

APPROVED

**Minutes of the Primary Care Commissioning Committee meeting held on
Thursday 28 May 2020 at 9.30am – 10.00am via teleconference**

Summary of Actions

Agenda Item	Action	Who	By
5.	Primary Care Finance update		
	The approved full final report will be shared with the Committee.	R Spandley	Next meeting

Present:

Margaret Geary	- Lay Member (Chair)
Jason Eastman	- Associate Director of IM&T
Dr Nick Moore	- Clinical Executive (GP)
Jackie Powell	- Lay Member
Terri Russell	- Deputy Director (Primary Care)
David Scarborough	- Practice Manager Representative
Dr Clare Sieber	- Local Medical Committees Medical Director (GP)
Andy Silvester	- Lay Member
Michelle Spandley	- Chief Finance Officer
Jo York	- Director (New Models of Care)

Apologies:

Dr Helen Atkinson	- Interim Director of Public Health, Portsmouth City Council
Mark Compton	- Deputy Director of Transformation
Simon Cooper	- Director of Medicines Optimisation
Christine Horan	- Primary Care Improvement Manager
Steve McInnes	- Primary Care Relationship Manager
Julia O'Mara	- CCG Nurse Advisor

In Attendance:

Roger Batterbury	- Healthwatch Representative
Nicola Burnett	- Deputy Chief Finance Officer
Justina Jeffs	- Head of Governance
Jo Hanswenzl	- NHS England
Sylvia Macey	- Primary Care Estates Manager
Stephen Orobio	- Clinical Quality Manager
Rebecca Spandley	- Assistant Finance Manager
Lisa Stray	- Business Assistant (Minutes)
Joanne Williams	- Acting Director of Medicines Optimisation

1. Apologies and Welcome

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

- In following the Government's guidance on COVID-19, this meeting was held in private, with the agreement that the papers for the meeting would be made publically available at the earliest opportunity.
- 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 Primary Care and General Practice declared an indirect conflict of interest with Agenda Item 5. Margaret Geary, as the Chair, agreed that they 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 Thursday 26 March 2020 were approved as an accurate record subject to the following change:

- Page 1, meeting details, replace 'Tuesday' with 'Thursday'
- Page 2, Agenda Item 3. Minutes of Previous Meeting, paragraph 1, delete 'subject to the following change'
- Page 3, Agenda Item 4, paragraph 3, replace 'COVID-9' with 'COVID-19'

Page 4, Agenda Item 8, paragraph 6.

Committee members were asked to note that we should be careful not to re-create the situation we had with PMS premiums paying for services that we did not understand (which is why the premium was reviewed). Terri Russell agreed that this service would be provided under a specification and that deprivation (and other atypical population issues) were areas that had been identified by practices during the PMS reviews for reinvestment.

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

Agenda Item	Action	Progress
4.	Primary Care Risk Register Add Coronavirus COVID-19 to the Risk Register.	On Agenda

4. Primary Care Risk Register

Additional risks were included in the Primary Care Risk Register relating to COVID-19, which identified transmission to patients of the disease, and a practice ability to deliver a service during the pandemic. Terri Russell reported the CCG have been working collaboratively with

other CCGs across Hampshire and Isle of Wight, to make sure there is a consistency of approach and working to National Guidance to help support practices on how to respond.

Terri Russell explained that Section 96 allows the Commissioner to provide additional support to practices that is over and above that is set out in the Contract, with flexibility to cover e.g. finance or resource through the resilience programme for practices if needed.

Further to a question from Dave Scarborough, Terri Russell confirmed that a breakdown of Personal Medical Services (PMS) reinvestment for the previous four years would be made available and there is one year left for 20/21. MPIG adjustments are being made over the same time period.

Committee members were asked to receive the paper.

The Primary Care Commissioning Committee agreed the Primary Care Risk Register.

5. Primary Care Finance update

David Scarborough, Practice Manager Representative, as working in Primary Care due to role as Practice Manager for Trafalgar Medical Group and Dr Nick Moore, Clinical Executive and local GP working at the Derby Road Practice declared an indirect 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 were provided with a full draft Primary Care summary position for 19/20 up until the 31 March 2020, along with an additional table that showed Primary Care costs incurred due to COVID-19 from middle of March onwards. The Primary Care Networks (PCN) DES funding has been committed in full in 2019/20, with no underspend taken from funds that were not utilised for recruiting staff under the additional role scheme. PCNs have been encouraged to put forward a plan to utilise the rest of their funding around the additional roles e.g. training, hardware etc. and Finance are working with PNCs to ensure that that funding flows.

The approved full final report will be shared with the Committee.

Action: R Spandley

Terri Russell informed members that the CQUIN is a two year scheme. The funding allows for full achievement from every Practice. All practices are signed up there is some flexibility within the CQUIN to support additional initiatives that practices submit as they arise.

The Primary Care Commissioning Committee agreed the Primary Care Finance report.

6. Date of Next Meeting

The next Primary Care Commissioning Committee meeting to be held in public subject to Government COVID-19 guidelines will take place on 30 July 2020 at 9.30am.

Member Name	May 2020						
Margaret Geary	✓						
Dr Helen Atkinson	A						
Simon Cooper	A						
Jason Eastman	✓						
Dr Nick Moore	✓						
Julia O'Mara	A						
Jackie Powell	✓						
Terri Russell	✓						
David Scarborough	✓						
Dr Clare Sieber	✓						
Andy Silvester	✓						

Michelle Spandley	✓						
Jo York	✓						

✓ - Present
A - Apologies

DRAFT