

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

Minutes of the Primary Care Commissioning Committee Meeting (Public)
Held on Tuesday 1st August 2017, Commencing at 2.00 pm in the in PC108, Creative
Industries Building, 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
Les Trigg	Lay Member (Vice Chair)	Yes

NHS England ~

Bal Dhami	Contract Manager	Yes
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Independent Patient Representatives ~

Jenny Spencer	Independent Patient Representative	No
Sarah Gaytten	Independent Patient Representative	Yes

Non-Voting Observers ~

Sue McKie	Consultant in Public Health on behalf of Public Health and Wellbeing Representative	Yes
Elizabeth Learoyd	Chair - Wolverhampton Healthwatch	No
Dr Gurmit Mahay	Vice Chair – Wolverhampton LMC	No
Jeff Blankley	Chair - Wolverhampton LPC	Yes

In attendance ~

Mike Hastings	Associate Director of Operations (WCCG)	Yes
Peter McKenzie	Corporate Operations Manager (WCCG)	Yes
Jane Worton	Primary Care Liaison Manager (WCCG)	No
Jim Oatridge	Interim Chair (WCCG)	No
Helen Hibbs	Chief Accountable Officer (WCCG)	Yes
Gill Shelley	Primary Care Contracts Manager (WCCG)	Yes
Sarah Southall	Head of Primary Care (WCCG)	No
Lesley Sawrey	Deputy Chief Finance Officer	Yes
Liz Corrigan	Primary Care Quality Assurance Coordinator	Yes
Laura Russell	Primary Care PMO Administrator (WCCG – minutes)	Yes

Welcome and Introductions

WPCC87 Ms Roberts welcomed attendees to the meeting and introductions took place.

Apologies for absence

WPCC88 Apologies were submitted on behalf of Manjeet Garcha, Tony Gallagher and Sarah Southall.

Declarations of Interest

WPCC88 Dr Kainth declared that, as GP he had a standing interest in all items related to primary care.

Ms Gaytten declared that, in her role as employee of the University of Wolverhampton, she worked closely with practices to arrange placements for student nurses and therefore had a standing interest in items related to primary care.

Dr Hibbs declared that she is no longer an employee at of a GP Practice but still an owner of Parkfields Medical Services, who currently do not hold any NHS Contracts.

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 Primary Care Commissioning Committee Meeting Held on the 5th July 2017

WPCC89 RESOLVED:

That the minutes of the previous meeting held on 5th July were approved subject to the following amendment;

Page 5 under the resolution to reword to the quality report to ensure that it makes clear that the majority of complaints are managed by the GP practices, however some are either escalated to NHS England or made directly to NHS England and are resolved in collaboration with the GP Practice.

Matters arising from the minutes

WPCC90 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

Committee Action Points

WPCC91 Minute Number PCC302 – Premises Charges (Rent Reimbursement)

The Committee was informed the CCG have received advice and guidance from NHS England regarding the use of rooms for none GMS. The CCG are still awaiting the cost directives. Action to remain open.

Minute Number WPCC71- Pharmacy First Scheme Report

It was confirmed that David Birch had contacted Helen Ryan in order to have the information regarding the service shared with the Practice Managers. Action closed.

Minute Number WPCC72 – Primary Care Quality Report

It was confirmed this action would be picked up and shared with Ms Corrigan under item 9 Primary Care Quality Report. Action closed.

RESOLVED: That the above is noted.

WCCG Quarterly Finance Report

WPCC92 Mrs Sawrey presented to Committee the first CCG quarterly finance report since the budget allocation from NHS England, which outlines the CCGs financial position at month 3. The financial position has been reported to the CCGs Finance and Performance Committee last week.

The report provides the Committee with the assurance that the finances are in line for 2017/2018, with the forecast outturn of £35.513m delivering a breakeven position. The CCG have received no information from NHS England as it is still very early in the financial year and there are no other concerns which would move the CCG finances from a break even position.

In month 3 the CCG have received £688k recurrent allocations, which has helped transform Primary Care growth over and above what has originally funded. There has also been £78k allocated to GP Premises funding to be used with any premise cost increase the CCG may experience.

Mrs Sawrey outlined to the Committee the growth allocation and how the CCG plan to allocate the funds as well as a breakdown of the month 3 forecast position. Mrs Sawrey highlighted the PMS premium which currently stands at £494,000. This will grow each year as a result of the transitional taper of funding of PMS Practices it is anticipated cumulative position for 2021/2022 will be £1,096,098.

The CCG and NHS England have discussed the month 4 figures which is very early indication of the position. It has anticipated that due to increase list sizes, QOF and DES reporting much higher, there would be a current withdrawn on resource and a meeting would need to take place with the Director of Finance.

The CCG budget is only for 2017/2018 there are still costs coming through from 2017/2016 which need to be paid. The impact has been taken out of the position and as it stands at the moment the CCG are online to breakeven with Primary Care.

RESOLVED: That the above is noted.

Governing Body Report/Primary Care Strategy Committee Update

WPCC93 Mr Marshall presented the above report on behalf of Mrs Southall and highlighted the progress made on the following four key points;

1. *Primary Care Strategy Committee Deep Dive Evaluation Report*

Deep Dives have taken place across all the seven Task and Finish Groups to review the work programmes progress to date. The Deep Dives identified some areas have achieved; and some areas have evolved and needed further review. In light of this four of the seven Task and Finish Groups programmes of work have been halted and a review of their Terms of Reference has taken place and was approved by the Governing Body in July 2017.

The Governing Body were also informed that three out of the Task and Finish Groups programme of work will also be dependent on the future outcomes pertaining to the possible accountable care alliance with partners across the City.

2. *Bank Holiday Opening*

A report on the Bank Holiday Opening was considered by the Governing Body, the report confirmed that attendance levels over the Easter and early May Bank Holiday had been lower than expected. The level of activity over the late Bank Holiday did see an improvement across all four hubs that were open.

There has been positive feedback received from patients regarding the availability of the service. It has been agreed that the cost effectiveness and any reduction in attendances at the City's Urgent Care Centre would be considered within future reports following the August Bank Holiday.

3. *Primary Care Strategy Implementation Plan*

The programme of work is now under review and it is the intention to share with the Governing Body a copy of the milestone plan for the coming year.

4. *General Practice Five Year Forward View Programme*

The Governing Body was informed that 50% of the projects are now up and running and continue to be overseen by the Primary Care Strategy Committee.

Ms Roberts asked how are they promoting the Bank Holiday Opening, Mr Marshall agreed to confirm with Mrs Southall and advise the Committee at the next meeting.

The Committee raised the following queries in relation to the Task and Finish Groups Terms of References which were enclosed within the report;

Task and Finish Group Structure - Primary Care Joint Commissioning Committee needs to be amended to the Primary Care Commissioning Committee.

Localities - whether they still exist and should they be included. It was agreed they needed to remain as although they are New Models of Care there are still discussions taking place regarding the patient reconfiguration and this aligns.

Quoracy – Discussion took place as to whether this was relevant for the Task and Finish Group. It was agreed the sentence needed to be reworded for clarity and whether quoracy is necessary for a task and finish Group.

RESOLVED: Mr Marshall agreed to confirm with Mrs Southall how the Bank Holiday opening is being promoted and advise the Committee at the next meeting.

The terms of references structure chart needs to be amended.

Primary Care Quality Report

WPCC94 Ms Corrigan presented the Primary Care Quality Report to the Committee which provides the assurance of monitoring of key areas of Primary Care activity. The following areas were highlighted:

1. Infection Prevention

Infection Prevention is provided by the Royal Wolverhampton Hospitals, a new infection prevention audit has commenced. There currently no concerns of those audits that have been completed using the new process.

2. Friends and Family

The figures for the June Friends and Family Test submission (May figures) have slightly improved on last month (18% to 33%) although the submission levels are low, according to NHS England the CCG are one of the better performing CCGs. It was noted those Practices who have submitted data but have less than 5 responses the data would be suppressed and not included within the overall figures.

3. Quality Matters

The data for quality matters for the month have been stable there are no concerns with any particular Practice. There are currently 5 quality matters that are on-going.

4. Risk Register

The risks are recorded onto Datix and monitored by the Quality Team on a monthly basis and mitigation and actions discussed via the Primary Care Operational Management Group. There are currently 17 risks in total.

5. Workforce

The development of a communications and promotion for workforce is currently been worked upon in order to attract people to live and work in Wolverhampton. A workforce gap analysis has been undertaken by the two Project Managers within Primary Care Home and Medical Chambers.

RESOLUTION: That the above was noted

Primary Care Operational Management Group Update

WPCC95 Mr Hastings provided an update on the Primary Care Operational Management Group meeting which took place on the 17th July 2017. The following update was provided;

IT Migration Plan – Showell Park and Dr Kharwadkar migration to EMIS Web has now been completed. Dates are now being arranged with the next group of Practices.

Estates Update/Local Estates Forum - working is currently taking place on a possible Practice merger with Grove, All Saints, Caerleon and Dr Mundlur.

The Black Country wide Estates support Service Level Agreement is being tested by solicitors prior to a full support offer being made to the CCG.

Child Health Information System (CHIS) – Public Health provided an update on the investigations regarding issues identified with the system. It transpires that the issue is not as widespread as initially thought and the team are working with the provider of the system and CCG data specialists who have mitigated the risk.

Patient Choice Update - As Royal Wolverhampton NHS Trust move towards being paper free by the summer of 2018 they are introducing a more direct booking onto E-RS. A new system has been introduced for 2 week wait cancer appointments and the feedback from GPs has not been positive. A meeting has been arranged with Operations, Local Medical Committee and Cancer Services to review and discuss alternative processes.

Ms Roberts asked in relation to the four practices possibly merging what the potential list size be after the merger. Ms Shelley highlighted that the merger would take time and an initial report would come to the September Committee.

RESOLUTION: Ms Shelley to provide an initial report on the four practice merger (Grove, All Saints, Caerleon and Dr Mundlur) to the September meeting.

Patient Experience

WPCC96 Ms Roberts shared with the Committee the following reports for the Committees information;

1. Healthwatch Wolverhampton GP Access: Patient Experience April 2017
2. Healthwatch Wolverhampton Urgent Care Centre: Patient Experience May 2017
3. National NHS England GP Patient Survey: Wolverhampton CCG Results

The Committee asked what would the CCG do with this data, it was confirmed that the CCG would be reviewing to identify any key elements that can be used to support programmes of work or practice visits.

Any Other Business

WPCC97 There were no further items raised by the Committee.

RESOLVED: That the above is noted.

WPCC **Date, Time & Venue of Next Committee Meeting**
Tuesday 5th September 2017 at 2.00pm in the Stephenson Room, Technology Centre, Wolverhampton Science Park.