

Minutes of the Primary Care Commissioning Committee meeting held on Wednesday 15 November 2017 at 1.00pm – 2.45pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth

Summary of Actions

Agenda Item	Action	Who	By
7.	Multispeciality Community Provider Progress Report Mark Compton and Jo York will provide an MCP procurement options appraisal at the next Committee meeting.	M Compton	January

Present:

Dr Julie Cullen	- Registered Nurse (Chair)
Dr Linda Collie	- Clinical Leader/Clinical Executive (GP)
Dr Annie Eggins	- Clinical Executive (GP)
Dr Jonathan Lake	- Clinical Executive (GP)
Jackie Powell	- Lay Member
Innes Richens	- Chief of Health & Care Portsmouth
Mark Compton	- Head of Primary Care Transformation
Michelle Spandley	- Chief Finance Officer
Terri Russell	- Deputy Director of Primary Care

In Attendance

Justina Jeffs	- Head of Governance
Lisa Stray	- Business Assistant

Apologies:

Andy Silvester	- Lay Member
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Margaret Geary	- Lay Member
Patrick Fowler	- Healthwatch Representative
Suzannah Rosenberg	- Director of Quality and Commissioning

1. Apologies and Welcome

Apologies were noted.

Dr Julie Cullen welcomed everyone to the meeting and reminded those present that although the meeting was being held in public, it was not a public meeting and therefore no participation from members of the audience would be allowed during the formal business of the Committee.

Dr Julie Cullen reminded members that the CCG undertakes primary care co-commissioning under delegated powers from NHS England. As a GP membership organisation we are open and transparent in how we handle real, perceived or potential conflicts of interest in all aspects of our business. In line with our policies the chairing of the Committee is a lay member representative.

Where members or attendees are felt to have a conflict of interest, the Chair will determine whether the level of conflict excludes the member from any and all discussions. Where a decision is required, members with a declared conflict will not be permitted to vote.

The Clinical Executive lead for primary care, Dr Linda Collie, will be allowed to participate in discussions for such items unless they are directly about her practice.

2. **Declarations of Interest**

Dr Linda Collie, Dr Jonathan Lake and Dr Annie Eggins declared a potential conflict for Agenda Item 7 (Multispeciality Community Provider Progress Report). It was agreed that all three would be included in discussions but would be excluded for any decision making for this item.

3. **Minutes of Previous Meeting**

The minutes of the Primary Care Commissioning Committee meeting held on Wednesday 20 September 2017 were approved as an accurate record.

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

Agenda Item	Action	Progress
2.	Declarations of Interest <ul style="list-style-type: none"> • Michelle Spandley will update the register of interests accordingly. • Dr Julie Cullen and Jackie Powell will update the NHS Portsmouth Clinical Commissioning Group Register of Interests – Governing Board/Committee Members document by the next meeting. 	<p>Completed</p> <p>Completed J Powell and Dr Cullen to liaise with J Jeffs (Post Meeting Note: completed by Jackie Powell)</p>
4.	Portsmouth Acute Visiting Service Jackie Powell queried the percentage of rejected referrals. Mark Compton will provide a figure and share with Jackie Powell.	Completed

4. **Primary Care Risk Register**

Mark Compton and Terri Russell presented highlights of significant/key risks on the Primary Care Risk Register overseen by the Primary Care Operational Group (PCOG). Actions have been identified and are being taken to mitigate these risks.

Following a query by Jo York with regards to winter pressures, Terri Russell confirmed that this and a number of other risks are held on the overall risk register.

Dr Jonathan Lake asked how a 'likelihood' score is assigned. Mark Compton confirmed that this score is reached through discussion at PCOG however members noted that all risk scoring is subjective and is liable to change.

Jackie Powell reported that anecdotal evidence suggests that following practice mergers, patients are experiencing difficulty in booking appointments and questioned whether that had been considered a risk. Terri Russell confirmed that the merger process should ensure risks such as those are addressed by practices.

The Primary Care Commissioning Committee noted the risks and mitigation actions.

5. **Scheme of Delegation**

Justina Jeffs reported that following the retirement of the Director of Primary Care in June 2017, the Primary Care Scheme of Delegation has been reviewed and updated.

This has been undertaken in conjunction with the roles and responsibilities held by the Deputy Director of Primary Care, and against such schemes held by other CCGs.

The Primary Care Commissioning Committee approved the Primary Care Scheme of Delegation.

6. **Finance Report**

Terri Russell reported that Portsmouth CCG assumed responsibility for co-commissioning Primary Medical Care Services from the 1 April 2015. As part of the delegation from NHS England, the budget was transferred to the CCG to support the co-commissioning agenda.

Portsmouth CCG manages the primary care budget as a whole and therefore do not 'split' out the co-commissioning monies separately. This enables the CCG to retain a complete view on primary care spend, allocation, savings and investment.

The Committee has previously received a finance summary as part of the Delegated Co-Commissioning Primary Care Annual Report submission to NHS England. However, following a review of its Terms of Reference, and in keeping with good governance practice, it was proposed that the Committee has the opportunity to review the budget mid-year.

Terri Russell presented a report that highlighted year end details and forecast position. The Committee were asked to note that this did not include the prescribing position, Out of Hours Contract or the Acute Visiting Service as these are reported elsewhere.

Key points

- The total delegated budget is £26,408,792, the majority of which is contractually committed expenditure
- The CCG is currently forecasting a slight overachievement against the total primary care budget
- New expenditure in 2017/18 has had an impact on the overall budget position, including GP indemnity, CQC reimbursement, TARGET costs and the Life Channel
- Risks have been identified in relation to NHS Property Services and rent reviews which is likely to result in an underspend for the CCG.
- The CCG is forecasting full commitment of the General Practice Forward View requirements.

The Primary Care Commissioning Committee received and expressed support for the report.

7. **Multispeciality Community Provider (MCP) Progress Report**

All GP and Practice Members of the Committee have a direct conflict of interest in this item. No decision is required at this time by the Committee and therefore the Chair agreed that these members could remain and participate in the general discussion.

Mark Compton spoke to this item. The report provided an update to the Committee on the progress of the MCP since their meeting in September 2017.

Mark Compton stated that NHS England have expressed confidence in our progress to date:

- The MCP working group held a 'Road Mapping' workshop with members from NHS England's national New Business Models team the New Care Models team to discuss national MCP developments.
- The MCP working group has identified a need to undertake a thorough options appraisal in relation to potential procurement options of an MCP contract. A complementary Strategic Case for Change document will also be developed to assist in this decision making process. Mark Compton and Jo York will provide an MCP procurement options appraisal at the next Committee meeting.

Action: M Compton

- The working group responded to the Department of Health national consultation on the Accountable Care Organisation (ACO) Contract. The ACO is an umbrella term for integration of primary, community and Primary and Acute Care Systems. Dr Julie Cullen reported that the language is changing nationally, and we may see some dominant ACO language in the future, however, concluded that the MCP will not need to change. Jackie Powell commented that language should be clear and meaningful to other groups and that working better together through partnership working and partnership health is fundamental.
- The CCG and Healthwatch Portsmouth have been working in partnership to agree priority public and patient engagement activities in relation to the MCP programme, along with Phase 2 of Your Big Health Conversation. Specific patient groups including evaluating services have been shared through transformation projects and Healthwatch, although patient choice has been limited.
- The Working Group has been established and is meeting regularly to deliver the agreed priority activities; and sharing transformation projects with Healthwatch and doing work with specific patient groups, including evaluating services.

The Primary Care Commissioning Committee noted the context of the report and expressed support of the MCP development programme.

8. **Minutes of Other Meetings**

- Minutes of the Primary Care Operational Group meeting held on 11 September 2017.
- Minutes of the Multispecialty Community Provider (MCP) Working Group meetings held on 23 August 2017, 13 September and 27 September 2017.

The Primary Care Commissioning Committee accepted the minutes.

9. **Any Other Business**

There was no further business.

10. **Date of Next Meeting in Public**

The next Primary Care Commissioning Committee meeting to be held in public will take place on 17 January 2018 at 1.00pm – 2.45pm in Conference Room A, 2nd Floor, Civic Offices. Dr Julie Cullen thanked everyone for attending the meeting and reminded members of the public that feedback and comments would be welcomed.

Member Name	Jul 2017	Sept 2017	Nov 2017	Jan 2018	Mar 2018
Dr Linda Collie	✓	✓	✓		
Mark Compton	✓	✓	✓		
Dr Julie Cullen	A	✓	✓		
Dr Annie Eggins	A	✓	✓		
Patrick Fowler	✓	A	A		
Jo Gooch	✓				
Dr Jason Horsley	✓	A	A		
Justina Jeffs	A	✓	✓		
Dr Jonathan Lake	✓	A	✓		
Jackie Powell	✓	✓	✓		
Innes Richens	✓	✓	✓		
Terri Russell	✓	✓	✓		
Suzannah Rosenberg	✓	✓	A		
Tracy Sanders	✓				
Andy Silvester	A	✓	A		
Jo York		✓	✓		
Michelle Spandley	✓	✓	✓		
Lisa Stray	✓	✓	✓		
Margaret Geary			A		

✓ - Present

A – Apologies