

APPROVED

Minutes of the Primary Care Commissioning Committee meeting held on Tuesday 29 October 2019 at 10.30am – 12.30 pm in Committee Meeting Room, CCG HQ, Portsmouth

Summary of Actions

Agenda Item	Action	Who	By
5.	<p>GP Patient Survey results</p> <p>Will set up a Task and Finish group to look at the results, particularly in relation to access.</p> <p>Engage with other local CCGs to share intelligence and discuss findings.</p>	S McInnes	January
6.	<p>Personal Medical Services (PMS) Reinvestment – Commissioning Intentions</p> <p>Share specific specifications outside of this Committee with group members as they become available</p>	T Russell	Ongoing
7.	<p>Care Navigation update</p> <p>Work and support practices around areas of improvement.</p> <p>Look at ways of increasing utilisation of the locally developed SystemOne Care Navigation template.</p> <p>Provide training and develop a close working relationship with practices, one of the options would be individual practice visits.</p> <p>Liaise with Care Navigators and discuss how Primary Care can support them.</p> <p>Look at ways of embedding Care Navigators into practices.</p> <p>Identify super users in practices.</p> <p>Bring back an update every six months.</p>	C Horan	March
8.	<p>Primary Care Finance M06 2019/20</p> <p>Will clarify the current Primary Care financial position at the next meeting.</p>	R Spandley	January

9.	Ear Irrigation within Primary Care		
	Will consult with the Local Medical Committee further regarding tariffs and prepare the specification.	S McInnes	See item 6 above
10.	Review of Practice Merger		
	Will share the results of the patient survey and provide an update at a future meeting.	S McInnes	January

Present:

Margaret Geary	- Lay Member (Chair)
Mark Compton	- Deputy Director of Transformation
Dr Elizabeth Fellows	- Chair of Governing Board (GP)
Jackie Powell	- Lay Member
Terri Russell	- Deputy Director of Primary Care
David Scarborough	- Practice Manager Representative
Dr Clare Sieber	- Local Medical Committees Medical Director (GP)
Jo York	- Director (New Models of Care)

Apologies:

Simon Cooper	- Director of Medicines Optimisation
Jason Eastman	- Associate Director of IM&T
Lisa Harding	- Local Medical Committee Representative
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Andy Silvester	- Lay Member
Michelle Spandley	- Chief Finance Officer
Rebecca Spandley	- Assistant Finance Manager

In Attendance:

Roger Batterbury	- Healthwatch Representative
Christine Horan	- Primary Care Improvement Manager
Justina Jeffs	- Head of Governance
Steve McInnes	- Primary Care Relationship Manager
Stephen Orobio	- Clinical Quality Manager
Lisa Stray	- Business Assistant
Jo 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:

- 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 6, 9 and 10. Margaret Geary, as the Chair, agreed that the conflicted member could participate in the discussion but not in any decision-making.

Justina Jeffs reported that the Register of Interests – Governing Board/Committee Members document will be updated accordingly with the following change:

Delete 'Dr Nigel Watson, Wessex Local Medical Committee Ltd (GP)' **and replace with** 'Dr Clare Sieber, Local Medical Committees Medical Director (GP)'

3. **Minutes of Previous Meeting**

The minutes of the Primary Care Commissioning Committee meeting held on Tuesday 27 August 2019 were approved as an accurate record.

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

Agenda Item	Action	Progress
7.	Hampshire and Isle of Wight (HIOW) Primary Care Strategy <u>Agreed Actions:</u> <ul style="list-style-type: none">• Take comments back to NHS England and will provide an update as appropriate.• Share any additional comments back to Terri Russell.• Share with the board as a now a public meeting.• Share with members of the Primary Care Board circulation list.	All Actions have been Completed
8.	Any Other Business <ul style="list-style-type: none">• A straw poll will be conducted with Committee members to ascertain the most suitable day that all members can to attend future Primary Care Commissioning Committee and Primary Care Commissioning Committee Part II meetings.	Completed

4. **Risks**

There were no new risks to report.

The Primary Care Commissioning Committee noted the update.

5. GP Patient Survey results

Members were informed of the latest GP Patient Survey (GPPS) results. The report reflected that results were generally lower than both national and comparative CCG areas, and were declining against previous results. The range across practices was also noted and it was advocated that any learning points should be shared. The data had previously been shared at the CCG's Quality and Safety Executive Committee where it was agreed that the Primary Care Team will work collaboratively to identify and try to address specific issues that may be relative to access. Results relating to perception of care were positive and the Committee agreed this reflected well on the Health Care Professionals.

Members raised the following:

- Educate patients on how to make use of available resources and allow them time to adjust to such changes within the practice.
- Review the results in more detail and discuss with practices to better understand the issues.

Steve McInnes will set up a Task and Finish group to look at the results, particularly in relation to access. Steve will also engage with other local CCGs to share intelligence and discuss findings.

Action: S McInnes

The Primary Care Commissioning Committee noted the report.

6. Personal Medical Services (PMS) Reinvestment – Commissioning Intentions

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 PMS Reinvestment – Commissioning Intentions paper that included previously approved principles for reinvestment and additional proposed schemes. The additional proposed schemes would make use of further reinvestment monies both in this financial year and recurrently going forward. Members were provided with an explanation of the origins of each new scheme and the estimated funding requirements.

Additional schemes in 2019/2020

- Long action reversible contraception (LARC) for non-contraceptive reasons Local Commissioned Service - £40k
- Safeguarding Local Commissioned Service - £60k
- Ear irrigation Local Commissioned Service - £90k

Agreed Actions:

- Share specification outside of this Committee with group members
- Work out where practices have not been claiming and share with the group.

Action: T Russell

Committee members were asked to approve the outlined Commissioning Intentions.

The Primary Care Commissioning Committee will approve the final scheme outside of the meeting.

7. Care Navigation update

Chris Horan provided an overview of the Care Navigation Programme which supports Care Navigators in identifying and actively signposting patients and carers to the most relevant healthcare service for them at that time.

Members raised the following:

- Roger Batterbury raised a concern that practices should be allowed adequate time to adjust to changes.
- Chris Horan highlighted that the data indicated that not all practices were using the locally developed SystemOne Care Navigation template; this did not mean that practices were not Care Navigating.
- Jo York said that this is a good opportunity to take to non-clinical TARGET.
- Terri Russell suggested that to help embed Care Navigation into practice it is integral that practice management is involved in supporting their staff in the development of new processes and ways of working within practices.
- Dr Elizabeth Fellows commented that it would be useful for The Lighthouse Group Practice who has the highest users of the template to share what they are doing with other practices, to help other staff members to understand the system and the process they have embedded.
- Further to a question by Jackie Powell, Chris Horan confirmed that You Trust is part of the Social Prescribing.

The following Actions were agreed:

- Work and support practices around areas of improvement.
- Look at ways of increasing utilisation of the locally developed SystemOne Care Navigation template.
- Provide training and develop a close working relationship with practices, one of the options would be individual practice visits.
- Liaise with Care Navigators and discuss how Primary Care can support them.
- Look at ways of embedding Care Navigators into practices.
- Identify super users in practices.
- Bring back an update every six months.

Action: C Horan

Committee members were asked to receive the information provided in the report.

The Primary Care Commissioning Committee received the report

8. Primary Care Finance M06 2019/20

Dr Clare Sieber raised a question around the tracked spending figure on the Primary Care Finance 2019/20 report. Rebecca Spandley will clarify the current Primary Care financial position at the next meeting.

Action: R Spandley

The Primary Care Commissioning Committee agreed that the Finance report will be carried forward to the next meeting.

9. Ear Irrigation within Primary Care

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 worked through the proposed Locally Commissioned Service (LCS) for the removal of ear wax within Primary Care. The proposal considered a new LCS or adding to an existing Basket LCS with an estimated finance around £90k. In both cases, Personal Medical Services Re-investment monies could be utilised to secure recurrent funding.

Steve McInnes reported that a recent survey of GP practices recognised that 9 practices in Portsmouth are currently providing a service, with 5 practices referring patients elsewhere. Due to difficulties in maintaining competencies and keeping equipment in good working order, there is at least 2 practices strongly considering withdrawing from this service in the near future.

Members raised the following:

- Dr Elizabeth Fellows raised a concern regarding the on-going costs of replacing insufficient quality equipment on a yearly basis.
- Dr Clare Sieber suggested a buddy arrangement should be considered to enable practices to share equipment.
- Julia O'Mara highlighted an inequality for patients across the city that are currently unable to access this service, and explained that not enough nurses are adequately trained to inspect the ear.
- Julia O'Mara asked if the new LCS will cover house bound patients. It was advised this would be a community care responsibility.
- Steve McInnes said that he felt the new service would make good use of PMS reinvestment funds in Primary Care.

Steve McInnes will consult with the Local Medical Committee further regarding tariffs.

Action: S McInnes

The Primary Care Commissioning Committee agreed the proposal in principle.

10. Review of Practice Merger

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.

Steve McInnes provided an update on the recent Practice Merger between The Devonshire Practice and Southsea Medical Centre, now known as The Lighthouse Group Practice.

The merger had helped ensure services were sustained for patients and both the practice and the CCG felt the merger had been very positive. The timing had co-incided with some new initiatives and changes to the workforce, which had a positive impact on services. Steve thanked Andrew Clarke, Practice Manager, for leading the merger and for his considerable

hard work and effort during the process. All of the staff had worked tirelessly to ensure the merger went as smoothly as possible.

The practice will undertake a patient survey in November, in order to gauge patient's opinions around the merger and the new processes in place.

Steve McInnes will share the results of the patient survey and provide an update at a future meeting.

Action: S McInnes

Committee members were asked to receive the report.

The Primary Care Commissioning Committee noted the report.

11. Any Other Business

The CCG offices will be completely closed on the 27 December 2019. All GP practices have their individual continuity plan and aware of CCG on-call arrangements.

12. Date of Next Meeting

The next Primary Care Commissioning Committee meeting to be held in public will take place on Thursday 30 January 2020.

Member Name	Apr 2019	Jun 2019	Aug 2019	Oct 2019	Dec 2019	Jan 2020
Margaret Geary	✓	✓	✓	✓		
Mark Compton	A	✓	✓	A		
Simon Cooper	✓	A	✓	A		
Jason Eastman	✓	✓	✓	A		
Dr Jason Horsley	A	A	A	A		
Jackie Powell	✓	✓	✓	✓		
Suzannah Rosenberg	✓	✓				
Terri Russell	✓	✓	✓	✓		
David Scarborough	✓	✓	A	✓		
Dr Clare Sieber				✓		
Andy Silvester	✓	✓	A	A		
Michelle Spandley	A	A	A	A		
Dr Nigel Watson	✓	A	A			
Jo York	✓	✓	A	✓		

✓ - Present

A – Apologies