

**APPROVED**

**Minutes of the Primary Care Commissioning Committee meeting held on Tuesday  
25 June 2019 at 10.30am – 12.30 pm in Committee Meeting Room, CCG HQ, Portsmouth**

**Summary of Actions**

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>By</b>
<b>4.</b>	<b>Risks</b>  Bring back updated risks to the next meeting.	<b>T Russell</b>	<b>August</b>
<b>6.</b>	<b>Delegated Primary Care Commissioning Annual Report</b>  Bring back highlighted changes to the Primary Medical Care Policy and Guidance manual back to the September meeting.	<b>T Russell</b>	<b>September</b>
<b>7.</b>	<b>The Primary Care Commissioning for Quality and Innovation (CQUIN) 2019/21</b>  Update agreed changes to the CQUIN, provide practices with a draft version for feedback, and provide a detailed update at the next meeting.	<b>C Horan</b>	<b>August</b>

**Present:**

Mark Compton	- Deputy Director of Transformation
Jason Eastman	- Associate Director of IM&T
Margaret Geary	- Lay Member (Chair)
Simon Cooper	- Deputy Director Medicines Optimisation
Stephen Orobio	- Clinical Quality Manager
Jackie Powell	- Lay Member
Suzannah Rosenberg	- Director of Quality and Commissioning
Terri Russell	- Deputy Director of Primary Care
David Scarborough	- Practice Manager Representative
Andy Silvester	- Lay Member
Jo York	- Director (New Models of Care)

**In Attendance:**

Roger Batterbury	- Healthwatch Representative
Christine Horan	- Primary Care Improvement Manager
Dr Elizabeth Fellows	- Chair of Governing Board (GP)
Justina Jeffs	- Head of Governance
Jo Hanswenzl	- NHS England Local Area Team
Steve McInnes	- Primary Care Relationship Manager
Trevor Nicholas	- Finance (Deputy)
Rebecca Spandley	- Assistant Finance Manager
Lisa Stray	- Business Assistant

**Apologies:**

Lisa Harding	- Local Medical Committee Representative
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Michelle Spandley	- Chief Finance Officer
Dr Nigel Watson	- Wessex Local Medical Committee Ltd (GP)

**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 a conflict of interest with agenda items 5, 7 and 9. Margaret Geary, as the Chair, agreed that the conflicted member could participate in the discussion but not in any decision-making.

**3. Minutes of Previous Meeting**

The minutes of the Primary Care Commissioning Committee meeting held on Tuesday 30 April 2019 were approved as an accurate record.

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

<b>Agenda Item</b>	<b>Action</b>	<b>Progress</b>
<b>3.</b>	<b>Minutes of Previous Meeting held 26 February 2019</b>  <b>Risks</b>  <b>R.Ports.PrC.09 – Transition of Primary Care Support England (PCSE) services</b> <ul style="list-style-type: none"> <li>• Pension Reviews</li> <li>• Suppliers</li> <li>•</li> </ul>	<p>NHS England are continuing to work with Pensions and resolving issues as they arise. No further escalation and targets are on track.</p> <p>Jo Hanswenzl will link in with Director of PCSE, and provide an update on 17/18 superannuation timeframe for pensions for practices at the next meeting.</p>
<b>4.</b>	<b>Risks</b>	On Agenda
<b>7.</b>	<b>Primary Care Networks (PCNs) Briefing</b>	<p>Agreements will be finalised by the end of June 2019 and commencement of PCNs will take place on 1 July 2019.</p> <p>Practices have been informed in a timely manner and receiving on-going support Primary Care.</p>

#### 4. Risks

Committee members worked through high levels risks from the Primary Care Risk Register.

The following Risks have been added:

- Primary Care Networks (PCNs) (establishment)  
Support from the Local Medical Council to complete national documentation.
- Primary Care Networks (work programme)  
The CCG will be responsible for commissioning services with PCNs acting as delivery units.

Terri Russell reported that the GP IT Health and Social Care Network (HSCN) Risk had been escalated to NHS Digital directly via the HSCN Programme and through the Sustainability Transformation Programme Digital Programme Chief Operating Officer.

Terri Russell will bring back updated risks to the next meeting.

**Action: T Russell**

**The Primary Care Commissioning Committee noted the update.**

#### 5. Personal Medical Services (PMS) contract variations

David Scarborough, Practice Manager Representative of the Committee working within Primary Care, declared a direct conflict of interest with information contained within the paper. Margaret Geary, as the Chair, agreed that he could participate in the discussion but not in any decision-making.

Committee members worked through and approved the following changes:

- **Lake Road Practice (PMS contract)**  
Helen Burch will become Managing Partner on 1 April 2019.

**The Primary Care Commissioning Committee agreed the contract changes.**

#### 6. Delegated Primary Care Commissioning Annual Report

David Scarborough the Practice Manager Representative working within Primary Care and Dr Elizabeth Fellows, Chair of Governing Board and GP of the Committee, declared an indirect conflict of interest with information contained with the paper. Margaret Geary, as the Chair, agreed that David Scarborough and Dr Elizabeth Fellows could participate in the discussion but not in any decision-making.

Terri Russell spoke to the Delegated Primary Care Commissioning Annual Report. The delegation agreements required delegated CCGs to provide a report within 2 months of the end of each year that sets out how they have carried out their delegated functions.

The report highlighted activity undertaken or approach developed in relation to these delegated functions, and summarised the contractual changes agreed in year and any procurements undertaken. An overview of the wider Primary Care commissioning activities and investment, along with a report describing the management of the delegated funds were provided in the report.

Members worked through the main priorities heading into 2019/20 that included revision of the Primary Care Strategy, which reflected changes announced in the five-year framework for GP contract reform and the NHS Long Term Plan.

Terri Russell highlighted that further roll out of the initiatives that aim to improve productivity, e.g. technological solutions and streamlined processes. Full implementation of the Primary Care Quality Framework with the increased operational support from the Primary Care Team; and on-going development of the Primary Care Networks and links to the Multispecialty Community Provider and Health and Care plan in Portsmouth, working with community partners to support local populations.

Committee members were asked to approve the report.

The following key points were highlighted:

### **Primary Care Commissioning Governance**

- The Committee will continue to work within the scope of the Delegation Agreement with NHS England, and will report the work of the Committee to the Governing Board at each of the public meetings. Terri Russell emphasised that the Committee will remain transparent and integrated with the rest of the working of the CCG.

### **Management of Delegated Functions**

- Shared with the Portsmouth City Council governance manuals.

### **CQC (Care Quality Commission) Inspections**

- Terri Russell highlighted an amendment to Paragraph 3.2 CQC Inspections, Page 2. *'During 2018/2019 CQC inspected 3 GP practices'* should read *'During 2018/2019 CQC inspected 4 GP practices'*.
- John Pounds Medical Centre appealed decision was acknowledged but upheld by the CQC for the overall rating. The practice will be inspected again in the near future.

### **Mergers and Closures**

- Steve McInnes will continue to work with Healthwatch Portsmouth and stakeholders to act on the recommendations made with the review to ensure the management and to maximise the benefits for patients and staff.

Terri Russell reported that Primary Care will continue to work collaboratively with stakeholders and the City Council, focussing on estate issues and moving forward with our intentions.

Rebecca Spandley highlighted that there is a current overspend in the Local Enhanced Services for investment in workforce non-recurring funding.

Terri Russell will bring back highlighted changes to the Primary Medical Care Policy and Guidance manual back to the September meeting.

**Action: T Russell**

**The Primary Care Commissioning Committee approved the report.**

## 7. The Primary Care Commissioning for Quality and Innovation (CQUIN) 2019/21

David Scarborough the Practice Manager Representative working within Primary Care and Dr Elizabeth Fellows, Chair of Governing Board and GP of the Committee, declared an indirect conflict of interest with information contained with the paper. Margaret Geary, as the Chair, agreed that David Scarborough and Dr Elizabeth Fellows could participate in the discussion but not in any decision-making.

Christine Horan took members through the draft version of the 2019/21 Primary Care CQUIN that has been developed to support the activities of NHS Portsmouth Clinical Commissioning Group (CCG). The report builds upon previous schemes that have been offered to all practices in previous years. This is aligned with Primary Care Networks and has given practices an opportunity to embed into their practice.

The aim of the report is to improve the quality, safety, and efficiency of patient care by way of GP practices identifying, testing and implementing alternative ways of working and delivering care in the context of:

- an ageing population;
- living longer with more complex conditions;
- pockets of significant deprivation, associated with poor health and well-being;
- a rising demand and expectation for healthcare services against declining resources.

Committee members were asked to note that for both the prescribing and commissioning elements of the scheme, practices will be encouraged to work on areas where they are outlier. Practice will be asked to sign and return the agreement and completed template by no later than 31 July 2019. Payment based on all practices completing all components, would equate to an estimated amount of £600,000.00 over the 18 months, further funding has been set aside for priorities identified throughout the year.

### Primary Care CQUIN Components

- **Engagement Programme (Mandatory Component)**  
Remuneration: Payment based on all practices completing all components within this section, would equate to an estimated amount of £50k.
- **Technology Programme (Mandatory Component)**  
Remuneration: Payment based on all practices completing all components within this section, would equate to an estimated amount of £130k.
- **Quality Improvement Programme (Mandatory Component) – currently being finalised**  
Remuneration: Payment based on all practices completing all components within this section, would equate to an estimated amount of £50k.
- **Efficient and Effective Use of Resources Programme (Mandatory Component)**  
Remuneration: Payment based on all practices completing all components within this section, would equate to an estimated amount of £125k.
- **Patient Education and Community Engagement Programme (Optional Component)**  
Remuneration: Payment based on all practices completing all components within this section, would equate to an estimated amount of £55k.

As in previous years, NHS Portsmouth CCG will continue to offer support to practices in delivering the scheme, but primarily the responsibility for developing and delivering the required actions remains with each practice, which includes retaining and providing relevant evidence of work undertaken on request.

Committee members were asked to review the proposed scheme.

Christine Horan will update agreed changes to the CQUIN, provide practices with a draft version for feedback, and provide a detailed update at the next meeting.

**Action: C Horan**

**The Primary Care Commissioning Committee accepted the scheme.**

#### 8. **In-hours Clinical Assessment Service (CAS)**

David Scarborough the Practice Manager Representative working within Primary Care and Dr Elizabeth Fellows, Chair of Governing Board and GP of the Committee, declared an indirect conflict of interest with information contained with the paper. Margaret Geary, as the Chair, agreed that David Scarborough and Dr Elizabeth Fellows could participate in the discussion but not in any decision-making.

Mark Compton spoke to the Portsmouth Clinical Assessment Service, which is hosted within the local Integrated Primary Care Service contract, and is requirement of the national Integrated Urgent Care (IUC) agenda.

Members were informed of the positive developments of the Portsmouth CAS model and provided information regarding the next steps in service development, including the introduction of an 'in-hours' CAS, integrated with Portsmouth GP Practices, and the recommendations to make like-to-like comparisons with the contained information in the report with other IUC models. This will enable commissioners to make an informed decisions as to the most effective and efficient model to procure moving forwards.

Committee members were asked to note the report and informed that commercially sensitive information had been redacted.

**The Primary Care Commissioning Committee noted the report.**

#### 9. **Long-Term Conditions (LTC) Hub update**

David Scarborough the Practice Manager Representative working within Primary Care and Dr Elizabeth Fellows, Chair of Governing Board and GP of the Committee, declared an indirect conflict of interest with information contained with the paper. Margaret Geary, as the Chair, agreed that David Scarborough and Dr Elizabeth Fellows could participate in the discussion but not in any decision-making.

Mark Compton provided Committee members with an update on the latest developments of the Long-Term Condition Hub Project.

The LTC Hub in Portsmouth City is a pilot project with two GP practice populations and focuses on improving multidisciplinary patient pathways for two cohorts of patients:

- those with Type 2 diabetes; and
- patients with chronic respiratory disease – asthma and Chronic Obstructive Pulmonary Disease (COPD).

Work continues to be prioritised around 4 key themes of that are impacting the start data for the LCT Hub pilot:

- Estates;
- Information and Communications Technology (ICT);
- Workforce;
- Governance.

Permissions are still pending for the commencement of the minor building works that are expected imminently, and good progress has been made on the development of the SystemOne Module and Arden templates. Final arrangements for respiratory consultants input are being development and specialist nurse posts have been finalised.

Members were informed that some additional hours of GP support have been included to strengthen clinical governance arrangements, and key governance documents are currently being finalised.

Committee members were asked to note the latest developments of the LTC Hub.

**The Primary Care Commissioning Committee noted the update.**

**10. Approved Chair's Action**

David Scarborough the Practice Manager Representative working within Primary Care and Dr Elizabeth Fellows, Chair of Governing Board and GP of the Committee, declared an indirect conflict of interest with information contained with the paper. Margaret Geary, as the Chair, agreed that David Scarborough and Dr Elizabeth Fellows could participate in the discussion but not in any decision-making.

Committee members were asked to approve a Chair's Action for the removal of Dr N Akthar from The Devonshire Practice on the 28 June 2019.

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

**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 Tuesday 27 August 2019 at 10.30am.

Member Name	Apr 2019	Jun 2019	Aug 2019	Oct 2019	Dec 2019	Feb 2020
Mark Compton	A	✓				
Simon Cooper	✓	A				
Jason Eastman	✓	✓				
Margaret Geary	✓	✓				
Dr Jason Horsley	A	A				
Jackie Powell	✓	✓				
Suzannah Rosenberg	✓	✓				
Terri Russell	✓	✓				
David Scarborough	✓	✓				

<b>Andy Silvester</b>	✓	✓				
<b>Michelle Spandley</b>	<b>A</b>	<b>A</b>				
<b>Dr Nigel Watson</b>	✓	<b>A</b>				
<b>Jo York</b>	✓	✓				

✓ - Present

A – Apologies