

Meeting: Primary Care Commissioning Committee			
Meeting Date	25 July 2018	Action	Receive
Item No.	8	Confidential	No
Title	GP Federation Contract Meeting - Action Log 19.6.18		
Presented By	Marie Clayton, Deputy Director of Primary Care / Head of QIPP		
Author	-		
Clinical Lead	-		

Executive Summary	
The attached action log is a summary of the Bury GP Federation Contract meeting held on the 19 June 2018.	
Recommendations	
It is recommended that the Primary Care Commissioning Committee: <ul style="list-style-type: none"> • Receives the action log for information. 	

Links to CCG Strategic Objectives	
To empower patients so that they want to, and do, take responsibility for their own healthcare. This includes prevention, self-care and navigation of the system.	<input type="checkbox"/>
To deliver system wide transformation in priority areas through innovation	<input type="checkbox"/>
To develop Primary Care to become excellent and high performing commissioners	<input type="checkbox"/>
To work with the Local Authority to establish a single commissioning organisation	<input type="checkbox"/>
To maintain and further develop robust and effective working relationships with all stakeholders and partners to drive integrated commissioning.	<input type="checkbox"/>
To deliver long term financial sustainability in partnership with all stakeholders through innovative investment which will benefit the whole Bury economy.	<input type="checkbox"/>
To develop the Locality Care Organisation to a level of maturity such that it can consistently deliver high quality services in line with Commissioner's intentions.	<input type="checkbox"/>
Supports NHS Bury CCG Governance arrangements	<input type="checkbox"/>
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	
GBAF <i>[Insert Risk Number and Detail Here]</i>	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here. Delete this text if you have ticked No or N/A</i>						
Has a Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is a Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are there any associated risks?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here. If you are unsure seek advice from Lynne Byers about the risk register.</i>						

Governance and Reporting		
Meeting	Date	Outcome

Present: Marie Clayton, Rachele Schofield, Paul Juson, Martin Clayton, Jeanette Tilstone, Trevor Edge Apologies: Tracy Minshull, Mike Woodhead, Dr Jeffrey Schryer, Amanda Symes, Juliet Bell.							Bury GP Federation Contract Meeting Action Log 19 June 2018
Area	Background	Action Description	Date Raised	Status	Completion Date	Action By	Progress / Closing Action
	Terms of Reference As this was the first meeting which Marie Clayton was chairing she requested sight of the terms of reference for this group. Rachele Schofield to update the terms of reference for the next meeting.						
	Declarations of Interest For items on the agenda No declarations raised. For items discussed at the last meeting No declarations raised.						
	Actions from previous meeting All actions have been completed with the exception of: 1) Smear tests - issue still ongoing with regard to the Cytology Centre not accepting hand written/part written requests. A technical solution is needed to enable electronic referrals to be made from the EWH. A resolution is also needed with regard to the issue around the host GP receiving patient results so that they can follow up if required rather than the EWH receiving the results.	19.06.18 - Rachele Schofield to liaise with Dr John Hampson re the technical solution. In the meantime it was agreed an extension be granted until an IT solution is found.	20.03.18	Open	18.09.18	Rachele Schofield	
Standing Items	Extended Working Hours / Vulnerable Patient Service: The EWH contract has been extended for a further 5 years with a number of caveats; the following were discussed: 1) Monthly reporting in DNA rates - high percentage of DNAs; the CCG would like to see a reduction in the numbers. A discussion took place around what can be done to prevent DNAs. It was felt the text appointment reminder facility would help, however it would need to be looked into as to where the cancellation notice would go. Marie Clayton suggested checking with NHS England what data they collate from other CCGs re EWH.	19.06.18 Rachele Schofield to liaise with Mike Culshaw with regard to whether the text appointment reminder facility is still available and whether EWH could be included in that.	19.06.18	Open	18.09.18	Rachele Schofield	
	2) Telephone triage - the GP Federation is asked to undertake a telephone audit on a monthly basis and feedback to this group. The initial telephone triage audit was a snapshot audit, if the CCG wants this to be undertaken monthly there may be a charge attached.	19.06.18 Marie will ask Zoe Alderson to raise this issue at the Primary Care Leadership meeting.	19.06.18	Open	18.09.18		
	Martin Clayton suggested the way the EWH appointments are offered could be changed; currently the split is 70 pre bookable / 30 book on day. If weekend pre bookable appointments were reduced this could help reduce DNA rates. It was agreed to trial a 50/50 split for the next quarter commencing 1 July 2018 to see if this makes a difference to the DNA rates.	19.06.18 EWH appointment slots to be trialled on a 50/50 split for a quarter commencing 1.7.18.	19.06.18	Open	01.07.18	GP Federation	
	Reference was made to the missing KPI data due to technical challenges to measure the method of booking pre booked and book on day appointments. Martin Clayton referred to an issue with regard to book on day appointments being changed to prebookable appointments if they are not used, this could skew the figures.	19.06.18 Rachele and Paul to meet with Caroline Dearden to discuss relaunch communication.	19.06.18	Open		Rachele Schofield, Paul Juson	
	Martin Clayton asked if there were any plans to move from the current 30 minute appointment slots per 1,000 population to 45 minute slots per 1,000 by the end of this financial year. Rachele Schofield is not aware of any discussion re this but there has been an audit undertaken this week around this.						
	3) Relaunch of EWH service to Practices via a communication by the GP Fed to include several messages around equitability of usage of appointments. It was agreed Rachele Schofield would meet with Paul Juson and Caroline Dearden to work together on the communication to go out to practices. Communication to include reiteration of the service, change of % split in appointment slots, and messages from the PCCC. The concerns raised by some practices around the over usage of EWH by certain practices will be picked up at the Primary Care Quality visits.						
	This issue has been discussed with Rock Healthcare; there are mitigating circumstances for the number of EWH appointment being utilised, including the cohorts of patients using the service i.e. asylum seekers, and high need patients who will follow GPs for continuity, and also 2 of the 3 hubs are based at Moorgate.						
	4) Friends and Family test; a paper was shared showing results from patient satisfaction surveys and friends and family testing, the results of both were very positive. Rachele suggested in terms of KPI13 the patient satisfaction survey could be used/modified for the EWH practice survey in the future.						

<p>Bealeys Update Prescribing codes issue now resolved. Paul Juson has a meeting to discuss other issues raised and will feedback on progress. Martin Clayton referred to a meeting held between the CCG and PCFT regarding funding of Bealeys and asked if he could be informed of the outcome of that meeting.</p>	<p>19.06.18 - Marie Clayton agreed to speak to Margaret O'Dwyer and feedback to Martin Clayton.</p>	<p>19.06.18</p>	<p>Open</p>	<p>18.09.18</p>	<p>Marie Clayton</p>	
<p>Clinical Pharmacists Update Martin Clayton presented an update. Funding proposals beyond the pilot have been discussed with practices at an engagement event. The proposal suggests fully funding until the end of September 2018 with a shared funding arrangement for a further 12 months with practices that wish to continue with a Pharmacist in practice. Jeanette Tilstone reported that feedback from practices has been good. Practices have been informed that any expressions of interest are to be submitted by the end of this month. It is likely that the pharmacists will be employed on a sessional basis rather than one per practice due to issues around room availability.</p>						
<p>Any Other Business There was no other business.</p>						