

Meeting: Primary Care Commissioning Committee			
Meeting Date	27 March 2019	Action	Receive
Item No.	12	Confidential	No
Title	GP Federation Contract Meeting - Action Log 24/01/19		
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 24 January 2019.
Recommendations
It is recommended that the Primary Care Commissioning Committee: <ul style="list-style-type: none"> Receive the action log for information.

Links to CCG Strategic Objectives	
To encourage people so that they want to, and do, take responsibility for their own health and well-being.	<input type="checkbox"/>
To drive and support system wide transformation.	<input type="checkbox"/>
To commission joined-up health and social care for people in Bury through a Single Commissioning Framework.	<input type="checkbox"/>
To achieve financial sustainability for the Bury health and social care economy.	<input type="checkbox"/>
To support the Locality Care Alliance to deliver high quality services in line with commissioner intentions.	<input type="checkbox"/>
To be a high-performing, well-run and respected organisation with an empowered workforce	<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.</i>						





Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here.</i>						
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
<i>If you have ticked yes provide details here.</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.</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.</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 including Conflicts of Interest?	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, Email - lynnebyers@nhs.net about the risk register.</i>						





Governance and Reporting		
Meeting	Date	Outcome



**Bury GP Federation Contract Meeting
Action Log – 24.01.19**




Attendees: Marie Clayton (Marie C), Jeanette Tilstone (JT), Rachele Schofield (RS), Dr Jeffrey Schryer (JS), Martin Clayton (MC), Christian Bradshaw (CB), Julie Hall (notes)



Apologies: Tracy Minshull, Amanda Symes, Mike Woodhead



Status Rating:  In Progress  Completed  Not Yet Due  Overdue

Item	Action	Lead	Status	Due Date	Update
Actions from previous meeting	Smear tests Issue still ongoing with regard to the Cytology Centre not accepting hand written/part written requests. 21.1.19 – Testing not available until March. CB will contact Vision in March to undertake a test. JT raised concern around requests to Vision that do not come to fruition i.e. Bealey prescribing code; Vision will not allow 2 codes in one system. It was agreed a separate meeting be arranged to discuss this issue with Mike Culshaw.				19.9.18 - RS emailed PJ to inform him that Mike Culshaw confirmed the update had been released and should be there to test and asked if anything else was needed in order to do this.
	MC agreed to check if there was an issue with the hardware.	MC		16.4.19	
		Marie C /JT/RS		16.4.19	
		Marie C		16.4.19	
Extended Working Hours Marie Clayton to check if NHSE EWH data can be shared with the GP Federation.	Marie C to check if data can be shared when Q3 data submitted	Marie C		16.4.19	

Item	Action	Lead	Status	Due Date	Update
Draft Terms of Reference V1.2	The Terms of Reference were ratified and will be reviewed in June 2019.				
EWH: <ul style="list-style-type: none"> 30 min app/1000 target <ul style="list-style-type: none"> EWH Performance Report Year to Date – Dec 2018 	<p>Q2 figures slightly below, however this was based on old population figures; this has now been updated to just short of 2,500. Q3 still below as the uplift has only just occurred. Marie C agreed to check with contracting where this is up to as the uplift was submitted and agreed.</p> <p>Discussion followed around the use of online consultations; this is a focus in the NHS Long Term Plan. MC referred to a meeting he has to look at how 'Google Hangout' would work; JS suggested the IG around using this would need to be looked into. The CCG is currently piloting Skype for online consultations in Dr Schryer's Practice; the IG around this has been signed off. Mike Culshaw is leading on this work. JS commented that some practices are wary of online consultations and felt this could open up another channel for patients to contact practices.</p> <p>RS requested monthly reports which will then feed into the quarterly report to NHSE. This will show the extra appointments coming in.</p> <p>MC reported that during Q3 EWH hit a target of 98.2% of appointments used of 114 delivered. A check of weekly hours has been put in place and every month since</p>	Marie C to chase up progress with contracts in terms of population uplift.	Marie C	 16.4.19	

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<p>this was put in place in December the target has been above and in excess of 100 hours. It was agreed this news should be celebrated via the CCG E-news.</p>					
<p>Marie C requested sight of patient satisfaction data at the next meeting.</p>	<p>MC/CB to provide patient satisfaction data at the next meeting.</p>	<p>MC/CB</p>		<p>16.4.19</p>	
<p>DNA rates in the last Quarter were 11%; the average for GP practices is between 5 – 10%. Discussion followed around processes to prevent/improve DNAs. RS reported that PJ had agreed to look into patients getting a telephone call reminder. CB agreed to look in to what actions are undertaken to avoid DNA</p>					
<p>JS asked how patients who DNA are followed up and asked if a sample size could be undertaken to assess the reasons for DNAs and counteract what the issues are to see what can be put in place. The CQC would want to see what the DNA policy is and how patients are identified. MC agreed to find out what the policy is. This will be an item on the next agenda.</p>	<p>MC to look into what the DNA policy is for discussion at the next meeting.</p>	<p>MC</p>		<p>16.4.19</p>	
<p>The DNA rate for nurse appointments is between 1 and 2%. Marie C asked if an analysis of nurse appointment usage could be provided to show the breakdown of any practices not utilising the appointments. Marie C also suggested it would be useful to see the data where practices who do not have available appointments do not offer EWH appointments.</p>	<p>MC to pull together data re nurse appointment usage and those practices that do not offer EWH when they have no available appointments.</p>	<p>MC</p>		<p>16.4.19</p>	

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Bealey Prescribing	A lengthy discussion took place around the prescribing levels at Bealeys. Although initially the figures appeared low, JT asked that further data was needed to ensure Clinicians are prescribing with due diligence and in line with national guidance/priorities to ensure antibiotics are not being given inappropriately. Prescribing in EWH/OOH /BARDOC has increased dramatically. Reducing the use of antimicrobials is a national priority within the NHS Long Term Plan.					
	JS commented that some of this work will depend on the progress of in scope services as a system for the Bury population; this will be an area the LCO will need to focus on, including the quality aspect. JS asked how the LCO would deliver this.	JT to forward to MC the set baseline for antimicrobial prescribing; the set target reduction; and the tools to educate patients including leaflets, posters for the surgery etc.	JT		16.4.19	
	Marie C commented that KPIs need to be improved in all contracts regarding antimicrobials and how assurance can be provided that prescribing is appropriate.					
	A full list of antimicrobials to be sent to MC in order that a report can be run off.	JT to forward list of antimicrobials to MC	JT		16.4.19	
GP EWH Service Christmas Availability	RS reported that winter pressures data was sent to Paul for sense checking; RS was informed that EWH does not operate on Christmas Day as it is a Bank Holiday. MC reported that when the question was asked why EWH does not operate on Christmas Day it was explained that historically the Commissioning Manager had reported there was never any expectation for EWH to					

Item		Action	Lead	Status	Due Date	Update
	operate Christmas Day. Marie C agreed to look into this.	Marie C to look into historical arrangement re EWH operating on Christmas Day.	Marie C		16.4.19	
Any Other Business	MC asked if the future meeting dates could be moved slightly to fit better with month end reporting. The group agreed to this change.	J Hall to look at future dates.	Julie Hall			Meeting dates rescheduled and diary invites forwarded.