

**DRAFT Minutes of West Norfolk Joint Primary Care Co-Commissioning Committee**  
**Part One (Inquorate)**  
**Held on 27th January 2017 3pm**  
**Meeting Rooms 1&2, Borough Council of Kings Lynn & West Norfolk,**  
**Chapel Street, Kings Lynn PE30 1EX**

**Present:**

Rob Bennett (Chair)	(RB)	Lay Member (Finance)	WNCCG
Hilary de Lyon	(HDL)	Lay Member (Audit) and Deputy Chair	WNCCG
Chris Randall	(CR)	Chief Finance Officer	WNCCG
Steve Lloyd	(SL)	Head of Primary Care	WNCCG
Sue Hayter	(SH)	Governing Body Nurse	WNCCG
Tim Bishop	(TB)	Lay Member (Patient & Public Involvement)	WNCCG
Tracey Lewis	(TL)	Asst Head of Finance (East Team)	NHS England
Elizabeth Nockolds	(EN)	Representing Health & Wellbeing Board	BCKLWN
Peter Brown	(PB)	Patient Representative	
Lindsey Tibble	(LT)	Patient Representative	
Alex Stewart	(AS)	Chief Executive	Healthwatch Norfolk

**In Attendance:**

Sarah Haverson	(SHv)	Commissioning Support Officer	WNCCG
Arlene Sheppard	(AMS)	Note Taker	WNCCG
5 members of the public			

**Apologies:**

Joanna Yellon	(JY)	Locality Director of Commissioning	NHS England
Andrea Patman	(AP)	Head of Commissioning Norfolk, Suffolk, Cambridgeshire	NHS England
Diane Siddle	(SG)	Asst Contract Manager	NHS England
Chris Humphris	(CH)	Interim Chief Officer	WNCCG
Dr Ian Mack	(IM)	CCG Chair	WNCCG
Heather Farley	(HF)	Head of Corporate Affairs	WNCCG

**ACTION**

**17.01 APOLOGIES**

Apologies were received as above. The Chair noted that the meeting was, at present, inquorate due to the delayed arrival of voting members. However the meeting would deal with items not requiring decisions until their arrival.

**17.02 QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS OR OTHER RELEVANT SUBJECTS**

There were no questions raised from members of the public.

**17.03 DECLARATIONS OF INTEREST**

The Chair noted the circulated list. There were no other declarations from members attending. The Chair requested that the two outstanding responses from NHS England members be obtained before the next meeting.

**Action:** AMS to request the two outstanding responses from NHS England members to complete the Declaration of Interests register.

**AMS**

**17.04 NOTIFICATION OF ANY ITEMS OF URGENT BUSINESS**

No items were notified to the meeting.

**17.05 MINUTES OF THE PREVIOUS MEETING HELD ON 25 NOVEMBER 2016**

There were no amendments to the Minutes raised but formal approval was deferred to the next meeting.

#### **17.06 ACTION LOG /MATTERS ARISING (not covered elsewhere on the agenda)**

Action 1. TL reported on continuing intervention by central team to address Performance List, GP Pension, Childhood Imms and Medical Record Transfer issues. Progress was being made on backlogs and service was improving. Discussion of contractual process, penalties and extra costs involved. Action to remain on log for further update.

Members TP, SH and HDL arrived at this point.

Action 2. Complete

Action 3. Complete

Action 4. TL confirmed that the Heacham variance arose in relation to a backdated payment for a rent review as part of the Serco/Capita problems. Ex-Serco employee engaged by NHS England to progress the rent reviews. Discussion of the rent structures applicable in NHS structure. Action complete.

Action 5. Chair requested a review of meeting format and structure as delegated commissioning progresses. Action complete.

#### **17.07 DECISIONS LOG**

The Chair noted the entry.

#### **17.08 NHS ENGLAND AND WNCCG JOINT PRIMARY CARE COMMISSIONING REPORT**

The meeting noted content of the circulated joint report. SL in particular noted:

- the recent GP Resilience Fund meetings to consider the business cases which are now with NHS England for decision.
- the recent guidance issued on atypical GP Practices which might have particular relevance for this locality
- Local Enhanced Service Development progress. Members noted the importance of Quality Assurance input and discussed how funding for training would be included within the GP profit margin. A member of the Public noted the importance of the quality of training. SL confirmed that all patients would have access to every service but not necessarily from their own GP practice. The meeting felt it would be helpful to see a list of LES with a map of their locations when the 17/18 services have been commissioned.
- Discussion of the funding of West Norfolk Health and its function.

Members EN and CR arrived at this point.

- CR noted the progress of the due diligence process around Delegated Commissioning to identify risks across all areas.

#### **17.09 NHS ENGLAND FINANCE REPORT**

TL talked to the circulated report at Period 9, noting:

- budgets are now more accurately aligned to Practices full commitments.
- The £124k YTD overspend was predominantly related to exceptional funding and 15/16 QOF (Quality Outcomes Framework) overpayment still to be recovered.
- Next year's allocation of £28m includes an £1.3m amount in reserve for the CCG to utilise if necessary. Members discussed the 17/18 allocation, the detail of which was being scrutinised as part of the Delegated Commissioning Due Diligence process. CR asked that the members recognise the considerable improvement in the quality of financial reporting.

- CR requested a brief explanation of how the QOF overpayment arose. TL explained QOF is additional payment to Practices for those workload items that carry a Quality indicator. Capita had made an error in overpaying some of the GP Practices, large sums in some areas. Most Practices have returned the overpayment over a three month period but there is still outstanding an amount for Practices in financial difficulty at end of financial year. NHS England are in discussions to recover the overpayment by end of financial year.

#### **17.10 ITEMS FOR INFORMATION**

The Chair noted the weblinks to a) NHS England's background information on Primary Care Co-Commissioning and b) WNCCG's Committee webpage which holds committee papers and future meeting dates.

#### **17.11 DATE OF NEXT MEETING**

Next meeting will be held on Friday 24<sup>th</sup> March 2017 at 2pm at the Committee Suite, Kings Court, Chapel Street, Kings Lynn.

There being no further business the meeting closed at 3.00pm

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