

APPROVED

**Minutes of the Primary Care Commissioning Committee meeting held on
Thursday 28 January 2021 at 9.30am – 11.30am via MS Teams**

Summary of Actions

Agenda Item	Action	Who	By
6.	Approved Chair's Action for Standard Operating Procedures relating to the use of COVID-19 vaccinations The Committee agreed that Simon Cooper and Justina Jeffs will discuss and implement the processes around the frequent changes to the Standard Operating Procedures.	S Cooper/J Jeffs	On-going
12.	Overview of the proposed Primary Care CQUIN 2021/22 Christine Horan will circulate the updated proposed CQUIN report for approval.	C Horan	Next meeting

Present:

Margaret Geary	- Lay Member (Chair)
Simon Cooper	- Director of Medicines Optimisation/Interim Director of Primary Care
Jason Eastman	- Associate Director of IM&T
Dr Nick Moore	- Clinical Executive (GP)
Julia O'Mara	- CCG Nurse Advisor
Jackie Powell	- Lay Member
David Scarborough	- Practice Manager Representative
Michelle Spandley	- Chief Finance Officer
Jo York	- Director (New Models of Care)

Apologies:

Helen Atkinson	- Director of Public Health
Nicola Burnett	- Deputy Chief Finance Officer
Mark Compton	- Director of Transformation
Justina Jeffs	- Head of Governance
Jo Hanswenzl	- NHS England
Lisa Harding	- Director of Primary Care (Local Medical Committees)
Dr Clare Sieber	- Local Medical Committees Medical Director (GP)
Andy Silvester	- Lay Member later

In Attendance:

Claire Currie	- Consultant in Public Health
Andrea Edgeson	- Senior Finance Manager
Roger Batterbury	- Healthwatch Representative
Christine Horan	- Primary Care Improvement Manager
Carol Giles	- Primary Care Senior Commissioning Manager
Sylvia Macey	- Primary Care Estates Manager
Steve McInnes	- Primary Care Relationship Manager
Stephen Orobio	- Clinical Quality Manager
Rebecca Spandley	- Assistant Finance Manager
Lisa Stray	- Executive Assistant, Business Services (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, 9, 10 and 11. 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 26 November 2020 were approved as an accurate record subject to the following change:

Page 3, Paragraph 10 Agenda Item 5. Primary Care Finance Report – amend financial regime has been amended for 2021/21’ to ‘financial regime has been amended for 2020/21’.

Agenda Item	Action	Progress
7.	<p><i>Matters Arising from Thursday 24 September 2020 minutes:</i></p> <p>Hampshire and Isle of Wight (HIOW) Digital Primary Care Roadmap Update</p>	<p>Awaiting the final sign off from the Regional Team.</p> <p>HIOW have been successful in obtaining funding to extend the pilot in digitising the Lloyd George Notes within practices. Aim is to extend the pilot to include 1 practice from every CCG area in HIOW footprint.</p>
4.	<p>Primary Care Risk Register</p> <ul style="list-style-type: none"> • Work with the Primary Care team to update the Risk Register with Primary Care Networks and Portsmouth Primary Care Alliance components, and Directed Enhanced Services and how this has impacted our care services. • Liaise with NHS England around PCSE service issues. Receive comments or reviews from the Committee, and will provide an update in January. • Escalate details of complaints from practices 	<p>Ongoing.</p> <p>Although progress has been made around Primary Care Support England (PCSE) issues, work is on-</p>

	back to NHS England.	going. Practices continue to experience difficulties around pensions and are not receiving replies from PCSE. Carol Giles will also feedback reported issues back to the Head of Primary Care.
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4. Primary Care Risk Register

There were no new risks to report; however, the CCG was not in a position to stand down any COVID risks.

The Primary Care Risk Register would be updated as part of the team review. Practices would continue to be monitored and be informed of any mitigating actions required.

Steve McInnes explained that due to the service not improving, Primary Care Support England (PCSE) services still remained at Current Risk Score 12.

The Risk Register will be reviewed and amended accordingly.

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

5. Primary Care Finance Summary – Month 9 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 9 2020/21 report was presented to the Committee.

The Committee were asked to note the Month 9 financial position.

Key points:

- The CCG has received confirmation from NHS England that part of the Additional Roles Reimbursement Scheme funding is held centrally, and so the forecast has been adjusted accordingly to reflect the value of allocation received by the CCG. Reimbursement for expenditure exceeding allocation can be claimed by the CCG. It is anticipated that further recruitment will occur in Quarter 4, as per Primary Care Network workforce plans.
- The number of Maternity, Paternity, Adoptive, or Sickness requiring locum cover has reduced compared to 2019/20.
- The CCG is applying 'income protection' to locally commissioned schemes, to support Primary Care in the delivery of new priorities as a result of the pandemic and the vaccination programme underway. This also applies to the Minor Surgery and Primary Care Networks Directed Enhanced Services (reported in Delegated Commissioning).
- The CCG has now received funding for several General Practice Forward View schemes, which will be committed in-year.
- The CCG has received its share of the Sustainability and Transformation Partnership funding for the GP COVID Capacity Expansion Fund, and committed in full to our GP practices.

The Primary Care Commissioning Committee noted the month 9 position Primary Care Finance Report.

6. Approved Chair's Action for Standard Operating Procedures relating to the use of COVID-19 vaccinations

The Approved Chairperson's Action for Standard Operating Procedures relating to the use of COVID-19 vaccinations was presented to the Committee.

Key points:

- On the 8 December 2020, Dr Keith Ridge CBE, Chief Pharmaceutical Officer for England sent a letter to all Chief Pharmacists, Heads of Medicines Optimisation, CCG Chief Officers, and Community Trust Pharmacists.
- The letter set out the principles and expectations necessary to maintain integrity, and therefore safety, quality and effectiveness, of the COVID-19 vaccines which were due to be given in the Portsmouth area from the week commencing 14 December 2020.
- Alongside this letter were a number of Standard Operating Procedures that detailed handling, storage, ordering, disposal and administration of COVID vaccinations.

The Committee agreed that Simon Cooper and Justina Jeffs will discuss and implement the processes around the frequent changes to the Standard Operating Procedures.

Action: S Cooper/J Jeffs

The Committee were asked to receive the paper.

The Primary Care Commissioning Committee approved the chairs action.

7. Primary Care Audit Report

The Committee received a very positive Primary Care Audit Report from Internal Audit, which concluded they had substantial assurance about the governance, risk and contract processes used by the Primary Care team in regard to commissioning services.

Overall Assessment

- Substantial Assurance

Key strategic findings

- There were adequate controls in place for the commissioning and procurement of services.
- The latest Primary Care Strategy 2019-2021 was not published on the CCG's website.
- Some key documents omitted version control and review dates.
- A good practice Procedure Strategy example had been shared with management.

Good practice identified

- The CCG has processes in place for consulting with the public and other relevant agencies.
- The CCG has adequate procurement processes in place.

Carol Giles congratulated the Primary Care team on their achievements.

The Committee were asked to receive the Internal Audit report.

The Primary Care Commissioning Committee received the report.

8. Healthwatch Portsmouth GP Surgery website review

The Healthwatch Portsmouth GP Surgery website review report was presented to the Committee. Roger Batterbury explained that the review had been conducted within the Portsmouth Primary Care Network areas. The purpose of the review had been to identify any gaps in information that could or could not be found on each GP website city wide. Although the report highlighted examples of good information provision, there were numerous areas for improvement in the accessibility of GP websites and the quality of information provided.

Committee members raised the following:

- As the report was completed back in August 2020, should there be some consideration given to provide updated information for COVID-19?
- The report provided useful and positive information; however, some aspects of the report could be seen in a negative light.
- Encouraging seeing that practices had received some positive reviews.
- If some patients had difficulties using the website, how do we capture these patients?

The Committee agreed that Healthwatch Portsmouth, the Communications Team, and Patient Participation Group will work through the recommendations where improvement for access to services has been identified, and will continue to support practices around Primary Care Networks.

The Committee were asked to accept the report and its recommendations.

The Primary Care Commissioning Committee accepted the report and noted the recommendations.

9. 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 uptake of Flu and COVID-19 vaccinations across the city was presented to the Committee.

Flu

- 82% uptake for over 65 year olds – increased by 10%
- 55% uptake for under 65 year olds – increased by 11%
- 55% uptake for pregnant women

Simon Cooper reported that Flu vaccinations are continuing and uptake is significantly higher in comparison to previous years. Due to social distancing and good hygiene measures, the impacts of transmissions of the virus were lower than previous seasonal flu years.

COVID-19

- Five sites have been set up and are running vaccination hubs.
- Cohort 1 has been vaccinated; with Cohort groups 3 and 4 on target.
- 100% of all delivered vaccine has been used with minimal wastage.
- Reported vaccine supply issues and it has not always been possible to deliver vaccinations at pace that reflected the practices' readiness.
- Two community pharmacies have been identified in the city; Lalys at Guildhall Square with an option of the booking the vaccination via a GP practice (within a 45 mile radius) or via on the national booking system. The further community pharmacy will be on-line shortly.
- Some additional vaccination sites from Primary Care Network areas will be utilised shortly.

Claire Currie thanked the exceptional efforts of the Primary Care and GP practices in successfully implementing the vaccination sites. Portsmouth Public Health welcomed a joint approach for future communications planning.

The Committee were asked to note the report.

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

10. Portsdown Group Practice Personal Medical Services Contract Variation

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.

Steve McInnes presented the Portsdown Group Practice Personal Medical Services Contract Variation to the Committee. He explained that the practice are writing a new Partnership Deed and have formally requested the CCG to remove a Health Service Body status from their contact.

The Committee were asked to approve the variation to the Portsdown Group Practice Personal Medical Services contract.

The Primary Care Commissioning Committee approved the contract variation.

11. Primary Care CQUIN 2020/21 - use of funding for COVID activities

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 agreed that the remaining Primary Care Commissioning for Quality and Innovation (CQUIN) funding for 20/21 could be used to support activities being undertaken by General Practice that are associated with COVID 19, but not funded from other sources.

The Primary Care Commissioning Committee agreed the proposal in the report.

12. Overview of the proposed 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.

An overview of the proposed Primary Care Commissioning for Quality and Innovation (CQUIN) 2021/22 was presented to the Committee. The one year scheme will commence on the 1st April 2021 until 31st March 2022, and will include both Commissioning and Prescribing elements. A proposal to stagger activity across the year has been considered, due to the current pandemic and increased pressures on city wide practices.

An element of the 2021/22 scheme will look at new ways of working, and how key scheme components will be delivered by practices. The Primary Care and Medicines Optimisation team will continue to support practices with the Technology section to agree the adoption of specific systems across the city.

Christine Horan will circulate the updated proposed CQUIN report for approval.

Action: C Horan

The Primary Care Commissioning Committee agreed for the work on the CQUIN to continue.

13. Any Other Business

No further business.

14. 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 25 March 2021 at 9.30am.

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

✓ - Present

A – Apologies