

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP**

Minutes of the Primary Care Strategy Committee

Held on Thursday 20 July 2017

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

**Present:**

Sarah Southall	Head of Primary Care, WCCG (Chair)
Mike Hastings	Director of Operations, WCCG (Partial)
Lesley Sawrey	Deputy Chief Finance Officer, WCCG
Vic Middlemiss	Head of Contracting & Procurement, WCCG
Steven Cook	IM&T Lead, WCCG
Tally Kalea	Commissioning Operations Manager, WCCG
Dr Kainth	Locality Lead/New Models of Care Representative, WCCG
Dr Mehta	Chair, LMC
Jane Worton	Primary Care Liaison Manager, WCCG
Manisha Patel	Administrative Officer, WCCG

**Declarations of Interest**

PCSC190 There were no declarations of interest.

**Apologies for absence**

PCSC191 Apologies were submitted on behalf of Dr Helen Hibbs, Steven Marshall, Laura Russell, Manjeet Garcha, Tony Gallagher, Sharon Sidhu, David Birch, Jason Nash and Barry White.

**Minutes and Actions**

PCSC192 The minutes of the previous meeting held on 15 June 2017 were accepted as a true and 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**

PCSC193 **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 11 July 2017.

The milestone plan would be shared at the Governing Body Meeting in September 2017.

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

PCSC194 Primary Care Strategy Communication Plan – attachment not provided, deferred to the next meeting.

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

## **Risk Register**

PCSC195 **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

All risk logs had been reviewed and updated.

Ms Southall advised that confirmation had been received that the bid for clinical pharmacists had been supported.

Mr Cook updated that the SNOMED codes – Some GPs may be affected by the running of this when the switchover takes place in March 2018. It would be supported by the CCG IM&T Facilitators. This would not require an impact assessment as it is nationally mandated.

Mr Kalea informed the group that following an escalation meeting with Mr Marshall and Ms Southall, the ratings had been changed for some of the risks. EDR06 had now been closed and consolidated with EDR2 as it was the same.

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

**Following review and discussion it was agreed that the Workforce and Development Risks would need to be escalated to the Governing Body.**

## **Performance**

### **PCSC196 Strategy Implementation Plan**

This item was deferred to the next meeting as further work was being undertaken and would be picked up at the Primary Care Strategy Committee in August.

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

## **Task & Finish Groups**

### **PCSC198 Practice as Providers Task & Finish Group**

Ms Southall provided an update on behalf of Mr White on the revised programme of work based on the revised terms of reference. This had been agreed in principle at the Task and Finish Group and the workbook would be brought to the next Committee meeting.

**RESOLUTION: Practice as Providers workbook to be provided at the next meeting.**

### **PCSC199 New Models of Care (Primary Care Home) Task & Finish Group**

Ms Southall presented an update on behalf of Mr White. There were no risks or issues to be raised.

Mr White's programme of work had been aligned with Practice as Providers and Primcare as Commissioners. The projects were in place and the programme of work had a completion date of September 2017 as this was when Mr White's contract would end. Recruitment for Localities Managers would commence shortly. All work would be captured and passed in a handover to the new recruits.

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

### **PCSC200 New Models of Care (Medical Chambers) Task & Finish Group**

Ms Southall presented an update on behalf of Mr Nash with regards to remote consultation. No risks had been flagged.

The 10 high impact signposting was going well but a risk had been highlighted with Penn Manor moving towards Vertical Integration there could be a possibility of them no longer leading on this. Another practice was being sourced to lead on this work.

There was risk attached to the workforce component for Medical Chambers as they were required to ensure that they have their GP submission of training costs finalized. A report had been prepared for the Task and Finish Group. A meeting would be taking place on Monday 24 July to discuss.

Mr Nash's programme of work was also due to end in September when his contract ended.

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

**PCSC201 New Models of Care (Primary & Acute Care Service / Vertical Integration**

No update was available.

**PCSC202 General Practices as Commissioners Task & Finish Group**

Ms Southall advised that this was a new milestone plan and Mr Khular needed to complete this more fully and with timescales.

Mr Middlemiss also pointed out that the status needed to be defined.

**RESOLUTION: Action – Mr Khular needed to complete the milestone plan with timescales and bring back to the next meeting.**

**PCSC203 Workforce Development Task & Finish Group**

Mr Hastings queried who was leading on this as the workbook was not populated with a name. It was discussed that although Ms Garcha was due to retire in October her name should still be added to the document until she left.

It had been completed by Ms Liz Corrigan on behalf of the group. No risks or issues had been identified. The workbook had not been completed fully.

Ms Southall advised of a sub group that had met and action log would be developed to track progress on how recruitment would be addressed in Primary Care. This would include a bulletin, assistance from the CSU to help with a Primary Care website and having a workforce fair over the 4 CCGs.

The new Primary Care Manager would be supporting the programme of work.

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

**Action – The workbook needed to be completed fully to attach progress in relation to the new programme of work and the risks.**

**PCSC204 Clinical Pharmacist in Primary Care Task & Finish Group**

The bids had now been successful and this would help to reduce the risks on the risk log. A detailed update to be brought to the next meeting as Mr Birch was unable to attend today.

The group discussed and felt that there was not enough detail in the workbook and did not feel assured by the information

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

**Action – Workbook needed to be completed more fully in order to provide reassurance to the group.**

**PCSC205    Primary Care Contracting Task & Finish Group**

Mr Middlemiss informed the group that the Task and Finish group on 12 July considered the Deep Dive Review recommendations. The focus was on the group development of new models of care and the key objective and outcome to support the implementation and delivery of the virtual alliance contract. This would be aligned with the work being carried out by Ernst and Young.

The Terms of Reference had been reviewed and membership had been amended to include an identified member for Finance. The Terms of Reference were signed off at the Task and Finish Group.

Mr Middlemiss and Ms Sawrey had attended a meeting with colleagues from Bolton CCG to look at their ways of working within contracting. They were awaiting response from questions raised.

Ms Southall asked if sub headings could be used in the monthly update.

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

**PCSC206    Estates Development Task & Finish Group**

Mr Kalea updated the Committee with highlights from the Estates Development Task and Finish Group. Funding had been secured and a group called Primary Capital Horizons had been appointed to carry out specifications. They had started to arrange meetings with commissioners and providers. They will be coming in next week to look at the CCG's Primary Care Strategy and a deadline had been set for the end of September for the Primary Care Specification to be completed.

Primary Care Estates – number of practices in Wolverhampton were looking at developments or consolidating estates. There was £300k of Primary Care estates that was being reviewed and looking to reduce the value. Ms Sawrey asked if this was PC Estates or CCG Estates. Mr Kalea confirmed that it was PC Estates paid by the CCG. The reduction would be looked at as a QIPP saving and an update would be brought to the next meeting.

A meeting had taken place with Mr Marshall and Ms Southall and Mr Kalea was awaiting for the completed information to be sent from Ms Southall and would be

taken to the Governing Body in September around Commissioning Intentions.

Mr Kalea highlighted 4.3 on the Implementation Plan as there is slippage due to report not being ready to share in accordance with Committee and Governing Body timescales. Mr Kalea noted this would be complete by the end of September 2017, which means the milestone timescales needed to be extended by 13 weeks. It was agreed by the Committee to extend the timescale from the end of June 2017 to the end of September 2017. The timeline would be revised.

**RESOLVED: Mr Kalea to bring an update on Primary Care Estates monies to the next meeting.**

**PCSC207 IM&T Business Intelligence Task & Finish Group**

Mr Cook presented the highlight report to the Committee and confirmed Showell Park had now become fully migrated in June 2017. The next practice to be migrated would be in October 2017.

Emis consultation was going well. Ms Southall asked when the roll out of laptops will taking place and Mr Cook advised that it is imminent.

Patient Online data was only available till May as this is the latest statistics that have been received from NHSE. Most practices have achieved above the 10% mark.

The Sound Doctor would be rolled out shortly.

The CCG was currently waiting to see if the text messaging service would become free as part of GP SoC. An update would be presented at the next meeting.

The implementation plan remained the same with the addition last month of new projects as part of the Deep Dive Review. Clarification was sought around the legend.

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

**Action – Mr Cook to bring an update on text messaging service to next meeting.**

**PCSC208 General Practice 5 Year Forward View**

Ms Southall presented a brief update against the GP 5 Year Forward View programme of work. Highlighted was training taking place and the reliance programme. A bid had been put in for further resilience funding.

The full set of documents would be sent out following the meeting and any comments to Ms Southall.

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

**Action – Full documents for this agenda item to be circulated after this meeting and comments to be sent to Ms Southall.**

**PCSC209 Transformation Fund Enhanced Service Delivery Plans**

Ms Southall presented the delivery plans for each Primary Care Home. This confirms how they are going to deliver against the transformation funds service specifications. This will be monitored through their responses to 6 of the 10 high impact actions. This information is broken down by quarters and the information available relates to Quarter 1.

Practices also needed to demonstrate that they were working at scale. Three components needed to be completed in order to qualify for the funds.

It was noted that all enclosures were not in the pack and would be circulated after the meeting.

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

**Action – All enclosures for this agenda item to be circulated after this meeting.**

**PCSC210 STP Primary Care Group Terms of Reference**

Ms Southall advised that the Primary Care Leads across the Black Country on an informal basis for a number of months. In order to move forward and become more formal at an STP level, Terms of Reference have been drafted in order for this Committee to approve them and report back to the STP Committee.

The Terms of Reference were not included in the pack and would be sent to committee members to review and send back comments by Friday 28 July 2017 to Ms Southall.

**RESOLVED: Terms of Reference to be sent out to the group and any comments to be sent in by Friday 28 July 2017.**

**PCSC211 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 17 August 2017 at 1.00pm – 3.00pm in the CCG Main Meeting Room, Wolverhampton Science Park