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25.01.2017	0.1	Harvi Higgins	First draft written up
01.02.2017	0.2	Amy Lepiorz	Reviewed
<b>Approved:</b>			
<b>Signature:</b>			
			..... <b>Mr Peter Bury, Chair</b>

# Primary Care Commissioning Committee

## MINUTES OF MEETING

25 January 2017

Chair – Mr Peter Bury

### ATTENDANCE

#### Committee Members

##### Voting Members

Mr Peter Bury, Lay Member - Quality and Performance, Chair  
Mr David McCann, Lay Member  
Ms Margaret O'Dwyer, Director of Commissioning and Business Delivery  
Mrs Lesley Jones, Director of Public Health, Bury Council  
Mrs Fiona Boyd, Governing Body Nurse  
Mrs Amy Lepiorz, Deputy Director of Primary Care  
Miss Rachel Coaker, Associate Chief Finance Officer (On behalf of Mike Woodhead)

##### Non-Voting Members:

Dr Kiran Patel, CCG Chair  
Dr Jeff Schryer, Clinical Director  
Mrs Anne Gough, NHS England (On behalf of Miss Sara Roscoe)  
Mrs Anne Brown, Patient Cabinet Member  
Mr Paul McCrory, Bury and Rochdale LDC Representative  
Dr Mo Patel, LPC representative  
Mrs Barbara Barlow, Healthwatch Bury

#### Others in attendance

Mrs Harvi Higgens, PA, NHS Bury CCG

### MEETING NARRATIVE & OUTCOMES

#### 1 APOLOGIES FOR ABSENCE

Apologies were received from:

Dr Mo Jiva, Bury and Rochdale LMC Representative  
Miss Sara Roscoe, NHS England  
Mr Mike Woodhead, Chief Finance Officer  
Mr Stuart North, Chief Officer  
Mrs Wendy Craven, Bury and Rochdale LOC Representative

It was noted for the purpose of the minutes that Miss Coaker was attending on behalf of Mr Woodhead and would count towards the quorum along with assuming voting rights.

#### 2 DECLARATIONS OF INTEREST

Mrs Lepiorz disclosed an interest in item 6, Minor Ailments Scheme. Mrs Lepiorz wrote

the service specification document in her previous role at NHS England.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/01	Decision	<b>Noted Mrs Lepiorz's interest.</b>	

### 3 MINUTES FROM THE LAST MEETING

The minutes were accepted as an accurate record with a minor change to item 5 to include an action to draft the costed implementation plan.

ID	Type	The Primary Care Commissioning Committee:	Owner
AC/25/01/17/02	Action	<b>Amend minutes to include additional action point for item 5.</b>	

### 4 ACTION LOG

Miss O'Dwyer confirmed that GP Fed will be giving a presentation on the pharmacist project and a date will be confirmed shortly

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/03	Decision	<b>Noted the update provided.</b>	

### 5 GP FORWARD VIEW MUST DO SUBMISSION

NHS Bury CCG was required to submit a document to the Greater Manchester Health and Social Care Partnership describing how it would implement the 'must-dos' from the GP Forward View as part of the 2016 planning round. The paper contains a copy of the submission.

Mr McCann asked for clarification on the number of patients per GP which is detailed on page 10 of the report. Mrs Lepiorz confirmed that there is an issue recruiting GPs in the Bury area. Work to look at the skills for the whole of work force is being carried out as part of the Primary Care Strategy.

Mr McCann asked which GPs have been included in the figures in this report. Mrs Lepiorz commented it is likely that this information is for full time GPs only.

Mr McCann requested information for locum doctors as well as full time GPs. Dr Schryer commented that work is ongoing to train more GPs at under graduate level. There are also issues about the retention of GPs. Dr Schryer also commented that the work force is very varied with many nurse practitioners and pharmacists.

Mrs Boyd asked a training needs analysis for practice nurses has been carried out. Mrs Lepiorz noted the analysis had not been completed for Bury as yet and that it is part of the Primary Care Strategy.

Mrs Jones commented there are issues with booking GP appointments and patients are not always aware of the different schemes such as the extended working hours. Mrs Lepiorz stated this issue had been discussed at the last workstream meeting and some work is ongoing to increase online booking of appointments and the improvement of phone access to practices. Dr Schryer noted there are issues with the perception of booking GP appointments and patients not knowing about the extended opening hours scheme.

Mr McCrory queried if there is resource monitoring in place to assess how appointment slots are used and if this could be used to design a system with controls to even out the pressure. Mr McCrory asked if it was possible to use google services to monitor how busy GP practices are and if patients could be redirected other practices. Mrs Lepiorz

confirmed that utilisation of appointments and extended hours are being reviewed.

Dr Patel stated it is important to promote self-care and the free online support before booking a GP appointment.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/04	Decision	<b>Noted the content of the report</b>	

6	<b>Minor ailments scheme.</b>		
	<p>Bury's Minor Ailment Scheme (known locally as Care at the Chemist) is a locally commissioned service (LCS) and was first commissioned in 2004. In 2014 a Greater Manchester minor ailments scheme was developed by the NHS England Area Team for local commissioners to adopt. In December 2016 a local Task and Finish group was convened to review the local scheme and consider whether to align to the GM scheme. The paper summarises the considerations behind the proposal to align with the GM scheme.</p> <p>Mrs Barlow queried if it is possible to combine the Bury and GM schemes together. Mrs Lepiorz stated that there can only be one scheme running. The GM scheme was developed by NHS England in collaboration with interested CCGs. Going forward Bury CCG will be contributing to the scheme and shape it for future use.</p> <p>Mrs Barlow commented that the fee to pharmacists is set to a higher rate in the GM scheme in comparison to the original scheme. Mrs Boyd also noted her concerns that the fee was much higher. Mrs Lepiorz acknowledged the change in fee and commented that this was a true reflection on the cost of the service. Mrs Lepiorz noted that the minor ailment scheme will save money going forward as a recent cost-analysis has shown that for every £1 spent on a minor ailments scheme, £2.08 is saved in the health economy.</p>		
ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/05	Decision	<b>approved the change in service specification for the local minor ailments scheme to align with the Greater Manchester scheme</b>	

7	<b>PRIMARY CARE FINANCE REPORT</b>		
	<p>The year to date financial position shows a £49k under spend, with a change to the forecast outturn of £13k (month 8 forecast outturn underspend of £11k). Budget allocations for 2017/18 have now been published. The NHSE team have completed budget setting for 2017-2019. A residual pressure of c£350k has been included within the CCG plans. 2017/18 &amp; 2018/19 plans will be shared with this committee in due course.</p>		
ID	Type	The [Name of Committee]:	Owner
DC/25/01/17/06	Decision	<b>noted the contents of the report and the risks identified to the delivery of the 2016/17 financial position.</b>	

8	<b>PRIMARY CARE RISK REGISTER</b>		
	<p>Risk management provides a systematic and consistent integrated framework through which the CCG's strategic objectives are pursued. This involves the identification of risks, threats and opportunities to achieving those objectives and taking steps to mitigate, manage and control the associated risks to delivery.</p> <p>This paper includes those risks assigned to the Primary Care Commissioning Committee in line with the Risk Management Strategy.</p>		

The report provides narrative on those risks which have been reviewed in the reporting period and specifically includes:

- risks which have increased in score;
- risks which have decreased in score;
- risks that are proposed for closure or have been closed;
- risks that have reached their target level; and
- new risks included on the register for the first time.

Currently there is one risk regarding Capita on the log which is owned by NHS England and updates are presented to this committee. Mrs Gough confirmed the risk has been downgraded and requested any further issues are reported to NHS England.

Miss O'Dwyer asked when the backlog of files will be completed. Mrs Gough noted that the work is in progress but there is no date for completion as yet.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/07	Decision	<ul style="list-style-type: none"> <li>• <b>received the risk report;</b></li> <li>• <b>noted the risk on the risk register as reflected in Appendix A;</b></li> <li>• <b>noted the update provided; and</b></li> <li>• <b>noted the summary position.</b></li> </ul>	

9	PRIMARY CARE WORK STREAM MEETING REPORT
	<p>The Primary Care Workstream briefing has been prepared to provide Primary Care Commissioning Committee with an overview of the schemes and progress currently being delivered/supported by the team. Work is ongoing to produce a robust workstream programme.</p> <p>Dr Schryer presented the report. The practice merger paper will be presented at the February Primary Care Commissioning Committee meeting.</p> <p>Work is moving at pace on the second phase of the Primary Care strategy and an update will be provided at either the February or March Primary Care Commissioning Committee.</p> <p>All practices are now open between 0800-1830 and achieving the targets for male and female GPs to meet the GM standards.</p> <p>Dr Patel commented that merging practices will make them more resilient in the long term. Miss O'Dwyer confirmed that the paper is in line with the strategy to develop resilience within Practices.</p> <p>Dr Patel stated it is important to retain the GP population and encourage them to stay working.</p> <p>Mrs Gough commented that there is a growing trend of mergers for across Greater Manchester. NHS England are also looking at supporting Practices with succession planning and making themselves resilient.</p> <p>Mr McCann stated the CCG needs to support Practices with any changes. There are significant pressures on Practices. It is important the Committee is aware that there is a serious situation around the GP business model and the solutions are within the practices.</p>

Mr Bury confirmed that the CCG will need to help and assist practices. Dr Patel noted that a set of principles have been agreed to help practices.

Mr McCrory queried if there training and workshops are available to assist GPs in moving to a more complex business environment. Dr Schryer confirmed the CCG is holding engagement events every 3 months.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/08	Decision	<b>Noted the briefing being presented</b>	

## 10 NOTIFICATION OF CONTRACTUAL CHANGES TO PRIMARY MEDICAL SERVICES

This paper is to update the committee of any contractual changes relating to GP medical contracts during the month of December.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/09	Decision	<b>Noted the contents of the paper.</b>	

## 11 Forward plan

The CCG is developing forward plans for each of its Committees. This is in order to guide business and ensure that the Committee is meeting the objectives set out in its Terms of Reference.

Mr McCrory asked if it would be possible to suppress items into focused groups of topics such as dentistry, optical and pharmaceutical. Mr McCrory also asked if it could be possible to give an indication of when the respective representative would be required to attend to make it a more efficient use of time. Miss O'Dwyer commented the Committee is collaborative and its focus is wider than general practice alone. Therefore it is important to have all the different contractors as part of the committee. Dr Patel commented that it is important to have discussions with the different collaborators as part of the committee.

Miss O'Dwyer requested strategic overviews of the different areas are presented periodically through the year and quarterly updates on the Primary Care Strategy.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/10	Decision	<b>Noted the Forward Plan and provide any comments for consideration as regular items</b>	

## 12 GP FEDERATION MEETING HIGHLIGHT REPORT

Miss O'Dwyer presented the report which is a summary of the GP Federation Contract meeting held on the 20 December 2016.

ID	Type	The Primary Care Commissioning Committee:	Owner
DC/25/01/17/11	Decision	<b>Noted the highlight report.</b>	

## Next Meeting

Wednesday 22 February 2017, 12:00 – 13:30  
503/504 Townside Primary Care Centre, Bury