

APPROVED

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

Summary of Actions

Agenda Item	Action	Who	By
3.	Minutes of Previous Meeting held 26th February 2019 Risks R.Ports.PrC.09 – Transition of Primary Care Support England (PCSE) services <ul style="list-style-type: none"> • Pension Reviews • Suppliers 		
	Will provide an update at the next meeting.	J Hanswenzl	June
4.	Risks Will bring back updated risks to the next meeting.	T Russell	June
7.	Primary Care Networks (PCNs) Briefing Will provide a detailed update at the next meeting.	T Russell	June

Present:

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| 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 |
| Dr Nigel Watson | - Wessex Local Medical Committee Ltd (GP) |
| Jo York | - Director (New Models of Care) |

In Attendance:

- | | |
|----------------------|---|
| 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 |
| Lesley Munro | - Chief Operating Officer, Portsmouth Primary Care Alliance |
| Trevor Nicholas | - Finance (Deputy) |
| Rebecca Spandley | - Assistant Finance Manager |
| Lisa Stray | - Business Assistant |

Apologies:

Roger Batterbury	- Healthwatch Representative
Jane Cole	- Deputy Chief Finance Officer
Mark Compton	- Deputy Director of Transformation
Jason Eastman	- Associate Director of IM&T
Lisa Harding	- Local Medical Committee Representative
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Michelle Spandley	- Chief Finance Officer

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 and 7. 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 26 February 2019 were approved as an accurate record.

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

Agenda Item	Action	Progress
4	<p>Risks</p> <p>R.Ports.PrC.09 – Transition of Primary Care Support England (PCSE) services Will provide further assistance regarding NHS England's perspective, and bring back an update at the next meeting.</p>	<p>Progress has been made in day-to-day delivery of services. Good improvements have been seen in areas, including pensions and the performers' list. NHS England is working closely with Capita to support the transformation of services.</p> <p><u>Pension Reviews:</u> In August 2018, Price Waterhouse Cooper was appointed to undertake a complete review of the pension service. This could take up to two years to complete, so records of GPs nearing retirement, recently retired and those who have died in service are being given priority.</p> <p><u>Supplies:</u> the service is performing well. There was a computer glitch in October</p>

		<p>2018; however, the following month orders delivered by customers' expected day returned to 95.54%.</p> <p>Work is currently underway with GP practices to reconcile patient lists.</p> <p>Following a review of the administration of cervical screening services managed by Primary Care Support England (PCSE) delivered by Capita, the transfer of administration services back to NHS England will take place over the next 12 months. This will enable NHS England to ensure the service is better able to respond to the review findings, and will also help to facilitate integration with other screening programmes.</p> <p>Jo Hanswenzl will provide an update at the next meeting. Action: J Hanswenzl</p>
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4. **Risks**

There were no new risks to report.

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:

- **Portsmouth Group Practice**
 - Dr Rumi Chhapia joining the practice
- **Southsea Medical Centre**
 - Andrew Clarke will become Managing Partner
 - Dr Susan Bill leaving the practice

The Primary Care Commissioning Committee agreed the contract changes.

6. **Southsea Medical Centre and The Devonshire Practice merger application**

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 spoke to the Practice Merger Application between Southsea Medical Centre J82060 and The Devonshire Practice J82165. The two practices have a combined register of more than 13,500 patients. Both practice sites, which are 1.5 miles apart, will remain open. The report stated that problems of GP recruitment and retention had contributed to putting the Devonshire Practice “at risk of closure”.

Steve McInnes informed members that the merger would not only ensure long-term sustainability of service to patients and ensure the viability of both practices, but it would build on opportunities to develop cost-effective and high-quality services.

The merger will enable the practices to work more collaboratively; and by pooling their clinical skills and staff resources, will have a number of benefits for patients.

The new practice will be called The Lighthouse Group Practice, and is aiming to provide the following services:

- Improved same day access for its patients
- Service resilience and improved choice
- Modern facilities fit for future
- A more attractive workplace for future staff, helping recruitment and long-term sustainability
- Improvements to the existing administrative systems that will help GPs manage their ever-increasing levels of paperwork
- Implementation of a new telephone system that will further improve patient access to the offered services

Committee members were asked to approve the merger application.

The Primary Care Commissioning Committee approved the report and granted authorisation to pursue to contract signature, for the Practice Merger Application for Southsea Medical Centre and The Devonshire Practice.

7. **Primary Care Networks (PCNs) Briefing**

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 provided members with an update on the formation of Primary Care Networks within Portsmouth.

The following key points were highlighted

Definition of Primary Care Networks

- Delivery units made up of groups of practices around population of 30-50k. Research suggests teams of 100-150 people working to deliver and improve health and care are most effective at that size and are able to build trusted relationships. They are NOT GP federations.
- At the centre of expanded neighbourhood teams and form the building blocks of aspirations contained within the Long Term Plan
- Should be (ideally) geographically contiguous and make sense to communities.

- The vehicle through which increased investment into General practice is funnelled

Purpose of Primary Care Networks

- Improve sustainability and support existing GP partnerships to survive and thrive without the need for formal mergers
- Working at scale enable changes to skill mix and roles that may not be viable for smaller practices alone
- Economies of scale will help to streamline structures and functions creating resource efficiencies (in people, time and money) which will improve access and outcomes for patients
- Improving person-centred care with services built around communities and practices at the heart of neighbourhood teams

Outcomes

Appoint a Clinical Director to manage the business of the network.

PCNs will deliver seven specifications starting in 2020/21, and employ a range of new staff in order to deliver those specifications:

Medication reviews (2020/21) Clinical Pharmacists undertaking structured medication reviews - focus on priority groups e.g. frail elderly	Enhanced Care in Care homes (2020/21) MDTs delivering proactive and reactive care to patients in care homes
Early Cancer diagnosis (2020/21) GPs to use evidence based guidance to identify people at risk of cancer, recognise symptoms and make appropriate referrals	Anticipatory Care (2020/21) Proactive and intense care for patients at high risk of unwarranted health outcomes delivered by fully integrated primary and community care teams
CVD prevention and diagnosis (2021/22) Better prevention, diagnosis and management of patients with CVD, to include CVD prevention audit, testing alternative approaches to case finding etc.	Personalised Care (2020/21) Delivery of the Comprehensive Model of Personalised Care: shared decision-making, social prescribing, supported self-management, personal health budgets etc.
Health Inequalities (2021/22) A specification designed to support implementation of good practice in relation to specific inequalities TBC	

Staff Groups:

- Pharmacists
- Social Prescribing Link Workers
- MSK First Contact Practitioners
- Physicians Associates
- Paramedics

Also under the Directed Enhanced Service (which will be in place for a minimum of 5 years but more detail expected later):

- Extended hours and eventually all improved access services

- QOF Quality Improvement Indicators – peer review and Quality Improvement plans
- Population Health Management
- Workforce planning
- Savings plan / budget
- Patient Engagement
- Health and Care collaboration

Further opportunities:

- Locally commissioned services at scale e.g. Phlebotomy
- Health Promotion and Patient Education
- Research
- Back Office functions
- Training and Supervision
- Produce a consistent, standardised offer across practices e.g. Access arrangements

Current position:

- Initial engagement event – 6th Feb
- Ongoing dialogue throughout Feb/March
- Discussions at MCP project group meetings with health and care partners
- Provided practices with Guiding Principles (13th March)
- LMC facilitated session – 28th March
- MCP / PCN Stakeholder Event – 3rd April

Timeline:

What?	When?	Who?
Network Contract DES specification	29 th March 2019	NHSE
Network Registration submitted	15 th May 2019	Practices / PCNs
Network Areas confirmed (100% coverage) and workforce baseline agreed	31 st May 2019	CCG / NHSE
Arbitration / Resolution (where necessary)	30 th June 2019	CCG / LMC
Network Contract DES commences	1 st July 2019	PCNs



North – Drayton & North Harbour (28k)

Central West – Lake Rd, John Pounds, Hanway & Derby Rd (47k)

South – Craneswater & Trafalgar (34k)

Central & East – Kirklands, East Shore, Sunnyside, Devonshire, Southsea MC, Guildhall Walk & University practice (80k)

Terri Russell will provide a detailed update at the next meeting.

Action: T Russell

The Primary Care Commissioning Committee accepted the update and the proposal from practices regarding the formation of PCNs (assuming these would be the configurations submitted by the 15th May 2019 registration date).

8. **Care Quality Commission Briefing 2018/2019 Inspections Summary**

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 presented the Care Quality Commission Briefing 2018/2019 Inspections Summary. He explained how the CQC used a range of information to determine the need for a visit/inspection. From April 2019 a new Annual Regulatory Review was introduced based on a telephone conversation with a number of questions, previously provided to the Practice. This did not impact on the rating itself, but could trigger an inspection visit.

Committee members were asked to note the overall summary for Portsmouth which indicated 15 out of 16 practices had an overall rating of 'Good'. One practice rated 'requires improvement'. This practice contested the rating, an action supported by the Local Medical Committee. The CCG has worked with practices to develop action plans to address any issues raised by the inspections.

The Primary Care Commissioning Committee agreed the information within the report was informative and noted the latest position for Portsmouth practices.

9. **Any Other Business**

No further business to discuss.

10. **Date of Next Meeting**

The next Primary Care Commissioning Committee meeting to be held in public will take place on Tuesday 25 June 2019 at 10.30am.

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

✓ - Present

A – Apologies