

**Minutes of the Primary Care Strategy Committee  
Thursday 21<sup>st</sup> September 2017 at 1pm  
CCG Main Meeting Room, Wolverhampton Science Park**

**Present:**

Steven Marshall	Director of Strategy & Transformation, WCCG (Chair)
Sarah Southall	Head of Primary Care, WCCG
Jo Reynolds	Primary Care Development Manager, WCCG
Stephen Cook	IM&T Lead, WCCG
Dr Kainth	Locality Lead/New Models of Care Representative, WCCG
Gill Shelley	Primary Care Contracting Manager, WCCG
David Birch	Head of Medicines Optimisation, WCCG
Jason Nash	Project Manager, WCCG
Barry White	Project Manager, WCCG
Laura Russell	PMO Administration, WCCG
Liz Hull	Administrative Officer, WCCG

**Declarations of Interest**

PCSC228 Dr Kainth declared that he is a GP, but did not declare an interest in any specific agenda items.

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

**Apologies for absence**

PCSC229 Apologies were submitted on behalf of Manjit Garcha, Sultan Mahmud, Tally Kalea, Vic Middlemiss, Sharon Sidhu, Jane Worton, Mike Hastings and Ranjit Khular.

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

**Minutes and Actions**

PCSC230 The minutes of the previous meeting held on 21<sup>st</sup> August 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, with an action for Stephen Cook and Jo Reynolds to revisit Wolverhampton Babylon with a view to money saved being used to improve access to Primary Care.**

## **Matters Arising**

### **PCSC231 Outcomes of Discussions – Report to Governing Body of the Primary Care Strategy Committee:**

The Committee was informed that the Governing Body accepted the report submitted to September's meeting.

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

## **Risk Register**

### **PCSC232 Escalation of Risks (Risk Scoring 8-25):**

The Committee was advised that ESC001 and ESC003 have been downgraded and can be removed from the Issue Log. It was also noted that one of the risks can be removed from the Risk Register as they refer to the same thing.

Laura Russell informed the Committee that since the meeting papers were published, EDR05 has been upgraded to a score of 12. The risk is in relation to Vertical Integration lease agreements. The issue is that Property Services have increased the service charges dramatically.

It was reported that Helen Hibbs will be the SRO for Workforce Development when Manjeet Garcha leaves the organisation.

There were no objections or queries from those present.

**RESOLVED: That the above was noted and the following actions agreed:**

- **EDR05 to be escalated to the Primary Care Commissioning Committee for action.**
- **Laura Russell to update the Escalation Log and Capital Review Group / Strategic Estates Forum Risk Log.**

### **PCSC233 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**

### **PCSC234    Strategy Implementation Plan**

Laura Russell provided the Committee with an update and advised there had not been any slippage.

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

### **PCSC235    Milestone Plan**

The Milestone Plan was reviewed and it was agreed to monitor it on a quarterly basis going forward.

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

## **Task & Finish Groups**

### **PCSC236    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 and an action agreed for Sarah Southall to share the Shortness of Breath Clinic options paper with the Clinical Reference Group.**

### **PCSC237    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 and the Committee agreed to formalise the Implementation Plan.**

**PCSC238 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:

- Primary Care Workforce Strategy
- Primary Care Strategy
- Establish and maintain strong links with stakeholder educational establishments
- Develop a portfolio of educational events and oversee delivery of educational events for both medical, nursing and non-clinical staff groups
- GPFV/STP Collaborative working: Increase recruitment and retention of doctors within Primary Care
- GPFV/STP Collaborative working: Increase numbers of other staff in Primary Care
- GPFV/STP Collaborative working: Practices need to create protected time and space to support effective team
- Practice Nurse Ten Point Action Plan

The Programme of Work had been revised and Sarah Southall advised the Committee that Marianne Thompson will join the CCG from w/c 25<sup>th</sup> September, as Workforce Development Lead for Primary Care.

**RESOLVED: That the above was noted and the Committee agreed to approve the Implementation Plan.**

**PCSC239 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

David Birch confirmed that he is happy with progress made and recommended that going forward this should take place at the Workforce Task and Finish Group. It was therefore recommended that this workbook is closed down.

**RESOLVED: The Committee agreed to this change.**

**PCSC240 Primary Care Contract Management Task & Finish Group**

The workbook was reviewed by the Committee and assurance provided by Sarah Southall, 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.**

**PCSC241 Estates Development Task & Finish Group**

The workbook was reviewed by the Committee and assurance provided by Laura Russell, on behalf of Tally Kalea, in relation to the following projects:

- Primary Care BCF Hub Locality (secure funding)
- Primary Care Estates
- Estates Prioritisation

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

**PCSC242 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.**

**GP 5 Year Forward View**

**PCSC243 GP Forward View Progress Report**

Jo Reynolds presented the Committee with a progress report and key points were noted as follows:

- Implementation in line with the local plan continues to make good progress, with 39 projects live, 3 completed and 3 due to start.
- A procurement process has been undertaken and Care Navigation training is due to start in September. A local offer will be developed relevant to local communities and a launch event will take place in October.

- An STP wide Time to Care Showcase Event was held on 20<sup>th</sup> July 2017.
- The Sound Doctor project is currently in a mobilisation period
- Resilience Funding – 2 of the 3 bids submitted by Wolverhampton CCG were approved, along with 1 out of the 3 bids submitted by practices. GP colleagues have been informed and a Memorandum of Understanding signed between NHS England and the CCG or contract holders for the practices involved.
- Training – a webpage is being developed as a central reference point for updates and promotion.

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

**PCSC244 GP Forward View Milestone Plan**

An action was agreed for Jo Reynolds to circulate the GP Forward View Milestone Plan, which had been omitted from the Committee papers.

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

**PCSC245 Q1 Assurance Transformation Fund – Extended Access / 10 High Impact Actions Enhanced Service Progress Report**

Jo Reynolds referred the Committee to a report which summarised progress to date in improving access via the following areas and next steps:

- Appointments
- Capacity
- Advertising / ease of access
- Digital
- Effective access to wider whole system services

It was noted that each of the Practice Groups Assurance Reports were included as Appendix A of the report.

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

**PCSC246 Bank Holiday Update – Improving Access in Primary Care Pilot**

The Committee was presented with a report that focused on performance of practice groups over the August Bank Holiday. It was noted that the percentage take up of practice appointments, both pre-planned and same day, was:

- PCH1 – 8%
- VI – 22%
- PCH2 – 50%
- Unity 1 – 36%

However, the Committee did note that pre-planned appointments alone were of a greater rate i.e. more than 70% with a low DNA rate.

In summary, performance across the 4 hubs was varied but remained consistent with previous sessions.

## **Any Other Business**

### **PCSC247 Frequency of Meetings**

It was agreed that the next meeting would take place in October, following which meetings would take place on a quarterly basis to review Milestone Plans. The purpose would be to review for GPFV and Primary Care Strategy. Should any escalations arise during the intervening period they should be directed to the CCG Executive Meeting (weekly).

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

### **Date of next meeting**

Thursday 19<sup>th</sup> October 2017 at 12.30pm – 2.30pm in the CCG Main Meeting Room, Wolverhampton Science Park