

<b>Title</b>	<b>Minutes of the Primary Care Commissioning Committee 28/11/2018-Meeting in Public</b>		
<b>Author</b>	Helen Marshall, PA to the Executive Nurse		
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18/12/2018	0.1	H Marshall	Initial draft submitted to M Clayton for review
08/01/2019	0.2	H Marshall	Amendments received from M Clayton
<b>Approved:</b>			
<b>Signature:</b>			
			..... <b>Peter Bury, Lay Member (Chair of the PCCC)</b>

# Primary Care Commissioning Committee

## Meeting in Public

### MINUTES OF MEETING

28<sup>th</sup> November 2018

Chair – Peter Bury

### ATTENDANCE

#### Members

##### Voting members

Mr Peter Bury, Lay Member, Chair

Mr Geoff Little, Accountable Officer

Mrs Sue Hargreaves, Assistant Chief Finance Officer, Non Acute & Primary Care (representing Mr Mike Woodhead)

Miss Margaret O'Dwyer, Director of Commissioning and Business Delivery

Mrs Lesley Jones, Director of Public Health, Bury Council

Mrs Marie Clayton, Deputy Director of Primary Care

##### Non-voting members

Dr Jeff Schryer, CCG Chair

Mrs Ann Gough, NHS England

Mrs Anne Brown, Patient Cabinet representative

Mrs Joanne Horrocks, Healthwatch representative

Mr Richard Rawlinson, LOC representative

Mr Paul McCrory, LDC representative

#### Others in attendance

Zoe Alderson, Head of Primary Care

Bhavini Bharath, Communications and Engagement Officer

Helen Marshall, PA to the Executive Nurse (minutes)

### MEETING NARRATIVE & OUTCOMES

#### 1 Welcome, Apologies And Quoracy

1.1 Mr Bury welcomed those present to the meeting and noted apologies had been received from:

- Mr David McCann, Lay Member
- Mrs Fiona Boyd, Nurse Lay Member
- Mr Mike Woodhead, Chief Finance Officer
- Mr Mohamed Patel, LMC Representative

1.2 It was noted that Mrs Hargreaves was attending on behalf of Mr Woodhead, with full delegated authority to act on his behalf. The meeting was confirmed to be quorate.

<b>2</b>			
<b>Declarations of Interest</b>			
2.1	Mr Bury reminded the Primary Care Commissioning Committee members of their obligation to declare any interest they may have on any issues arising from agenda items which might conflict with the business of NHS Bury Clinical Commissioning Group.		
2.2	Declarations made by members of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests which is presented under this agenda and also available from the CCG's Corporate Office or via the CCG website.		
<b>Declarations of interest from today's meeting</b>			
2.3	It was noted that there were no further declarations made from those already recorded in the register.		
<b>Declarations of interest from the previous meeting</b>			
2.4	It was noted that there were no declarations of interest in relation to the previous meeting.		
ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/01	Decision	Noted the published register of interests.	

<b>3</b>			
<b>Minutes Of The Last Meeting and Action Log</b>			
<b>Minutes</b>			
3.1	The minutes of the Primary Care Commissioning Committee meeting held on 26 <sup>th</sup> September 2018 were considered and agreed as a correct record.		
3.2	With regard to the September minutes at agenda item 10 (Primary Care Contract Variations), where the PCCC approved the proposed contractual variations, subject to final approval by Dr Jeff Schryer. It was confirmed that Dr Schryer endorsed the contractual variations for the Quality in Primary Care Contract (Phase 3) 2018/2019 and Combined LCS (2018/2019).		
<b>Action Log</b>			
3.3	The action log was reviewed and updates provided as recorded on the action log. Two additional papers relating to actions PCCC/07/01 and PCCC/09/01 were circulated along with the action log in advance of the meeting.		
3.4	A conversation followed with regard to dentist list closures. It was queried if dental practices are required to report closing their lists, as GP practices that want to close their list must represent to the Primary Care Commissioning Committee.		
3.5	Mrs Gough advised that this is not the case for dentists as dental contracts are managed on the number of units of dental activity (UDA). Once the specified level of activity has been met then they have fulfilled that contract and they do not need to inform NHS England.		
ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/02	Decision	Approved the minutes of the meeting held on the 26 <sup>th</sup> September 2018 as a true and correct record subject to	
PCCC/11/03	Decision	Noted the updates provided in relation to the action log.	

<b>4</b>	<b>Public Questions</b>
4.1	There were no public questions asked.

<b>5</b>	<b>Primary Care Transformation Agenda: Find &amp; Treat</b>
5.1	Mrs Jones gave a presentation which provided an update on 'Find and Treat' Long Term Conditions (LTCs) intervention, under the theme 'Keeping Bury Well'.
5.2	Mrs Jones talked through the presentation and gave an overview of the key points on each slide including the project aims, objectives and phases of this intervention, led by Shenna Paynter, Public Health Programme Manager. The aim of the project is to implement a full primary care wide approach to primary and secondary prevention, initially focusing on Hypertension and AF.
5.3	The presentation outlined the project group membership and explained the process for phase 1 "Find", phase 2 "diagnose" and "treat" and the community pharmacy project. The presentation also included a draft service overview.
5.4	Brief discussion followed and Mrs Clayton asked how the service intended to find "new" patients. Mrs Jones advised this would be achieved through communications and opportunistic screening.
5.5	Mr Bury thanked Mrs Jones for the presentation.

ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/04	Decision	Noted the contents of the Find & Treat presentation provided.	

<b>6</b>	<b>GP Referrals to Community Pharmacy Pilot</b>
6.1	Mrs Gough presented the GM project briefing paper for the GP Minor Illness Referral Service to Community Pharmacy and provided a background overview of the project.
6.2	As part of the Pharmacy Integration Fund programme of work, to integrate community pharmacy into local NHS urgent care pathways, a new approach is being taken to create a digital process for urgent care and General Practice. This involves making a referral to a community pharmacist instead of booking a GP appointment for low acuity minor illness assessment and the service is called the Digital Minor Illness Referral Service (DMIRS).
6.3	GM has been selected to develop and deliver the referral processes between General Practice and Community Pharmacy. The funding available from the NHS Integration fund, allows the delivery of a pilot project in a GM neighbourhood.
6.4	This project could be described as a development to existing Care Navigation projects that exist in some parts of GM. Bury was the first locality to progress the Care Navigation concept, and has two neighbourhoods; Prestwich and Radcliffe, that have highly developed, active Neighbourhood teams, in which General Practice and Community Pharmacy are actively engaged.
6.5	The service is to be funded through the Pharmacy Integration fund for three months. GMHSCP is scoping the possibility of funding being available for a further three

	<p>months. The funding from the Pharmacy Integration Fund would cover the following:</p> <ul style="list-style-type: none"> <li>• Project management led by the local NHS England team.</li> <li>• Engagement events involving LPC and LMC within the Primary Care Network locality.</li> <li>• Community pharmacy fees at £14 per referral for participation in the project.</li> <li>• Pharmacy system licence fees to enable documentation and reporting by the pharmacist as part of the consultation.</li> </ul>												
6.6	There was limited time for discussion on this agenda item, however some queries were addressed.												
6.7	Dr Schryer described the project as a great idea, expressing slight concern over funding and the identification of an exit strategy. Mrs Clayton advised that the CCG are not funding the scheme moving forward and that there is no ask to do so.												
	<i>Mr Little left the meeting at 13.25</i>												
6.8	Miss O'Dwyer queried what was being asked of the Primary Care Commissioning Committee. Mrs Gough explained that the pharmacy team is looking for funding from the Greater Manchester Health & Social Care Partnership (GMHSCP); however they don't want to go ahead without support for this project.												
6.9	Mrs Clayton advised she was conscious that the Primary Care Commissioning Committee needed to be made aware of this project and that it should be brought back to a future meeting. It was noted that the Primary Care Commissioning committee should endorse this project.												
	<table border="1"> <thead> <tr> <th></th> <th>Type</th> <th>The Primary Care Commissioning Committee:</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>PCCC/11/05</td> <td>Decision</td> <td>Noted the briefing paper for information.</td> <td></td> </tr> <tr> <td>PCCC/11/01</td> <td>Action</td> <td>GP Referrals to Community Pharmacy Pilot is to be added to the forward plan.</td> <td></td> </tr> </tbody> </table>		Type	The Primary Care Commissioning Committee:	Owner	PCCC/11/05	Decision	Noted the briefing paper for information.		PCCC/11/01	Action	GP Referrals to Community Pharmacy Pilot is to be added to the forward plan.	
	Type	The Primary Care Commissioning Committee:	Owner										
PCCC/11/05	Decision	Noted the briefing paper for information.											
PCCC/11/01	Action	GP Referrals to Community Pharmacy Pilot is to be added to the forward plan.											

<b>7</b>	<b>Primary Care Performance Report</b>												
7.1	Mrs Gough presented the report for information providing a brief overview.												
7.2	Mr Bury pointed out that he was conscious of the time and it was therefore agreed to defer this agenda item to the next meeting in January for discussion towards the top of the agenda to allow adequate time.												
	<table border="1"> <thead> <tr> <th>ID</th> <th>Type</th> <th>The Primary Care Commissioning Committee:</th> <th>Owner</th> </tr> </thead> <tbody> <tr> <td>PCCC/11/06</td> <td>Decision</td> <td>Noted the contents of the report.</td> <td></td> </tr> <tr> <td>PCCC/11/02</td> <td>Action</td> <td>The Primary Care Performance report is to be deferred and included on the agenda for the next meeting in January.</td> <td></td> </tr> </tbody> </table>	ID	Type	The Primary Care Commissioning Committee:	Owner	PCCC/11/06	Decision	Noted the contents of the report.		PCCC/11/02	Action	The Primary Care Performance report is to be deferred and included on the agenda for the next meeting in January.	
ID	Type	The Primary Care Commissioning Committee:	Owner										
PCCC/11/06	Decision	Noted the contents of the report.											
PCCC/11/02	Action	The Primary Care Performance report is to be deferred and included on the agenda for the next meeting in January.											

<b>8</b>	<b>Primary Care Workstream Update</b>		
8.1	Dr Schryer highlighted the main point from the report making reference to the GP patient survey (GPPS) results. Dr Schryer highlighted that overall Bury performed well but expressed some concern that the overall experience of making an appointment was variable.		

ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/07	Decision	Noted the workstream briefing presented.	

9	Primary Care Finance Report		
9.1	Mrs Hargreaves drew the attention of the committee to the overview and key issues/ risks at section 3 of the report and highlighted the main points.		
9.2	The financial position at month 7 shows a year to date (YTD) forecast break even position against plan. The 17/18 QOF position shows a benefit in 18/19 and will be utilised to fund Quality in Primary Care non recurrent budget pressures in 18/19 as previously agreed by the Committee.		

ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/08	Decision	Noted the contents of the report and the risks identified to the delivery of the 2018/19 financial position.	

10	Primary Care Risk Register		
10.1	Miss O'Dwyer presented the report which provided an updated position in respect of those risks that have been identified, assessed and categorised as having a potential impact on the CCG in relation to Primary Care as at 6 <sup>th</sup> November 2018.		
10.2	The one CCG risk that is aligned to the Primary Care Commissioning Committee is the Uplands Health Centre – Existing Infrastructure. The report provided an update with regard to this risk (OR_BI_09 Uplands Health Centre- Existing Infrastructure).		
10.3	The risk was last assessed on the 6 <sup>th</sup> November 2018 and although at target level and a low level risk (4), it will remain on the risk register for oversight during 2018/19, with assessments scheduled on a quarterly basis.		
10.4	The report clarified that no maintenance issues have been identified, and therefore there is no imminent likelihood of increase to the level of risk. The next risk assessment is scheduled for January 2019.		

ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/09	Decision	Noted the update provided in the executive summary.	
PCCC/11/10	Decision	Received the risk report.	
PCCC/11/11	Decision	Noted the risks on the risk register as reflected in Appendix A and B.	
PCCC/11/12	Decision	Discussed the updates provided.	
PCCC/11/13	Decision	Noted the summary position; and the risks that will be reported through the Corporate Risk Register.	

11	Closing Matters/Forward Plan		
11.1	There were no closing matters for discussion; the forward plan was noted and accepted.		

ID	Type	The Primary Care Commissioning Committee:	Owner
PCCC/11/14	Decision	Accepted the forward plan.	

## Primary Care Commissioning Committee Action Log

Status	Date agreed	Action	Update	Responsible
Closed	25-Jul-18	PCCC/07/01- Miss O'Dwyer to share a diagram of the current LCA governance system at the next meeting of the Primary Care Commissioning Committee in September.	26/09/18- Further discussion took place with regard to this item, which will be subject to change. Miss O'Dwyer agreed to display in a diagram for the next meeting where this is up to at the moment. 28/11/18- The governance diagram was circulated in advance of the meeting. Item closed.	MOD
Closed	25-Jul-18	PCCC/07/02- Mrs Clayton to look into the progress of the Insight Tool pilot.	26/09/18- Mrs Clayton advised this is currently on hold as a new GM tool is being considered as an alternative and a local scheme is being looked into. Feedback is to be provided to the PCCC at a later date. 28/11/18- Mrs Clayton recommended this item is removed from the action log, as the insight tool will not be used and a deeper analysis is being considered. The plan will be brought to a future meeting. Item closed.	MC
Open	25-Jul-18	PCCC/07/03- Ms Craven to provide feedback on the GM MEC Service governance structure once the outcome from the GM JCB is known.	26/09/18- Miss O'Dwyer explained that discussion took place at the Directors of Commissioning (DoCs) meeting with regard to the framework and proposed to bring the eyecare framework to the PCCC in November. 28/11/18- Miss O'Dwyer reported the framework is yet to go through sign off and will be brought to the committee as soon as it becomes available. Item to remain open.	MOD
Closed	25-Jul-18	PCCC/07/04- Mr North to write to Jon Rouse with regard to concerns over dental access figures in Bury.	26/09/18- This is to be actioned. 28/11/18- Mrs Gough agreed to look in to this. Item closed	SN
Closed	25-Jul-18	PCCC/07/05- Mr Squires to share the Health & Wellbeing Board report.	26/09/18- The report is yet to be shared, Mrs Gough to follow up with Mr Squires. 28/11/18- The required information was provided in the performance report at agenda item 7. Item closed.	AG
Closed	26-Sep-18	PCCC/09/01- Mrs Clayton to find out more information for the next meeting with regard to online services in terms of individual practices.	28/11/18- A paper containing the relevant information was circulated in advance of the meeting. Item closed.	MC
Closed	26-Sep-18	PCCC/09/02- Mrs Jones to circulate a copy of the Outcome Based Commissioning presentation to members of the Primary Care Commissioning Committee.	28/11/18-The presentation was circulated in advance of today's meeting. Item closed.	LJ
Closed	26-Sep-18	PCCC/09/03- Mrs Gough to follow up on the NHS dental practice list closures with Mr Squires.	28/11/18- Mr Squires had provided the following information in advance of the meeting: 6 out of 29 practices are currently accepting new patients (21%); Due to the variation in practice size, these 6 practices present 25% of the Bury NHS Dental services capacity. Item closed.	AG
Closed	28-Nov-18	PCCC/11/01- The GP Referrals to Community Pharmacy Pilot is to be added to the forward plan	29/11/18- Item added to the forward plan. Action closed	MC
Open	28-Nov-18	PCCC/11/02- Primary Care Performance Report is to be included on the agenda for the next meeting in January.		MC