

**APPROVED**

**Minutes of the Primary Care Commissioning Committee meeting held on  
Thursday 25 March 2021 at 9.30am – 11.30am via MS Teams**

**Summary of Actions**

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>By</b>
<b>6.</b>	<b>Locally Commissioned Services from April 2021</b>  Bring back a more detailed paper with investment plans, including updated Locally Commissioned Services specifications, and a full summary of how the Personal Medical Services funds have been re-invested.	S McInnes	May
<b>8.</b>	<b>Terms of Reference Primary Care Commissioning Committee (January 2021)</b>  An update will come back to the Committee in May, including NHS England delegation.	J Jeffs	May
<b>9.</b>	<b>Guildhall Walk Health Centre update</b>  Bring back a detailed report on service continuity.	S Cooper	May

**Present:**

Margaret Geary	- Lay Member (Chair)
Mark Compton	- Director of Transformation
Simon Cooper	- Director of Primary Care and Medicines Optimisation
Dr Nick Moore	- Clinical Executive (GP)
Jackie Powell	- Lay Member
David Scarborough	- CCG Practice Manager Representative
Michelle Spandley	- Chief Finance Officer
Jo York	- Managing Director of Health and Care Portsmouth

**Apologies:**

Helen Atkinson	- Director of Public Health
Nicola Burnett	- Deputy Chief Finance Officer
Jason Eastman	- Associate Director of IM&T
Carol Giles	- Primary Care Senior Commissioning Manager
Jo Hanswenzl	- Primary Care Commissioning Manager NHS England and NHS Improvement - South East
Julia O'Mara	- CCG Nurse Advisor
Dr Clare Sieber	- Medical Director Wessex Local Medical Committees Ltd (GP)
Andy Silvester	- Lay Member
Rebecca Spandley	- Assistant Finance Manager

**In Attendance:**

Roger Batterbury	- Healthwatch Representative
Robert Brownsmith	- Medicines Optimisation Pharmacist
Claire Currie	- Consultant in Public Health
Lisa Harding	- Director of Primary Care (Wessex Local Medical Committees Ltd)
Christine Horan	- Primary Care Improvement Manager
Justina Jeffs	- Head of Governance
Sylvia Macey	- Primary Care Estates Programme Manager
Steve McInnes	- Head of Primary Care Commissioning
Stephen Orobio	- Clinical Quality Manager
Lisa Stray	- Executive Assistant (Minutes)

**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 live streamed, 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

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 for Agenda Items 5, 7, 9,11 and 12. Margaret Geary, as the Chair, agreed that he 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 28 January 2020 were approved as an accurate record.

Agenda Item	Action	Progress
6.	<p><b>Approved Chair’s Action for Standard Operating Procedures relating to the use of COVID-19 vaccinations</b></p> <p>The Committee agreed that Simon Cooper and Justina Jeffs will discuss and implement the processes around the frequent changes to the Standard Operating Procedures.</p>	Completed
12.	<p><b>Overview of the proposed Primary Care CQUIN 2021/22</b></p> <p>Christine Horan will circulate the updated proposed CQUIN report for approval.</p>	On Agenda

## 4. Primary Care Risk Register

The Primary Care Register has been updated to include identified risks and mitigating actions.

The two high risk actions were identified as follows:

- Practice viability, which is mitigated by active engagement with practices by the Primary Care team, monitoring the quality of Primary Care delivery, CQC and practices working within Primary Care Networks.
- COVID-19 pressures adversely affecting practices ability to deliver services, which is mitigated by SITREP monitoring, agreed relaxation of some contractual requirements and protected funding. Also by close working of Primary Care Networks, cross-

provider working arrangements, local practice's business continuity protocols, shared clinical systems, and close working with the community provider, Solent NHS Trust.

The following risks have been significantly reduced or resolved, and the Committee were asked to agree to close the following risks:

- Personal Medical Services (PMS) practices premium investment risk which has been mitigated to a low risk by clear agreed principles, the resilience programme supported struggling practices, reinvestment plans have been introduced and the process has been completed.
- Premises flexibility risk, which has been mitigated to a low risk by support from Premises Improvement Grants, the Local Estates Forum overview and a Local Estates strategy, which is in development.
- New Models of Care engagement which has been mitigated to a low score due to effective engagement mechanisms with Primary Care Network Clinical Directors and that Clinical Directors are embedded within the Portsmouth Provider Partnership.

**The Primary Care Commissioning Committee noted the Primary Care risk register and the identified high risks with mitigating actions. The Committee agreed the removal of the PMS practices premium investment risk, the premises flexibility risk, and the New Models of Care engagement risk.**

## **5. Primary Care Finance Summary – Month 11 2020/21**

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Primary Care financial position for Month 11 2020/21 report was presented to the Committee. At Month 11, NHS Portsmouth CCG reported a full year forecast outturn for primary care budgets included in the report of £35,888m, with a benefit against the budget of £0.483m

Committee members were provided with COVID-19 expenditure incurred year-to-date matrix relating to Primary Care.

The Committee were asked to note the Month 11 financial position.

**The Primary Care Commissioning Committee noted the Month 11 position Primary Care Finance Report.**

## **6. Locally Commissioned Services from April 2021**

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Locally Commissioned Services from April 2021 report was presented to the Committee.

In addition to managing the core GP contracts (General Medical Services (GMS)/Personal Medical Services (PMS)/Alternative Provider Medical Services (APMS)) Clinical Commissioning Groups also commission local community services from General Practice (Locally Commissioned Services (LCS)).

A matrix of the new/revised proposals for the GP LCS from April 2021 was presented to the Committee. Steve McInnes reported that an additional recurrent sum of £228k will be available to reinvest into General Practice from April 2021, to fully reflect the total PMS reinvestment monies available.

<b>Service</b>	<b>Description</b>	<b>PMS Reinvestment funds required (recurrent per annum)</b>
*NEW* Primary Care hubs for Unaccompanied Minors seeking asylum	Refer to draft specification at App A	Circa £14K
*NEW* Safeguarding	Refer to draft specification at App B	Circa £53K
*NEW* Homeless outreach service	Refer to draft specification at App C	Circa £70K
(AMENDED) Deprivation & Inequalities	Refer to draft specification at App D	Circa £77K
(AMENDED) Basket of Services	Refer to extract from draft revised specification at App E	Circa £12K
<b>TOTAL £: Circa £226K</b>		

Steve McInnes to bring back a more detailed paper with investment plans, including updated Locally Commissioned Services specifications, and a full summary of how the Personal Medical Services funds have been re-invested to the Primary Care Commissioning Committee in May.

**Action: S McInnes**

The Committee were asked to agree the proposals in principle following queries and comments before the schemes are finalised.

**The Primary Care Commissioning Committee agreed the proposals in principle.**

## 7. Flu and COVID Vaccination Programmes

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Flu and COVID Vaccination Programmes update on the progress of the uptake of Flu and COVID-19 vaccinations across the city was presented to the Committee.

Simon Cooper reported that Flu vaccinations update was significantly higher in comparison to previous years. Due to social distancing and good hygiene measures, flu is not known to be circulating in the community.

### COVID-19

- Five Primary Care Network sites have been set-up, along with two Community Pharmacies and St James' Hospital mass vaccination site.
- Cohort 1 – 9 have been vaccinated; and Cohort 10 to 12 vaccinations will start in line with the national directive.
- 100% of all delivered vaccine has been used.

**The Primary Care Commissioning Committee noted the latest position of the national Flu and COVID-19 vaccination programmes.**

## **8. Terms of Reference Primary Care Commissioning Committee (January 2021)**

Justina Jeffs apologised for the Front Sheet inaccuracy. The paper was brought to the Committee for review and discussion. An update will come back to the Committee in May, including NHS England delegation.

**Action: J Jeffs**

The Committee agreed that the document will be revisited as often as required between meetings.

**The Primary Care Commissioning Committee noted and changes will be come back to the May meeting.**

## **9. Guildhall Walk Health Centre update**

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Committee were informed on the work undertaken since the decision was made at the Primary Care Commissioning Part II meeting on Thursday 28 January 2021, not to re-procure the Additional Primary Medical Services Contract (APMS) that is currently held by the Guildhall Walk Healthcare Centre practice.

Following attendance by Simon Cooper and Jo York at the Health Overview & Scrutiny Panel (HOSP) meeting on Thursday 18 March 2021, the CCG are to provide an update to the HOSP meeting in June 2021.

In January 2021, the number of patients registered at the practice was 8,438. Every effort is being made to ensure the continuing care of the patients during the process. Letters explaining the position to patients have been sent, and patients will be invited to engage in planned events to raise questions or any concerns. A designated Guildhall Walk Healthcare Centre email has been set-up for patients to make their comments or concerns, and will continue to be monitored.

Simon Cooper explained that the following sections have been identified as areas for the project plan to give assurance on progress. Each section has been populated with the Lead for the action item, start and finish timescales, and a planned or completion status.

- Communications
- Contracting/Commissioning
- Financial Support
- GHW contract cessation
- IT & data transfer
- Medicines Management
- Other services re-provision
- Surgery close down

Simon Cooper to bring back a detailed report on service continuity to the Primary Care Commissioning Committee in May.

**Action: S Cooper**

The Committee were asked to note the Guildhall Walk Healthcare Centre update.

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

**10. 'Concordance' Locally Commissioned Community Pharmacy Service**

Simon Cooper spoke to the 'Concordance' Locally Commissioned Community Pharmacy Service paper. The extension request reflected the need to seek further direction around the development of the service, due to global pandemic and associated time pressures where stakeholders have had altered priorities and constrained resource.

The Committee were asked to consider an extension to the Concordance Locally Commissioned Service in its current form, for 6 months beyond the renewal date of 31 March 2021. The additional time will be used to seek direction from the Clinical Advisory Group and review the scheme including response from partner organisations.

**The Primary Care Commissioning Committee approved the 6 months extension to the Concordance Locally Commissioned Community Pharmacy Service.**

**11. Ratification of Primary Care CQUIN 2021/22**

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Primary Care Commissioning for Quality and Innovation Scheme 2021/22 (CQUIN) was presented to the Committee, which included both Commissioning and Prescribing activity.

The development of the scheme involved engagement with a number of stakeholders, which included Portsmouth City Council, Public Health, GP practices, Clinical Executives members, and senior staff members of the CCG. Finance has agreed the funding for the one year scheme.

Christine Horan confirmed that the scheme was currently with practices for sign up, as the CQUIN commenced from the 1 April 2021. An electronic final version was circulated to the Committee for approval. A small number of responses were received and virtual approval was confirmed. The final version of the CQUIN was presented to the Committee for ratification.

**The Primary Care Commissioning Committee ratified the CQUIN 2021/22.**

**12. Application of practice name change The University Practice**

David Scarborough, Practice Manager Representative and Practice Manager at 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 as it impacted on their practice. Margaret Geary, as the Chair, agreed that they could participate in the discussion but not in any decision-making.

The Application of practice name change for The University Practice was presented to the Committee. Steve McInnes explained that on moving to the new location in Commercial Road, the Partners at The University Practice have requested a change of name to The Unicity Medical Centre.

The Committee were asked to approve the change in name from The University Practice to The Unicity Medical Centre.

**The Primary Care Commissioning Committee approved the change in name of The University Practice to The Unicity Medical Centre.**

**13. Primary Care Contract Review Group Terms of Reference**

The Primary Care Contract Review Group Terms of Reference paper was presented to the Committee.

The Committee were asked to agree to the amendments to the Primary Care Contract Review Group Terms of Reference for approval by the Governing Board.

The Approved Primary Care Contract Review Group minutes will be shared with the Primary Care Commissioning Committee Part II, to inform members of any contractual and Local Commissioned Services wider discussions.

**The Primary Care Commissioning Committee agreed the proposal.**

**14. Any Other Business**

No further business.

**15. Date of Next Meeting**

The next Primary Care Commissioning Committee meeting to be live streamed subject to Government COVID-19 guidelines will take place on Thursday 27 May 2021 at 9.30am.

Member Name	May 2020	Jul 2020	Sept 2020	Nov 2020	Jan 2021	March 2021
Margaret Geary	✓	✓	✓	✓	✓	✓
Dr Helen Atkinson	A	A	A	A	A	A
Simon Cooper	A	A	A	✓	✓	✓
Jason Eastman	✓	A	✓	✓	✓	A
Dr Nick Moore	✓	✓	✓	A	✓	✓
Julia O'Mara	A	✓	A	✓	✓	A
Jackie Powell	✓	A	✓	✓	✓	✓
Terri Russell	✓	✓	✓			
David Scarborough	✓	✓	A	✓	✓	✓
Dr Clare Sieber	✓	✓	✓	✓	A	A
Andy Silvester	✓	✓	A	A	A	A
Michelle Spandley	✓	A	✓	✓	✓	✓
Jo York	✓	A	✓	✓	✓	✓

✓ - Present

A – Apologies