

## Primary Care Co-Commissioning Committee (Part A)

Tuesday 6 November 2018

2:00pm to 4:00pm

Room 517, Marriss House

### MINUTES

**Present:**

Name	Organisation	Initials
Sylvia Cheater MBE	Lay Member Patient Champion, WCCG (Chair)	(SC)
Sarah Boyd-Short	Senior Commissioning Lead, Primary Care, WCCG	(SBS)
Dr Simon Delaney	GP Clinical Lead, WCCG	(SD)
Carla Sutton	Senior Contracts Manager, NHS England, Cheshire & Merseyside	(CS)
Lorna Quigley	Director of Quality and Patient Safety, WCCG	(LQ)
Mike Treharne	Chief Finance Officer, WCCG	(MT)
Iain Stewart	Assistant Director, Primary Care & Partnerships, WCCG	(IS)
Nester Hawker	Director of Commissioning & Transformation, WCCG	(NH)

**Administration**

Rachael Preece	Primary Care, Commissioning Administrator, WCCG	(RP)
----------------	---	------

ITEM NO.	ITEM	ACTION
1.	<b>Preliminary Business</b>	
1.1	<p><b>Welcome and Apologies</b> Apologies were received from:</p> <ol style="list-style-type: none"> <li>1. Alan Whittle, Lay Member, WCCG</li> <li>2. Graham Hodgkinson, Director of Adult Social Services, Wirral Council / Health and Wellbeing Board representative</li> <li>3. Dr James Sowery, GP/ Members Council Chair</li> <li>4. Sara Smith, Contracts Manager, NHS England</li> <li>5. Martyn Kent, Assistant Director, Primary Care, Transformation, WCCG</li> <li>6. Tom Knight, Head of Primary Care, NHS England</li> </ol>	
1.2	<p><b>Chairs announcements</b> The Chair advised to maintain quoracy items required for decision are to be moved to the front of the agenda.</p> <p>The Chair would like members to consider the effectiveness of this meeting going forward around public attendance. The Chair reiterated that it is a public meeting and that it was necessary to explore venues off site.</p> <p><b>Action: RP to contact external venues for 2019 meetings</b></p>	
1.3	<p><b>Declarations of Interest</b> Dr Simon Delaney advised that Sunlight Group Practice have applied for the Homeless project and are a host practice for Extended Access.</p>	
1.4	<p><b>Minutes of last meeting on 6 September 2018</b>The minutes were reviewed and agreed as an accurate record.</p>	
1.5	<p><b>Matters Arising</b> 1) Homeless Service</p>	

	<p>The Committee agreed at last meeting Level 2 Service only. MK has approached a number of interested GP practices. The service is funded up to March 2019, and will be reviewed.</p> <p><b>Action: Update to be given at next meeting on the second part of the contract.</b></p> <p><u>2) Funding of Anticoagulation Monitoring Devices</u></p> <p>A query has been raised in regards to the funding of these devices by the CCG Medical Director. SBS advised that the paper presented to the last Primary Care Co-Commissioning Committee was shared with the Medical Director and update given on the decision making process. NH confirmed this matter is now closed.</p>	<b>MK</b>
<b>1.6</b>	<p><b>Risk Register</b></p> <p>Open and outstanding risks were reviewed by the Committee. Outlined below;</p> <p>(17-18) No. 3 - Implementation of Community Phlebotomy Service - Closed Service Contracts and Delivery Model - closed</p> <p>(18-19) No. 7 - TG procurement - evaluation phase is now closed. NHS England is holding Consensus meetings this week as part of the evaluation process. There were two interested parties - closed</p> <p>(18-19) No. 6 - MT raised value for money / patient care how it improves patient care / what does it mean for the patient with the 360 survey.</p>	
<b>2.</b>	<b>Items for Discussion - Operational Matters</b>	
<b>2.1</b>	<p><b>Work Plan 2018-2019 Progress</b></p> <p>IS updated - an initial review of the Primary Care Transformational Plan refresh has been undertaken. A Cheshire and Merseyside approach is being undertaken in regards to the Workforce plan with an NHS England commissioned solution (Apex Insight Tool) being rolled out across practices which will support this work.</p> <p>The neighbour meetings are going well and all the GP practices are fully engaging with CCG and partners involved.</p> <p>NH stated that the committee needs to look at the wider commissioning for outcomes work and how primary care are part of this such as; Falls, Dementia, Cardio Vascular Disease. Also need to demonstrate how Primary Care Quality Scheme (PCQS) has improved patient care.</p> <p>Primary Care Dashboard launched on 1st October 2018. Individual practice data available but not aggregated data at either neighbourhood or CCG level. There are plans to continue the development for aggregated reports.</p> <p><b>Action: IS to provide update on Primary Care Transformation Plan refresh January 2019 meeting</b></p> <p><b>Action: MK to share Mersey Internal Audit Agency Effectiveness Review with IS</b></p>	<b>IS</b> <b>MK</b>
<b>3.1</b>	<p><b>1) Care Home Service Update</b> – verbal update - carried forward to next meeting as MK not present.</p> <p><b>2) GP Access Highlight Report</b></p> <p>A discussion about Did Not Attend rates - noted higher at weekend due to patients not being able to cancel Extended Access Service Hub appointments easily outside of core hours.</p> <p>NH enquired with NHS England around Liverpool broadening Extended Access to commence at 4pm which is covered by core contract requirements. CS advised this was</p>	

	<p>part of a capacity review for Liverpool in a different context. Further developments being explored for April 2019. Possibility of opening an additional hub all linked into the Urgent Care consultation. Concerns raised by members about Extended Hours heavily supporting Urgent Care.</p> <p><b>3) Primary Care Quality Scheme Highlight Report October 18</b> Working group to be set up to discuss and explore PCQS for 2019 onwards and how any data collection required can be simplified. LQ requested that the Quality element of the scheme is fully considered.</p> <p><b>Action: MK / NH to meet to discuss set up of PCQS working group.</b></p>	<b>MK / NH</b>
<b>4.</b>	<b>Digital Development</b>	
	<p><b>1) ETTF projects - CoIN &amp; NWSIS Implementation</b> IS updated on progress of two significant IT projects; project implementation plans are in place with Midlands &amp; Lancashire Commissioning Support Unit (MLCSU) and project phasing is being completed. The CoIN will provide a single network solution for primary care on Wirral and the NWSIS project will provide a single central storage, cloud-based solution for all member practices. Improvements in connectivity performance for broadband access; and ease of systems access by primary care clinicians and staff via a single domain logon, will offer increasing benefits to member practices.</p> <p><b>2) APEX Insight Tool roll out</b> APEX Insight Tool is a workload analysis and workforce planning capability software and support tool. This is operating in 39 practices at present but needs to be rolled out to the remainder of the member practices. This will be communicated to GP practices via the Primary Care Communications email bulletin.</p> <p><b>3) Online Consultations progress</b> SBS advised funding available for 51 practices over a 3 year period. 5 practices are live since launch in June 2018. At the end of October 2108 there were; 1,294 online consultation visits and 340 submitted online consultations and an estimated 202 GP appointments saved. Incremental progress is expected as patients and professionals get used to the alternative method of consultation. Provider will be attending the next Practice Managers Forum to raise awareness amongst practices.</p> <p><b>Action: SBS to update Committee quarterly on progress.</b></p>	<b>SBS</b>
<b>5.</b>	<b>Quality</b>	
	<p><b>Quality in Primary Care</b></p> <p>LQ updated keen to see 'Quality' on the PCCC agenda and it was agreed by the Committee to include quality' as a standard agenda item going forward.</p> <p>The following areas will be included in the Quality report. Regulatory Inspections / CQC results</p> <ul style="list-style-type: none"> <li>• Complaints / Complaints monitored Quality Team (CCG)</li> <li>• GP Self-Reporting serious incidents / near misses</li> <li>• GP Annual Survey</li> <li>• Safeguarding</li> <li>• Whistleblowing</li> </ul>	
<b>6.</b>	<b>Minutes / Guidance for Noting</b>	
	Medicines Management Committee - No key decisions for noting.	

	<p>Primary Care Operational Group - Part A minutes 21<sup>st</sup> September 2018</p> <p>SBS advised that PCOG has recommended that it should be the referring clinician that is responsible for taking bloods in regards to secondary referrals and also Glucose Tolerance Testing in pregnancy. Item being taken to the CCG Planned Care Board in due course.</p>	
<b>7.</b>	<b>Risk Register - Update</b>	
	<p>Risk register was reviewed following agenda discussions. No additional risks to be added.</p> <p>Unsatisfactory GP member's engagement via 360 degree survey - is to remain red on the risk register but the score needs to be amended. It was acknowledged by the group that the work that is currently going on in the neighbourhood meetings is going well. Would be beneficial to be aware of who completes the survey at practice level to support CCG engagement.</p>	
<b>8.</b>	<b>Any Other Business</b>	
	None for noting.	
<b>9.</b>	<b>Date and Time of Next Meeting</b>	
	<p><b>DATE:</b> Tuesday 8<sup>th</sup> January 2019</p> <p><b>TIME:</b> 2:00pm - 4:00pm</p> <p><b>VENUE:</b> Birkenhead Town Hall</p>	