

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

Summary of Actions

Agenda Item	Action	Who	By
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. 	M Spandley Dr J Cullen/ J Powell	November November
4.	Portsmouth Acute Visiting Service Jackie Powell queried the percentage of rejected referrals. Mark Compton will provide a figure and share with Jackie Powell.	M Compton	November

Present:

Dr Linda Collie	- Clinical Leader/Clinical Executive (GP)
Dr Julie Cullen	- Registered Nurse
Dr Annie Eggins	- Clinical Executive (GP)
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Justina Jeffs	- Head of Governance
Dr Jonathan Lake	- Clinical Executive (GP)
Jackie Powell	- Lay Member (Chair)
Innes Richens	- Chief of Health & Care Portsmouth
Suzannah Rosenberg	- Director of Quality and Commissioning
Tracy Sanders	- Managing Director
Andy Silvester	- Lay Member
Michelle Spandley	- Chief Finance Officer

In Attendance

Mark Compton	- Head of Primary Care Transformation
Terri Russell	- Deputy Director of Primary Care
Lisa Stray	- Business Assistant

Apologies:

Patrick Fowler	- Healthwatch Representative
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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 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 her practice.

The Committee acknowledged that Jo York, Director (New Models of Care) will now be joining the membership.

2. Declarations of Interest

Dr Linda Collie and Dr Annie Eggins declared a possible conflict of interest relating to Items 4, 5 and 6 on the agenda. It was agreed that Dr Collie could still participate in discussions but would be excluded for any decision making for these items. As Dr Eggins had a direct conflict for item 6, it was agreed that she would be excluded from any conversations or discussions for this agenda item.

Michelle Spandley informed the committee of her new joint role as STP Director of Finance and will update the register of interests accordingly.

Action: M Spandley

Dr Julie Cullen and Jackie Powell also declared new interests and will update the NHS Portsmouth Clinical Commissioning Group Register of Interests – Governing Board/Committee Members document by the next meeting.

Action: Dr J Cullen/J Powell

3. Minutes of Previous Meeting

The minutes of the Primary Care Commissioning Committee meeting held on Wednesday 19 July 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.	<p>Terms of Reference (TOR)</p> <p>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. 	J Jeffs/ I Richens	Completed
		J Jeffs/T Russell	Completed
6.	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.	M Compton/ I Richens	See Agenda Item 5.
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	Completed Completed Completed
10.	<p>Any Other Business</p> <p>Tracy Sanders will provide Patrick Fowler details of Lay member post.</p>	T Sanders	Completed

4. Portsmouth Acute Visiting Service

It was noted that there may be a potential Conflict of Interests identified for GP members of the Committee, Dr Linda Collie and Dr Annie Eggins.

Mark Compton presented the findings and recommendations of the Acute Visiting Service (AVS) pilot delivered by the Portsmouth Primary Care Alliance (PPCA) during 2016/17.

The AVS scheme provides GP home visits on behalf of practices to registered patients requiring an urgent visit in a patient's own home or nursing/residential home. Initially, the pilot delivered three dedicated GP sessions (one in each locality – North, Central, and South) operating from Monday – Friday, 09:00-13:00, enabling patients to be seen, and admitted if appropriate, earlier in the day.

Funding for the original service was agreed to be provided on a recurrent basis, which an enhanced pilot was commissioned from the PPCA on a non-recurrent basis to increase capacity, within the original operating hours and to extend provision to include an afternoon visiting service until 17:00 Monday – Friday.

Jackie Powell queried the percentage of rejected referrals. Mark Compton will provide a figure and share with Jackie Powell.

Action: M Compton

Post Meeting Note: The number of rejected referrals due to the service reaching full capacity in the 2nd 12 month pilot period was 13%. This has decreased since the original pilot period which was as high as 22% some months.

The Committee were asked to ratify Number 1 and 2 of the proposed agreements:

1. The decision of the Partnership Management Group to allocate additional recurrent spend of £160k from the Better Care Fund budget, to deliver the enhanced AVS service.
2. The contract extension to the end of May 2018 with the incumbent provider until a new integrated primary care service contract is let in June 2018.

The Primary Care Commissioning Committee accepted and ratified Number 1 and 2.

5. Developing an Multispeciality Community Provider (MCP) Progress Report

It was noted that although there were no direct conflict at this time, the development of the MCP may present a potential conflict for all GP members and practice representatives of the Committee in the future where contractual arrangements and allocation of resources are affected.

Mark Compton presented a progress report on the development of a local MPC model, supported by suitable contractual arrangements. Committee members were asked to note the context of the report.

Mark Compton provided the Committee with an overview of the MCP Working group and the MCP Partnership's recent work and activities. In addition, further areas are being investigated for improvements in:

- children's and maternity services
- mental health services
- intensivist teams
- population analytics

Innes Richens asked if Mental Health in Primary Care has been piloted. Mark Compton reported that there had been a mental health practitioner attached to a GP practice and, although not immediately successful, there has been significant learning from this. This learning would be utilised in further primary care mental health development.

Suzannah Rosenberg informed members that a Mental Health Workshop has been organised for the 11th October 2017 with Solent NHS Trust.

Michelle Spandley requested clarification regarding the proposals for pharmacists and physiotherapists working in practice and whether those staff would be physically located in every practice. Mark Compton confirmed that this was not a sustainable model, and instead, those healthcare professionals would be working across multiple practices within a defined geography, often in a virtual capacity and physically located in a Hub. However, the importance of developing relationships amongst healthcare professionals working in practice was highlighted and mobilisation plans for these projects include an initial period of physical co-location for a short duration to facilitate the development of these relationships.

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

6. Practice merger application – Trafalgar Medical Group Practice and Eastney Practice

It was noted that Dr Annie Eggins would have a direct conflict of interest for this agenda item, and therefore will be excluded from all conversations or discussions. Dr Linda Collie declared an interest as a Portsmouth GP.

The Primary Care Commissioning Committee have been delegated the authority by NHS England to approve practice mergers within Primary Care.

Terri Russell presented to the Committee, a practice merger application of Trafalgar Medical Group Practice and Eastney Medical Practice. If the merger is approved the total list size will be 23,000, making the practice the second largest in Portsmouth. Both

practices are currently on the same IT system (SystemOne) and at present are co-located on the Eastney Health Centre site.

Dr Julie Cullen supported the application but raised a concern under Advantages for Patients (page 3, paragraph 9) in that the claim stated was one of opinion and not evidenced within the application documentation. Terri Russell highlighted some of the innovative work undertaken by the practice and agreed to challenge this statement with the practice.

Post Meeting Note: The practice wish to change the statement to read "We consider ourselves to be an innovative Practice".

Key points of the application covered:

Benefits to the patients that include:

- Regular Saturday morning opening and potential to review extended hours access with additional nursing staff;
- Increase in services available and potential to develop more;
- Eastney Health Centre runs an Intrauterine Contraceptive Device fitting service;
- Trafalgar Medical Group Practice runs a minor surgery service;
- Joining desks will remove confusion as there are currently two reception desks.

Resilience:

- This merger is part of the Trafalgar Medical Group Practice resilience plan.
- Eastney Health Centre being supported through the resilience programme this year, giving them access to specialist support.

Considerations:

- The telephony system will require upgrading and extending at Trafalgar Medical Group Practice however the practices are willing to meet these costs. Terri Russell is reviewing the support which can be offered via CCG funding as there are a number of restrictions on expenditure.
- The sites will remain the same.
- Clear evidence of learning from a previous merger has supported the practices in their planning.

Patient Engagement

Terri Russell reported that 1600 letters, 3000 texts and 4000 e-mails have been sent to patients in respect of the merger. Comments have also been sought from the practice Patient Participation Group.

The Committee were asked to approve the application which was formally agreed in principle at the September 2017 Primary Care Operational Group.

The Primary Care Commissioning Committee formally approved the application, subject to Advantage for Patients claims were clarified by the practice.

7. 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 5 June, 10 July and 14 August.

- Minutes of the Multispecialty Community Provider (MCP) Working Group meetings held on 9 August 2017.

The Primary Care Commissioning Committee accepted the minutes.

8. Any Other Business

There was no further business.

9. Date of Next Meeting in Public

The next Primary Care Commissioning Committee meeting to be held in public will take place on 15 November 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.

Lisa Stray
28 September 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	✓	A			
Jo Gooch	✓				
Dr Jason Horsley	✓	A			
Justina Jeffs	A	✓			
Dr Jonathan Lake	✓	A			
Jackie Powell	✓	✓			
Innes Richens	✓	✓			
Terri Russell	✓	✓			
Suzannah Rosenberg	✓	✓			
Tracy Sanders	✓				
Andy Silvester	A	✓			
Jo York		✓			
Michelle Spandley	✓	✓			
Lisa Stray	✓	✓			

✓ - present

A – apologies