

DRAFT

Minutes of the Primary Care Commissioning Committee meeting held on Tuesday 30 January 2020 at 9.30am – 11.30am in Committee Meeting Room, CCG HQ, Portsmouth

Summary of Actions

Agenda Item	Action	Who	By
2.	Declarations/Conflicts of Interest Update the Register of Interest accordingly.	Justina Jeffs	Next meeting
4.	Primary Care Risk Register Update the Risk Register accordingly.	Terri Russell	Next meeting
5.	Section 96 Funding Policy – draft Make agreed amendments accordingly. Bring back a revised report to the next meeting.	Rebecca Spandley	Next Meeting
6.	Portsmouth Practice List Sizes Provide a quarterly updates at the May meeting.	Steve McInnes	May
8.	Primary Care Finance M09 2019/20 Circulate an updated version of the Primary Care Budget 2019/2020 to members.	Rebecca Spandley	Next meeting
9.	Axe the Fax Campaign Ensure nhs.net addresses are provided for referrals on SystemOne for Acute specialities.	Christine Horan	Next meeting
10.	Additional General Medical Services (GMS) Space Application for Trafalgar Medical Group Liaise with NHS Properties and confirm if they will be providing funding to convert the rooms for additional GMS space. Clarify details for Future Space Utilisation on pages 7 to 8 of the report for Rooms: 41, 43, 47, 53 and 57, and provide an update at the next meeting.	Sylvia Macey Sylvia Macey	Next meeting Next meeting

Present:

Margaret Geary	- Lay Member (Chair)
Mark Compton	- Deputy Director of Transformation
Jason Eastman	- Associate Director of IM&T
Dr Nick Moore	- Clinical Executive (GP)
Julia O'Mara	- CCG Nurse Advisor
Jackie Powell	- Lay Member
Terri Russell	- Deputy Director (Primary Care)
Dr Clare Sieber	- Local Medical Committees Medical Director (GP)
Jo York	- Director (New Models of Care)

Apologies:

Dr Helen Atkinson	- Interim Director of Public Health, Portsmouth City Council
Simon Cooper	- Director of Medicines Optimisation
Justina Jeffs	- Head of Governance
Lisa Harding	- Local Medical Committee Representative
Stephen Orobio	- Clinical Quality Manager
David Scarborough	- Practice Manager Representative
Andy Silvester	- Lay Member
Michelle Spandley	- Chief Finance Officer
Jo Williams	- Acting Director of Medicines Optimisation

In Attendance:

Roger Batterbury	- Healthwatch Representative
Christine Horan	- Primary Care Improvement Manager
Justina Jeffs	- Head of Governance
Steve McInnes	- Primary Care Relationship Manager
Rebecca Spandley	- Assistant Finance Manager
Lisa Stray	- Business Assistant (Minutes)

1. Apologies and Welcome

Margaret Geary welcomed members to the meeting, noted the apologies as above and reminded those present of the following:

- The meeting is not a public meeting and therefore no participation from members of the audience would be allowed during the formal business of the Committee.
- The CCG undertakes Primary Care Co-commissioning under delegated powers from NHS England
- In order to support the management of any conflicts of interests, the Chair is a lay member of the CCG.
- The Chair will determine action to be taken where members declare a conflict in line with the CCG's policies.

2. Declarations/Conflicts of Interest

Members working in General Practice declared an indirect conflict of interest with Agenda Item 5, 7 and 8. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

Margaret Geary reported that the Register of Interests – Governing Board/Committee Members document will be updated accordingly with the following change:

Add *'Sylvia Macey, Primary Care Estates Programme Manager'*

Action: J Jeffs

3. Minutes of Previous Meeting

The minutes of the Primary Care Commissioning Committee meeting held on Tuesday 27 August 2019 were approved as an accurate record subject to the following change:

Typographical error: Page 6, fourth paragraph, and fourth bullet point **delete** 'this wold be' **and replace with** 'this would be'

An update on actions from the previous meeting was provided as follows:

Agenda Item	Action	Progress
5.	<p>GP Patient Survey results</p> <p>Will set up a Task and Finish group to look at the results, particularly in relation to access.</p> <p>Engage with other local CCGs to share intelligence and discuss findings.</p>	On Agenda
6.	<p>Personal Medical Services (PMS) Reinvestment – Commissioning Intentions</p> <p>Share specific specifications outside of this Committee with group members as they become available</p>	Completed
7.	<p>Care Navigation update</p> <p>Work and support practices around areas of improvement.</p> <p>Look at ways of increasing utilisation of the locally developed SystemOne Care Navigation template.</p> <p>Provide training and develop a close working relationship with practices, one of the options would be individual practice visits.</p> <p>Liaise with Care Navigators and discuss how Primary Care can support them.</p> <p>Look at ways of embedding Care Navigators into practices.</p> <p>Identify super users in practices.</p> <p>Bring back an update every six months.</p>	Completed
8.	<p>Primary Care Finance M06 2019/20</p> <p>Will clarify the current Primary Care financial position at the next meeting.</p>	On Agenda
9.	<p>Ear Irrigation within Primary Care</p> <p>Will consult with the Local Medical Committee</p>	On Agenda

	further regarding tariffs and prepare the specification.	
10.	Review of Practice Merger Will share the results of the patient survey and provide an update at a future meeting.	On Agenda for Primary Care Commissioning Committee Part II 30 January 2020

4. **Primary Care Risk Register**

Terri Russell shared high level risks from the Primary Care Risk Register. Committee members were asked to receive the paper and provide recommendations as appropriate.

The following Actions were agreed:

- R.Ports.PrC09 – remove duplication of wording for **Description** and **Latest Note** columns
- Actions for mitigation/implementation of the changes – risks around general practice (to remain at **Risk Level 12**)
- Ensure collaboration in working with Healthwatch, focussing on support to patients when changes happen
- Add Practice Transformation risk

Action: T Russell

The Primary Care Commissioning Committee received the paper.

5. **Section 96 Funding Policy – draft**

Representatives working in Primary Care and Dr Nick Moore, Clinical Executive, may have a perceived, potential or actual conflict with the information contained within this paper. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

Rebecca Spandley explained that the reasoning behind bringing this paper for feedback and approval; following an internal audit of Primary Care Commissioning and Contracting. One recommendation was to formalise the procedure followed when a request for discretionary support is received from a Primary Care provider. It was decided to expand on this recommendation to create a formal policy and procedure for Discretionary Support (given under Section 96) for NHS Portsmouth CCG.

Members were informed that Section 96 of the National Health Service Act 2006 provided a route for awarding financial assistance to providers of Primary Medical Care Services. It is designed to offer short-term and immediate support to practices, and should only be used in exceptional circumstances. Rebecca Spandley recommended that the procedure outlined in the report is followed when applications for Section 96 support are received by the CCG. The recommendations of the paper outlined a consistent and fair approach to all providers seeking support via Section 96 funding; and to use the policy to aid in accessing eligibility for Section 96 support.

The Committee provided constructive feedback, and the paper will be updated accordingly.

Key recommendations were agreed:

- Adding timeframes for decisions
- Adding clarity around the governance procedures for approval/ratification

- To create a clearer guide of each stage of the support process
- Adding scenarios/examples of where Section 96 support may be utilised
- Will bring back a revised report to the next meeting.

Action: R Spandley

Committee members raised the following:

- Following a question from Dr Moore, Terri Russell confirmed that Section 96 has been used to support practices in the city for example following the closure of Queens Road Surgery support additional patient numbers at neighbouring practices. There is General Practice Resilience fund available to practices; however, that funding is decreasing year on year and is managed across the whole STP area. Another example of when Section 96 is utilised is in supporting practices ahead of a practice merger.
- Roger Batterbury asked whether this Section 96 Policy aligns with the application process for General Practice Resilience funding. Terri Russell clarified that the Resilience funding has separate governance and to date, different criteria to Section 96 funding.
- Dr Sieber raised a concern that Page 6, Section 2 of the policy is out of date.
- Jackie Powell asked what the timescales were and being transparent for practices. Terri Russell reported that practices applying for funding would be supported to develop and implement a Business Case.

Terri Russell informed members that additional work is needed for transformation and supporting practices in crisis. Section 96 support can include more than just financial support e.g. operational support.

The Committee were asked to consider and feedback any recommendations, and approve the Policy and Procedure for Discretionary Support given under Section 96 as described in the paper.

The Primary Care Commissioning Committee considered the report and agreed the proposed changes.

6. **Portsmouth Practice List Sizes**

Representatives working in Primary Care and Dr Nick Moore, Clinical Executive, may have a perceived, potential or actual conflict with the information contained within this paper. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

Further to a recommendation from the external auditors, Committee members were presented with a summary of GP Practice List Size movements over a three year period, along with some workforce information for each individual practice.

It was agreed this was useful for members to receive on a quarterly basis will be shared at the May meeting. A more detailed report on workforce would be developed over time.

Action: S McInnes

Committee members were asked to note the historical GP Practice List Size movements for Portsmouth GP Practices.

The Primary Care Commissioning Committee noted the report.

7. **Personal Medical Service (PMS) contract changes**
• **Chair's Action: GP Retirement at Derby Road Group Practice**

Representatives working in Primary Care and Dr Nick Moore, Clinical Executive, may have a perceived, potential or actual conflict with the information contained within this paper. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

Committee members noted a Chair's Action for a GP partnership change for Derby Road Group Practice, following an application of GP retirement (Dr Andrew Richardson) on the 31 March 2020.

Terri Russell will ensure that clearer Working Time Equivalent information is provided for future PMS contract changes.

Committee members were asked to receive and note the approved Chair's Action.

The Primary Care Commissioning Committee approved the Chair's Action.

8. **Primary Care Finance M09 2019/20**

Representatives working in Primary Care and Dr Nick Moore, Clinical Executive, may have a perceived, potential or actual conflict with the information contained within this paper. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

A short summary of the Primary Care Financial position as at M09 was provided to Committee members, explaining variances as required. Further to queries from members relating to Personal Medical Services premium investment, Rebecca Spandley explained that this has funded several schemes with the Locally Commissioning Services budget, but the report currently does not provide a separate summary of the investment of the PMS premium. Rebecca Spandley also provided clarity that the commitment from the CCG is to reinvest this in full back into Primary Care services.

Terri Russell informed members that there is no longer a contract for the life channel and the line has been removed from the Delegated Commissioning section of the Primary Care Budget 2019/2020 spread sheet.

An updated version of the Primary Care Budget 2019/2020 will be circulated to members.

Action: R Spandley

Committee members were asked to receive the report.

The Primary Care Commissioning Committee received the report.

9. **Axe the Fax Campaign**

Committee members were provided with an overview of the Axe the Fax Campaign, and the current level of activity that has been carried out to date.

There have not been any reported issues from patients, and Primary Care has been working collaboratively with Community Pharmacies in the city to ensure that the campaign runs smoothly. Reviews will be carried out after the 31 March 2020 and any identified issues will

be addressed then. Terri Russell further added that Primary Care will be supporting all stakeholders through this process to avoid risks.

Christine Horan will ensure that nhs.net addresses will be provided for referrals on SystemOne for Acute specialities.

Action: C Horan

Committee members were asked to receive the paper.

The Primary Care Commissioning Committee received the report.

10. **Additional General Medical Services (GMS) Space Application for Trafalgar Medical Group**

Representatives working in Primary Care and Dr Nick Moore, Clinical Executive, may have a perceived, potential or actual conflict with the information contained within this paper. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

Sylvia Macey spoke to a paper that provided Committee members with an overview of the Additional General Medical Services (GMS) Space Application for Trafalgar Medical Group.

The Trafalgar Medical Group has two practice premises; Osborne Road and Eastney Health Centre. Following a number of mergers, the practice has consolidated services from these sites but now require additional GMS space. The request is for five additional rooms: two clinical; an office; administration area and storage. The two clinical rooms will need some refurbishment, which is part of a separate Minor Improvement Grant bid. The requested space is currently void and therefore already a cost to the CCG. This void space also attracts service charges, which if the bid is approved, will mean a saving to the CCG of £22,444 annually.

Sylvia Macey reported that the room utilisation tables contained in the report, show rooms are fully used and the Primary Care Commissioning Committee is asked to approve the additional 43m² for the five rooms, and 23.6m² of shared space associated with these rooms to a total of 66.6m².

It should be noted that the addition of these rooms means that the practice will occupy an entire wing of the Health Centre, making it easier to ensure scrutiny within the practice.

Agreed Actions:

- Liaise with NHS Properties and confirm if they will be providing funding to convert the rooms for additional GMS space.
- Clarify details for Future Space Utilisation on pages 7 to 8 of the report for Rooms: 41, 43, 47, 53 and 57, and provide an update at the next meeting.

Action: S Macey

Committee members were asked to approve the additional 66.6m² of GMS space at a reimbursable rental cost of £9,660, for the Trafalgar Medical Group at Eastney Health Centre.

The Primary Care Commissioning Committee agreed the additional 66.6m² of GMS space for the Trafalgar Medical Group at Eastney Health Centre.

11. **Any Other Business**

No further business to discuss.

12. **Date of Next Meeting**

The next Primary Care Commissioning Committee meeting to be held in public will take place on 26 March 2020.

Member Name	Apr 2019	Jun 2019	Aug 2019	Oct 2019	Dec 2019	Jan 2020
Margaret Geary	✓	✓	✓	✓		✓
Mark Compton	A	✓	✓	A		✓
Simon Cooper	✓	A	✓	A		A
Jason Eastman	✓	✓	✓	A		✓
Dr Jason Horsley	A	A	A	A		
Jackie Powell	✓	✓	✓	✓		✓
Suzannah Rosenberg	✓	✓				
Terri Russell	✓	✓	✓	✓		✓
David Scarborough	✓	✓	A	✓		A
Dr Clare Sieber				✓		✓
Andy Silvester	✓	✓	A	A		A
Michelle Spandley	A	A	A	A		A
Dr Nigel Watson	✓	A	A			
Jo York	✓	✓	A	✓		✓

✓ - Present

A – Apologies