

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP

Minutes of the Primary Care Strategy Committee

Held on Thursday 17 August 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)
Sharon Sidhu	Head of Strategy & Transformation, WCCG
Ranjit Khular	Primary Care Transformation Manager, WCCG
Jo Reynolds	Primary Care Development Manager, WCCG
Stephen Cook	IM&T Lead, WCCG
Tally Kalea	Commissioning Operations Manager, WCCG
Dr Kainth	Locality Lead/New Models of Care Representative, WCCG
Gill Shelley	Primary Care Contracting Manager, WCCG
Jason Nash	Project Manager, WCCG
Dr Mehta	LMC Representative
Barry White	Project Manager, WCCG
Laura Russell	PMO Administration, WCCG
Jane Worton	Primary Care Liaison Manager, WCCG
Liz Hull	Administrative Officer, WCCG

Declarations of Interest

PCSC212 Dr Kainth and Dr Mehta declared that they are GP's but did not declare an interest in any specific agenda items.

RESOLVED: That the above was noted.

Apologies for absence

PCSC213 Apologies were submitted on behalf of Dr Helen Hibbs, Steven Marshall, Manjit Garcha, Andrea Smith, David Birch, Lesley Sawrey and Vic Middlemiss

RESOLVED: That the above is noted.

Minutes and Actions

PCSC214 The minutes of the previous meeting held on 20th July 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

PCSC215 Outcomes of Discussions – Report to Governing Body of the Primary Care Strategy Committee:

The Committee was informed that a Governing Body Meeting did not take place in August.

RESOLVED: That the above was noted.

Risk Register

PCSC216 Escalation of Risks (Risk Scoring 15-25):

The Committee was advised that ESC002, ESC006, ESC007, ESC008 have been reviewed, downgraded and can be removed from the Issue Log.

There were no objections or queries from those present.

RESOLVED: That the above was noted.

PCSC217 Summary of Risk Logs:

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

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

RESOLVED: That the above was noted.

Performance

PCSC218 Strategy Implementation Plan

The Committee was provided with an update with regards to areas of completion and areas of slippage, which were noted as follows:

- PCSC021 – Work has been delayed but work is due to start in September / October.
- PCSC022 – Since the Committee papers were published, this milestone has been split into two. The first one has been completed.

- PCSC023 – There is a delayed pending a decision in relation to the localities and Locality Manager positions which are currently out to advert. The Committee agreed to extend this milestone to November.

RESOLVED: That the above was noted.

Task & Finish Groups

PCSC219 Practice as Providers Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Ranjit Khular, Jason Nash and Barry White in relation to the following projects:

- Collaboration between practices to improve access
- Integration of Primary and Community services
- Practices sharing back office functions
- Review of identified pathways / redesign opportunities

The Committee acknowledged current progress and next steps.

RESOLVED: That the above was noted.

PCSC220 General Practices as Commissioners Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Ranjit Khular, Jason Nash and Barry White in relation to the following projects:

- Governance / functions of locality and clinical network groups
- Commissioning and contracting cycle
- Monitoring and quality
- Engagement and development of services
- Business intelligence and data

The Committee acknowledged current progress and next steps.

RESOLVED: That the above was noted.

PCSC221 Workforce and Development Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Sarah Southall, on behalf of Manjeet Garcha, in relation to the following projects:

- Attraction
- Recruitment
- Development
- Retention

RESOLVED: That the above was noted.

PCSC222 Clinical Pharmacists in Primary Care Task & Finish Group

The workbook was reviewed by the Committee in relation to the following projects:

- Promotion of new Clinical Pharmacist and Workforce
- Communication
- Future service delivery of Medicines Optimisation
- Training and development
- Contribution to the development of clinical pharmacist

RESOLVED: That the above was noted.

PCSC223 Primary Care Contract Management Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Gill Shelley, on behalf of Vic Middlemiss, in relation to the following projects:

- Implementation of a virtual alliance contract
- Implementation of MCP / PACs emerging care model and contract framework, working in conjunction with NHS England

RESOLVED: That the above was noted.

PCSC224 Estates Development Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Tally Kalea in relation to the following projects:

- Primary Care BCF Hub Locality (secure funding)
- Primary Care Estates
 - Re-developments / Re-locations - It was noted that if an agreement could not be reached, the recurrent money will continue to be paid but there is a risk that some of the non-recurrent money may be lost. Reassurance was given to the Committee by Tally Kalea, who confirmed that there is a mitigation plan to reduce the impact of this, if required.
- Estates Prioritisation

RESOLVED: That the above was noted.

PCSC225 IM&T Business Intelligence Task & Finish Group

The workbook was reviewed by the Committee and assurance provided by Stephen Cook in relation to the following projects:

- Single clinical system EMIS Web
- Integrated working

- Improving access – patient online access digital solutions
- Improving access – increasing the range of contact models
- Improving access – lean

RESOLVED: That the above was noted.

Actions Agreed: Integrated working:

- **Stephen Cook to clarify the current situation with E-RS and liaise with the Communications and Engagement Team about providing clarification in the GP bulletin.**

Improving access – Patient online access digital solutions:

- **Stephen Cook to liaise with Barry White and Jason Nash with regards to carrying out a review exercise to establish which practices have a low uptake of patients signing up to POL.**

Improving access – Increasing the range of contact models:

- **Stephen Cook to liaise with the Communications and Engagement Team to promote the ASK NHS app.**

Improving access – lean:

- **Stephen Cook to identify costs and funding in relation to the text messaging solution.**

PCSC226 GP 5 Year Forward View Task & Finish Group

GP Forward Progress Report / Training Tracker:

GP Forward Progress Report will be submitted to the next Committee in September.

Jo Reynolds referred the Committee to the Training Tracker and an update was provided as follows:

- Care navigation training – A procurement exercise is being undertaken and training is due to start in September. Two workshops will take place, where a local offer is developed and a Launch Event will take place in October. It was advised that this is all part of the 3 year plan agreed with the LMC.
- Resilience bids – Six bids were submitted for Wolverhampton, 3 of which were CCG and 3 submitted separately by Practices. Two of the CCG bids were supported as well as 1 of the Practice bids. GP colleagues have been informed and discussions will be taking place with NHSE to agree a Memorandum of Understanding.

- August Bank Holiday – 4 hubs will be providing cover.

Transformation Fund Enhanced Service Delivery Plans:

Ranjit Khular advised that delivery plans were circulated on 25th July 2017 and to date, no queries have been received.

RESOLVED: That the above was noted.

PCSC227 **Any Other Business**

None discussed.

RESOLVED: That the above was noted.

Date of next meeting

Thursday 21st September 2017 at 1.00pm – 3.00pm in the CCG Main Meeting Room, Wolverhampton Science Park