noted in relation to the Programme of Work.

RESOLUTION: Deep Dives have been arranged for each Task and Finish Group. The Workforce Development Task and Finish Group is scheduled to take place on 18th May 2017 to challenge progress and ensure that the Programme of Work reflects the need to create a sustainable workforce.

Risk logs for all 7 Task and Finish Groups to be reviewed at the next meeting.

Action – All Risk Logs to be updated and submitted prior to the next meeting.

Performance

PCSC130 **Strategy Implementation Plan**

Ms Russell provided the Committee with an update and confirmed that all high level objectives, due in April, have been completed. However, slippage was noted in the following areas:

- Back office function review
- Localities as Commissioners Development – exception reports to be presented and the plan to be updated with timescales in relation to MDT Working.

RESOLVED: That the above was noted.

PCSC131 **PMO Process Update**

Ms Woolley referred the Committee to the amended process and reiterated the importance of the correct documentation being completed and being submitted to the relevant Programme Boards and Committee for approval.

RESOLVED: That the above was noted.

Task & Finish Groups

PCSC132 **Practice as Providers Task & Finish Group**

Mr Khular provided the Committee with a summary of discussions that took place at the Task and Finish Group on 21st March 2017.

An Exception Report was presented, which indicated that whilst progress has been made in several clinical areas, the full series of business cases and pathways have not been developed as per the intended plan - Actions / Options were noted as follows:

- Discussions have been held with the New Models of Care Leads.
- As new ideas are being generated by the Practice Groupings other areas of development will emerge from these discussions which will be taken forward and initial business cases drafted.

RESOLUTION: Mr Khular to ensure that all Practice Managers are aware that the COPD / Asthma extended service is continuing. A review of the timescales for actions 4.2 and 4.3 on the Implementation Plan to be completed. Clarification required with regards to Neuro Rehab.

PCSC133 New Models of Care (Primary Care Home) Task & Finish Group

Ms Southall presented an update on behalf of Mr White.

**RESOLUTION: Ms Woolley to liaise with Mr White about missing information on the Implementation Plan.
Ms Southall to liaise with Mr White about the length of the Gap Analysis.**

PCSC134 New Models of Care (Unity) Task & Finish Group

Mr Nash referred the Committee to a highlight report.

The Committee was advised that the information in relation to the bid for NHSE funding to recruit clinical pharmacists within Primary Care, was out of date and that there would be another opportunity to bid in May.

Mr Patel left and returned to the room.

Dr Mehta raised concerns with regards to the GPFV Incentive Scheme and contractual hours for ANP's Practices to ensure that they are not paid twice.

No exceptions were reported.

RESOLUTION: Mr Nash to ensure that the concerns raised by Dr Mehta are addressed as part of the delivery plan.

PCSC135 New Models of Care (Primary & Acute Care Service / Vertical Integration)

Ms Southall had met with the Vertical Integration Primary Care Directorate Manager (Ms Nisbett) who had agreed to attend future Primary Care Strategy Committee meetings to improve collaborative working in relation to the GP Forward View and the CCG's Primary Care Strategy.

A report was not submitted nor was there any representation from Vertical Integration.

RESOLUTION: That the above is noted and Ms Hull to check if there would be representation at future meetings.

Ms Southall left the room.

PCSC136 Localities as Commissioners Task & Finish Group

Mr Khular provided the Committee with an update.

RESOLUTION: Ms Skidmore and Mr Hastings to liaise with Sultan Mahmud with regards to a query about RWT providing an incentive, to reduce A&E admissions, for Vertical Integration practices.

Ms Southall returned to the room.

The following exception reports were presented to the Committee:

- Exception Report 1 – Objective: Practice insight into the needs of their practice population.
 - The project was due to be completed by the end of March 2017.
 - Agreed to extend the deadline to the end of June 2017.

RESOLVED: That the above is noted.

- Exception Report 2 – Objective: Development of a locally enhanced service to ensure practices undertake Risk Stratification and establish robust links with their respective community neighbourhood teams.
 - The multi-disciplinary workshop has not yet been arranged due to a member of staff in Adult Community Services being on extended leave.
 - Since the objective was written, the DES for avoiding unplanned admissions has been abolished. From 1st July 2017 practices will use an appropriate tool to identify patients aged 65+ who are living with moderate and severe frailty. For those patients, the Practice will be required to deliver a clinical review in line with requirements.
 - A meeting with relevant stakeholders will take place by the end of June to consider how the new contractual requirements can be met by practices and MDTs from July 2017.

RESOLVED: That the above is noted.

Dr Mehta left and returned to the room.

- Exception Report 3 – Objective: Ensure that new clinical networks / practices working at scale have organisational and business requirements in place as commissioning entities.

RESOLUTION: The timescales for this objective will be reviewed following the outcome of the Members Meeting on 26th April 2017.

PCSC137 Workforce Development Task & Finish Group

The papers were not discussed due to the planned Deep Dive.

RESOLVED: That the above is noted.

PCSC138 Clinical Pharmacist in Primary Care Task & Finish Group

Mr Patel referred the Committee to the Highlight Report.

RESOLVED: That the above is noted.

PCSC139 Primary Care Contracting Task & Finish Group

Mr Middlemiss talked the Committee through the highlight report. It was noted that:

- Gill Shelley will commence in the Contracts Manager post from 3rd May 2017.
- Implementation of the full delegation plan will be monitored via the Primary Care Contracting Task and Finish Group.

RESOLVED: The Committee noted the update provided.

PCSC140 Estates Development Task & Finish Group

Mr Kalea updated the Committee with highlights from the Estates Development Task and Finish Group.

RESOLVED: That the above is noted.

PCSC141 IM&T Business Intelligence Task & Finish Group

Mr Kalea presented the highlight report to the Committee and confirmed that since the report had been produced, the revised version of Wolverhampton Local Digital Roadmap has been approved.

RESOLVED: That the above is noted.

PCSC142 General Practice 5 Year Forward View

Ms Southall referred the Committee to the training tracker and advised that a detailed report will be submitted to the next Committee.

RESOLVED: That the above is noted.

PCSC143 Discussion Items

There were no separate discussion items.

RESOLVED: That the above is noted.

PCSC144 Any Other Business

Primary Care Strategy Committee – Submission of Reports / Plans: Ms Woolley reiterated the importance of submitting reports / plans on time.

RESOLVED: That the above is noted.

Zero Tolerance Service – Ms Southall confirmed that the new service will be in place from 1st May 2017 and handover from the current provider would commence on 24th April 2017.

RESOLVED: That the above is noted.

Date of next meeting

Thursday 18th May 2017 at 1.00pm – 3.00pm in the CCG Main Meeting Room,
Wolverhampton Science Park