

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

Summary of Actions

| Agenda Item | Action | Who | By |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------|
| 4. | <p>Terms of Reference (TOR) Primary Care Commissioning Committee TOR:</p> <ul style="list-style-type: none"> Amend “Local Enhanced Services” to “Local Commissioned Services” on Page 3 and 10. Amend “Head of Transformation” to “Head of Primary Care Transformation” on Page 4. <p>Primary Care Operational Group TOR</p> <ul style="list-style-type: none"> Add “Nurse Representative” to the Membership and Attendance list. Add a new section “Meetings” as duplicated from Section 6, Page 2 of the Multispecialty Community Provider (MCP) Working Group Terms of Reference. | <p>J Jeffs/ I Richens</p> <p>J Jeffs/T Russell</p> | <p>September 2017</p> <p>September 2017</p> |
| 6. | <p>MCP Project Report Innes Richens and Mark Compton will bring a summary reminder of the envisaged service improvements and outcomes to be delivered and/or supported by the MCP to a future meeting.</p> | M Compton/ I Richens | September 2017 |
| 7. | <p>Quality Improvement in General Practice</p> <ul style="list-style-type: none"> Michelle Spandley asked for clarity on the statement under Friends and Family Test results on Page 10. Terri Russell will consult Steve McInnes and provide feedback. Terri Russell will share an early example of the dashboard to Committee members outside of the meeting for their awareness. Terri Russell will consider how we can use some of the headlines and data from the dashboard in our patient engagement such as City Wide PPG. | T Russell | September 2017 |
| 10. | <p>Any Other Business Tracy Sanders will provide Patrick Fowler details of Lay member post.</p> | T Sanders | July 2017 |

Present:

| | |
|-------------------|------------------------------------------------------|
| Dr Linda Collie | - Clinical Leader/Clinical Executive (GP) |
| Mr Patrick Fowler | - Healthwatch Representative |
| Dr Jason Horsley | - Director of Public Health, Portsmouth City Council |
| Dr Jonathan Lake | - Clinical Executive (GP) |
| Ms Jackie Powell | - Lay Member (Chair) |
| Mr Innes Richens | - Chief of Health & Care Portsmouth |

Ms Suzannah Rosenberg - Director of Quality and Commissioning
 Ms Tracy Sanders - Managing Director
 Mrs Michelle Spandley - Chief Finance Officer

In Attendance

Mr Mark Compton - Head of Primary Care Transformation
 Mrs Jo Gooch - Strategic Projects Director
 Mrs Terri Russell - Deputy Director of Primary Care
 Mrs Lisa Stray - Business Assistant

Apologies:

Dr Julie Cullen - Registered Nurse
 Dr Annie Eggins - Clinical Executive (GP)
 Miss Justina Jeffs - Head of Governance
 Mr Andy Silvester - Lay Member

1. Apologies and Welcome

Apologies were noted.

Jackie Powell 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.

Jackie Powell 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 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 direct potential conflict of interest, they will be excluded from our discussions as well as decision making. However, in order to retain the voice of local primary care 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 their practice.

2. Declarations of Interest

Dr Linda Collie declared a possible conflict of interest relating to Items 8 on the agenda. It was agreed that Dr Collie could still participate in discussions.

3. Minutes of Previous Meeting

The minutes of the Primary Care Commissioning Committee meeting held on Wednesday 17 March 2017 were approved as an accurate record.

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

| Agenda Item | Action | Who | By |
|-------------|-----------------------------------------------------|-----|----|
| 4. | Primary Care Commissioning Committee Work Programme | | |

| | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|
| | Further discussions between Chief Finance Officer and Head of Governance to ensure delegated NHS England requirements are met. | M Spandley/ J Jeffs/K Hovenden | Completed |
| 5. | Delegated Primary Care Commissioning 16/17 Annual Report <ul style="list-style-type: none"> Applications for Minor Premises Improvement Grants. Katie Hovenden agreed to review the cost information and remove any duplication. | K Hovenden | Completed |
| 7. | Improve Access Initiative Business Case Discuss any transformation funding opportunities with COMPACT CCGs. Summarise the agreed 'fourth option' procurement approach for clarity purposes before the next meeting. | M Spandley M Compton | Completed Completed |

4. Terms of Reference (TOR)

Tracy Sanders reported that following changes to the senior management team within the CCG, the Primary Care Commissioning Committee, Primary Care Operational Group and the Multispeciality Community Provider Working Group TORs have been amended to reflect these changes. Committee members were requested to agree the amended terms of reference for approval by the Governing Board.

Committee members agreed the following changes:

- **Primary Care Commissioning Committee TOR**

Amend "Local Enhanced Services" to "Local Commissioned Services" on Page 3 and 10.

Amend "Head of Transformation" to "Head of Primary Care Transformation" on Page 4.

Action: J Jeffs/I Richens

- **Primary Care Operational Group TOR**

Add "Nurse Representative" to the Membership and Attendance list.

Add a new section "Meetings" as duplicated from Section 6, Page 2 of the Multispeciality Community Provider (MCP) Working Group Terms of Reference.

Action: J Jeffs/T Russell

The Committee approved the Multispeciality Community Provider Working Group TOR without amendments.

The Primary Care Commissioning Committee approved the TORs subject to the above amendments.

5. Chair's action

The Primary Care Commissioning Committee agreed to take further action on Agenda Item 7: Improve Access Initiative Business Case from their meeting on 17 May 2017. This was based on the 'fourth option' presented by Mark Compton in respect of delivering initiative through a deferred phased delivery plan.

Whilst Committee members supported this option, it was agreed that the Chair would conduct a final review and approve this option outside of the Committee meeting. Further details were provided to the Chair who approved the implementation of this option.

The Primary Care Commissioning Committee was requested to note the approval by the Chair.

6. MCP Project Report

Jo Gooch provided Committee members with an update on the progress of the MCP development programme. She highlighted that although there is no direct conflict of interest at this time, there may in the future and could present a potential conflict for all GP members and practice representatives of the Committee, where contractual arrangements and allocation of resources are affected.

The MCP working group continues to meet regularly and key activities have included developing a partnership agreement. A partnership resource statement has been developed, and is regularly reviewed by the MCP Programme Board and a draft stakeholder engagement plan. Other activities include implementing the requirements of the NHS England guidance 'Integrated Support and Assurance Process' for new contracts, and refreshing the 3-6 month proprieties and action plan for the MCP.

The agreement has been developed with PPCA, Solent NHS Trust and is intended to include Portsmouth City Council. This formalises our commitment to working together to integrate primary, community and social care services in Portsmouth and is awaiting signature. The agreement includes developing and implementing an agreed programme of change, in line with the principles of the Portsmouth Blueprint. This will provide suitable resources (financial and workforce) to ensure the agreed the programme can be delivered, and creating strength through partnership to support the out of hospital delivery, for the benefits of patients and public of Portsmouth City.

A communications and engagement plan is under development, which will form part of a wider plan for Health and Care Portsmouth. The CCG wish to work with Healthwatch and other agencies in its engagement activities.

Jo Gooch reported that the CCG is also making links with Fareham and Gosport & South Eastern Hampshire CCGs to discuss our respective plans, inter-dependencies and impact on wider stakeholders.

Planned activities

The CCG working group has reviewed the current work programme and will focus on the following over the next two months:

- Reviewing progress of the change programme;
- Developing the provider market by understanding the organisational development needs of an emerging MCP provider;
- Stakeholder engagement plan to continue to develop the plan; and
- Understand how the changing NHS landscape may affect local plans and explore the potential to align with Fareham and Gosport & South Eastern Hampshire CCG plans;
- Assess how this may impact on the planned scope and phasing of the MCP.

Patrick Fowler reported that he will be arranging another session with the Board in autumn.

Innes Richens thanked Jo Gooch for all her hard work, and confirmed that the programme will now transfer to Jo York and Mark Compton.

Innes Richens and Mark Compton will bring a summary reminder of the envisaged service improvements and outcomes to be delivered and/or supported by the MCP to a future meeting.

ACTION: M Compton/I Richens

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

7. Quality Improvement in General Practice

Terri Russell presented a paper to inform Committee members of the work which is currently being undertaken by the CCG and to update on progress specifically relating to the General Practice Quality Dashboard.

Terri Russell highlighted that the content and design of the dashboard was developed and agreed through a steering group and the overarching quality framework was presented at the Primary Care Commissioning Committee in March 2017. The CCG will provide quarterly reports on primary care quality-based information from Dashboard, which will be reported to the CCG's Primary Care Operational Group (PCOG). Data from the Dashboard will be incorporated in the Integrated Performance Report and taken to the Governing Board.

The Dashboard will be demonstrated to Practice Managers at a TARGET session in August/September prior to the launch.

Dr Horsley questioned how a practice would know their position on the Dashboard. Terri Russell confirmed that each practice has a log in, which will enable them to work with other practices to make improvements. She also confirmed that practices will be working to support quality improvement through the Primary Care Commissioning for Quality for Innovation Scheme (CQUIN) which focusses on best practice within GP practices.

Michelle Spandley asked for clarity on the statement under Friends and Family Test results on Page 10. Terri Russell will consult Steve McInnes and provide feedback.

ACTION: T Russell

Tracy Sanders asked for reports to come to Committee for noting. Terri Russell will share an early example of the dashboard to Committee members outside of the meeting for their awareness.

ACTION: T Russell

Patrick Fowler enquired if some of the dashboard information could be shared with members of the public. Terri Russell will consider how we can use some of the headlines and data from the dashboard in our patient engagement such as City Wide PPG.

ACTION: T Russell

Committee members were asked to note the development of the Dashboard on the intended approach in using this as a tool to support quality improvement.

The Primary Care Commissioning Committee noted the progress of the dashboard.

8. Online Consultation discussion paper

Terri Russell presented an update of the current proposals around online consultation and reported that:

- CCGs have been advised that a range of providers will be made available and a formal procurement process must be followed to secure a system.
- The STP approach to commission on behalf of all Hampshire and IOW (HIOW) practices for eConsult is 0.63p head and totals £144K, and this is likely to be significantly cheaper across STP.
- National funding will be available for 3 years for online consultations.
- 1 practice has voted eConsult and another on a different system in the city.

The Committee considered highlighted benefits of online consultations:

Patient Benefits

- 24/7 access to online resources, some of which provide immediate support.
- 78% of patients said it saved them time as they only attend when they need to attend.
- Access and continuity with own GP practice.
- Better health outcomes due to earlier intervention – ability to share sensitive information more readily.

Dr Jonathan Lake emphasised that service requires a greater engagement with patients through advertisement, and reported that although the service has been generally a very positive experience, uptake has been slow however patient satisfaction has been high. He highlighted that any registered patient can use eConsult.

Patrick Fowler raised concerns that not all patients have access to the internet. He asked how the service is regulated like all other GP services or another form of regulation, and whether the service regulated in the same way as face to face appointments with the GP. Terri Russell acknowledged that there have been ongoing issues around governance but confirmed that this has gone through to gain assurance.

Dr Jason Horsley asked what happens if a patient asks a multi-illness question. Dr Lake commented that the system is geared towards a single health question only.

Innes Richens questioned if the money is coming from the STP and whether the CCG is working towards a better deal. Michelle Spandley commented that the options are currently being explored and confirmed that the CCG is working to achieve the best deal. Terri Russell also agreed and commented that there is a project manager in place. Committee members were asked to make a decision regarding governance, assuming all were in agreement to pursue a system wide procurement for an online consultation system.

The options are to either:

- refer procure decisions e.g. preferred provider and sign off of final specification to the lead CCG (North East Hants and Farnham CCG);
- or, to ask that decisions are directed back to Portsmouth CCG as and when required.

The committee agreed that in line with STP principles the lead commissioner (NE&F CCG) should be able to take decisions regarding the procurement on our behalf.

Clinical Benefits

- The rate of return on eConsult time saved is also increasing monthly as GP confidence grows.
- Empowers patients and enables patient education.
- 18% of those using self-help go on to self-manage, rather than book an appointment they had planned to book with the GP.
- GPs only see the patients they need to see.
- Ability to collect standard QOF data through eConsult and updated health information that may not be collected at routine appointments.
- Productivity gains for the practices.

Commissioner Benefits

- Better health outcomes result from earlier intervention in the natural history of the illness.
- More GP capacity available for complex patients.
- Reducing complications through earlier intervention for minor illnesses.
- Redirection of patients to GP from urgent care settings e.g. 14% of patients reported that they would have attended a Walk-in Centre if this service had not existed.

The Committee members were asked to decide whether to join the STP wide procurement or not; and to agree where decisions should be taken regarding signing off the specification and ratifying a preferred provider.

Tracy Sanders concluded by commenting that by delegating authority to North East Hampshire and Farnham CCG to approve the specification and select the provider, would demonstrate the collaborative working principles we are committed to as being part of the STP.

The Primary Care Commissioning Committee approved the STP wide procurement, and agreed decisions for specification sign-off and preferred provider ratification.

9. Minutes of Other Meetings

The minutes of the following meetings were presented for acceptance by the Committee:

- Minutes of the Primary Care Operational Group meetings held on 8 May 2017.
- Minutes of the Multispecialty Community Provider (MCP) Working Group meetings held on 26 April 2017, 17 May 2017, 24 May 2017, 31 May 2017 and 7 June 2017.

The Primary Care Commissioning Committee accepted the minutes.

10. Any Other Business

Tracy Sanders reported the Lay member post has been advertised on NHS jobs and will provide Patrick Fowler with the details.

ACTION: T Sanders

11. Date of Next Meeting in Public

The next Primary Care Commissioning Committee meeting to be held in public will take place on 20 September at 1.00pm – 2.45pm in Conference Room A, 2nd Floor, Civic

Offices. Jackie Powell thanked everyone for attending the meeting and reminded members of the public that feedback and comments would be welcomed.

Lisa Stray
26 July 2017

| 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 | ✓ | | | | |
| Jo Gooch | ✓ | | | | |
| Dr Jason Horsley | ✓ | | | | |
| Justina Jeffs | A | | | | |
| Dr Jonathan Lake | ✓ | | | | |
| Jackie Powell (Chair) | ✓ | | | | |
| Innes Richens | ✓ | | | | |
| Terri Russell | ✓ | | | | |
| Suzannah Rosenberg | ✓ | | | | |
| Tracy Sanders | ✓ | | | | |
| Andy Silvester | A | | | | |
| Michelle Spandley | ✓ | | | | |
| Lisa Stray | ✓ | | | | |

✓ - present

A – apologies