

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP**

Minutes of the Primary Care Strategy Committee

Held on Thursday 15 June 2017

Commencing at 12.30pm in the CCG Main Meeting Room, Wolverhampton Science Park,  
Glaisher 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
Sharon Sidhu	Head of Strategy and Transformation, WCCG
Tally Kalea	Commissioning Operations Manager, WCCG
Dr Kainth	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
Laura Russell	Primary Care PMO Administrator, WCCG
Manisha Patel	Administrative Officer, WCCG

**Declarations of Interest**

PCSC167 There were no declarations of interest.

**Apologies for absence**

PCSC168 Apologies were submitted on behalf of Dr Helen Hibbs, Dr B Mehta, Dr S Reehana, Manjeet Garcha, Lesley Sawrey and Barry White.

**Minutes and Actions**

PCSC169 The minutes of the previous meeting held on 18 May 2017 were not available to be presented at the meeting.

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

**RESOLVED: That the above was noted.**

**Matters Arising**

PCSC170 **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 23 May 2017.

**RESOLVED: That the above was noted.**

PCSC171 Primary Care Strategy Communication Plan – attachment not provided, deferred to the next meeting.

**RESOLUTION: Action PCSC72 to remain open.**

PCSC172 **Deep Dive Evaluation Report**

Ms Russell advised Deep Dives had taken place across all the seven Task and Finish Groups throughout May 2017. This involved a review of each Task and Finish Groups Terms of Reference and programmes of work.

The main key themes highlighted from the Deep Dives are as follows;

- Four of the seven Task and Finish Groups programmes of work had been halted pending reviews of the Terms of Reference. They are identified as:
  - Practice as Providers
  - Localities as Commissioners
  - Workforce and Development
  - Primary Care Contract Management
- Three of the seven Task and Finish Groups programmes of work will be dependent on the future outcomes of MCP contracts. They are identified as:
  - Practice as Providers
  - Primary Care Contract Management
  - Clinical Pharmacists
- Identified there is a need for New Models of Care to work in a more collaborative way.
- An options appraisal will be brought back to the next Primary Care Strategy Meeting and moving forward there would be quarterly updates on Patient Online to the meeting.

Mr Marshall asked if the Governing Body could be provided with a 12 month reflection of the programme work regarding the MCP arrangements and approach. It was agreed this would be developed once the programmes were refreshed in order to develop a quarterly milestone plan.

**RESOLUTION Action - Ms Southall and Ms Russell agreed to provide a reflection of the work completed in particular work regarding the MCP arrangements and approach. It was agreed this would be developed once the programmes were refreshed in order to develop a quarterly milestone plan. To be shared at the September Governing Body.**

## PCSC173 **Improving Access in Primary Care Easter Period and May Bank Holiday 2017**

Ms Southall gave an update on behalf of Mr Boyce. The report pertained to the additional support that was put in place to reduce the burden on urgent care services during the holiday period. The uptake of appointments was low on both the Easter and May Bank Holidays.

Ms Sidhu asked if there had been any reduction during the periods when this service was running. An action was taken to look at figures at A&E and Vocare during the Easter and May Bank Holiday periods to see if there was a reduction of attendance.

There were discussions around the costing of an appointment at the hubs providing the service compared to an A&E attendance for advice and guidance/non-treatment. This was taken as an action to be brought back to the next meeting.

**RESOLUTION:**     **Action – To look at attendance figures at A&E and Vocare during the Easter and May Bank Holiday period to ascertain if there was a reduction in attendance due to the running of the extended access scheme.**

**Action – Comparison costing to be looked at for appointments used at the extended access scheme and for A&E attendance.**

## **Equality Analysis Process**

PCSC174 Ms Woolley presented the Equality Analysis Process documents on behalf of Ms Herbert outlining the new templates that needed to be completed by staff. It is requested that a training session is arranged by Ms Herbert for staff as soon as possible.

**RESOLUTION:**     **Action – For Ms Herbert to organise a training session for staff in completing Equality Analysis Process documents correctly.**

## **Risk Register**

### PCSC175 **Escalation of Risks (Risks Scoring 12 - 25)**

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

#### **Summary of Risk Logs:**

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

- IM&T – Business Intelligence
- Capital Review Group / Strategic Estates Forum
- Primary Care Contract Management
- Localities as Commissioners
- Clinical Pharmacist in Primary Care
- Workforce and Development
- Practice as Providers

The Committee discussed the risks scoring 12 and above in detail and whether these risk can be mitigated and reduced. It was agreed the escalation log needs to be updated.

**RESOLUTION:** Escalation log and risk logs for all 7 Task and Finish Groups need to be reviewed and updated for the next meeting.

## Performance

### PCSC176 Strategy Implementation Plan

Ms Russell provided the Committee with an update and confirmed that the strategic Primary Care Strategy Committee objectives have been included for the next 12 months. .

**RESOLVED:** That the above was noted.

## Task & Finish Groups

### PCSC177 Practice as Providers Task & Finish Group

Mr Khular presented to the Committee the revised Terms of References for the Task and Finish Group and highlighted the key remit, duties and responsibilities has been updated and split within the following key areas;

- Practices collaborating to improve access
- Integrating primary and community services
- Sharing of Back Office functions

The Committee reviewed and approved the revised Terms of Reference. This will form the development of a new programme of work for the next 12 months which will be presented at the next meeting.

**RESOLUTION:** Practices as Providers revised implementation plan to be shared at the July Committee.

**PCSC178 New Models of Care (Primary Care Home) Task & Finish Group**

Ms Southall presented an update on behalf of Mr White with two key areas highlighted:

- EMIS
- Policies and Procedures

**RESOLUTION:** That the above is noted.

**PCSC179 New Models of Care (Medical Chambers) Task & Finish Group**

Mr Nash referred the Committee to a highlight report.

The Committee was advised that EMIS training will be taking place on 5 July 2017 at the Pennfields Hub where they are on System 1 but have access to EMIS. A Workforce meeting will be taking place on 8 June.

**RESOLUTION:** That the above is noted.

**PCSC180 New Models of Care (Primary & Acute Care Service / Vertical Integration)**

No update was available.

**PCSC181 Localities as Commissioners Task & Finish Group**

Mr Khular advised that the Terms of Reference had been reviewed as part of the Deep Dive and it was agreed going forward they needed to be amended to focus on preparing Practices at Group level to become commissioners. The revised terms of reference was shared with the Committee and approved. This will now be aligned to a new programme of work for the Task and Finish Group and will be shared at the July Committee.

**RESOLUTION:** Localities as Commissioners (General Practice as Commissioners) implementation plan to be developed and shared at the July Committee.

**PCSC182 Workforce Development Task & Finish Group**

Mr Marshall updated the Committee on behalf of Ms Garcha. The Terms of Reference had been reviewed as part of the Deep Dive and were agreed in principle. There was a challenge to address the shift in GP population. Any final comments were to be sent to Ms Southall.

The Task and Finish Highlight Review Report for May 2017 was noted.

**RESOLVED:** That the above is noted.

**Action – Any observations to be sent to Ms Southall. The implementation plan to be developed in line with the new terms of reference and shared at the July Committee.**

**PCSC183 Clinical Pharmacist in Primary Care Task & Finish Group**

Mr Birch updated that all the local teams had put in bids for the in-house clinical pharmacists roles. There would be no feedback received until July 2017.

Work around communications is being built on for the new CCG commissioned service.

**RESOLVED: That the above is noted.**

**PCSC184 Primary Care Contracting Task & Finish Group**

Mr Middlemiss informed the group that the Terms of Reference have been reviewed and changes have been highlighted in red. Mr Middlemiss will ensure that the most up to date version is circulated. The two key areas completed were – Collaborative Working between NHSE, CCG and Public Health and Progression to Fully Delegated Commissioning.

The focus of the work over the next 12 months will be around the development of New Models of Care. The Terms of Reference will be amended to reflect this. The Terms of Reference will be taken to the Public Governing Meeting once agreed at this Committee.

The membership remains the same with the potential addition of finance representation which will be checked by Ms Russell.

There will be a new contracting model going forward.

**RESOLVED: The Committee noted the update provided.**

**Action – Mr Middlemiss to ensure that most up to date version of the Terms of Reference are sent to Ms Russell. The programme of work to be developed for the coming year and shared with the Committee in July.**

**PCSC185 Estates Development Task & Finish Group**

Mr Kalea updated the Committee with highlights from the Estates Development Task and Finish Group. Mr Kalea to meet with Ms Southall and Mr Marshall to review the CCG independent estates prioritisation survey to discuss from a Primary Care point of view. This will then be shared with the executives and LMC before being presented to the Governing Body,

Interviewing for a Project Manager of the Better Care Fund/Primary Care will be taking place next week and there will be CCG representation on the panel. There are leads for each locality – David Johnston (CCG), Stuart Lees (RWT) and Julia Nock (WCC).

**RESOLVED:** Mr Kalea agreed to meet with Ms Southall and Mr Marshall to review the CCG independent estates prioritisation survey to discuss from a Primary Care point of view.

PCSC186 **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. A discussion took place regarding the development of text messaging in relation to DNA appointments and informing patients of the costs of not attending their appointments. It was agreed this would be reviewed in more detail to see if this can be undertaken.

**RESOLVED:** Mr Kalea to liaise with Mr Cook regarding the possibility of using text messaging of a way to communicating with patients the cost of missed appointments.

PCSC187 **General Practice 5 Year Forward View**

Ms Southall presented an update on behalf of Mr Boyce, work is much more established and there are 40+ projects up and running. There is some overlap with the Task and Finish Group and this has been cross referenced.

**RESOLVED:** That the above is noted.

PCSC188 **Transformation Fund Enhanced Service Delivery Plans**

Mr Khular to provide a more detailed update at the next meeting.

**RESOLVED:** That the above is noted.

**Action – A more detailed update to be given at the next meeting.**

PCSC189 **Any Other Business**

There were no items to be raised under this agenda item.

**RESOLVED:** That the above is noted.

**Date of next meeting**

Thursday 20 July 2017 at 1.00pm – 3.00pm in the CCG Main Meeting Room, Wolverhampton Science Park