

**Minutes of West Norfolk Joint Primary Care Co-Commissioning Committee
Part One (Quorate)
Held on 24th March 2017 2pm
Committee Suite, 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 Humphris	(CH)	Interim Chief Officer	WNCCG
Chris Randall	(CR)	Chief Finance Officer	WNCCG
Steve Lloyd	(SL)	Head of Primary Care	WNCCG
Heather Farley	(HF)	Head of Corporate Affairs	WNCCG
Emma Kriehn-Morris	(EKM)	Deputy Chief Finance Officer	WNCCG
Tim Bishop	(TB)	Lay Member (Patient & Public Involvement)	WNCCG
Tracey Lewis	(TL)	Asst Head of Finance (East Team)	NHS England
Diane Siddle	(SG)	Asst Contract Manager	NHS England
Elizabeth Nockolds	(EN)	Representing Health & Wellbeing Board	BCKLWN
Peter Brown	(PB)	Patient Representative	
Lindsey Tibble	(LT)	Patient Representative	

In Attendance:

Arlene Sheppard	(AMS)	Note Taker	WNCCG
0 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
Alex Stewart	(AS)	Chief Executive	Healthwatch Norfolk
Sue Hayter	(SH)	Governing Body Nurse	WNCCG
Dr Ian Mack	(IM)	CCG Chair	WNCCG
Sarah Haverson	(SHv)	Commissioning Support Officer	WNCCG

ACTION

17.17 CHAIR'S OPENING COMMENTS AND APOLOGIES

Apologies were received as above. The Chair commented that this would be the final Joint Commissioning meeting as the WNCCG would be delegated commissioners from 1st April 2017.

17.18 QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS OR OTHER RELEVANT SUBJECTS

There were no questions raised from members of the public.

17.19 DECLARATIONS OF INTEREST

The Chair noted the circulated list.

17.20 NOTIFICATION OF ANY ITEMS OF URGENT BUSINESS

No items were notified to the meeting.

17.21 MINUTES OF THE PREVIOUS MEETING HELD ON 27 JANUARY 2017

The meeting agreed that the Minutes were a true record of the meeting.

MINUTES OF THE PREVIOUS MEETING HELD ON 25 NOVEMBER 2016

The meeting agreed that the Minutes were a true record of the meeting.

17.22 ACTION LOG /MATTERS ARISING (not covered elsewhere on the agenda)

Action 1. An update on the Capita Contract Services was included within the Primary Care Commissioning report at item 17.24. Action complete.

Action 2. The outstanding responses had been received and the register of interests was now updated and complete. Action complete.

17.23 DECISIONS LOG

The Chair noted that no decisions had been taken at the last meeting.

17.24 NHS ENGLAND PRIMARY CARE COMMISSIONING REPORT

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

- the considerable amount time and resources consumed in work on premises, both new and existing, outside of normal contract management and quality monitoring.
- Discussion of how health capacity is incorporated into future town planning. The CCG actively engage in discussions with local practices and Borough Council on future needs which are very complex. Expertise in this area is shared between NHS England and the Norfolk & Waveney CCGs. Noted the Community Infrastructure Levy which provides a portion of funding to support infrastructure around new developments.
- Discussion of the difficulty in attracting GP's to work in this area and how this may impact on any increase in population. Being addressed by the continuing work with local schemes in Practices and other Providers of services (e.g.Pharmacists) to improve the working experience and promote West Norfolk.
- Capita contract issues remain of concern around the Performer List process. Expected completion of this work by end April to produce a complete and accurate Performers List.

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17.25 NHS ENGLAND FINANCE REPORT

TL talked to the circulated report at Period 11, noting:

- The item of exceptional funding which is being funded from NHS England reserves during 2016/17. If this continues into 2017/18 it should be highlighted as a risk area of overspend for the budget. This will be discussed in more detail as a Part Two item.
- Discussion of the non-recurrent items in the budget going forward but largely a break-even situation with some risk issues. CH agreed that the risks had been captured in the Due Diligence report and the budget for 2016/17 should complete as expected.
- CR still required more clarity on items such as internal audit provision and where the resources for this would be found.
- TL explained that the Practices are funded for their employees and employer pension contribution by the NHS.
- CR queried item 2.4 Expenditure Summary #NA £660k.

Action: TL to provide a clarification of this item to CR.

- Risks and costs on 16/17 expenditure can be recharged to NHS England. Mechanism still to be developed to cover such items.

17.26 CLINICAL WASTE

DS talked to the circulated report, noting:

- Procurement process happening currently but noted that this will not conclude until after April 1st 2017 for either Pharmacies or GPs.
- Members queried the back up provision should the new Providers fail. CH commented that providers of these services are not plentiful.

Action: DS to provide more information on this area.

- TL clarified that any savings that may result from reprocurement in the next financial year would be held by the CCG. Currently is apportioned on patient list size per CCG. Improved collection of data is required for interrogation and control of spend.
- CR commented that this was a potential risk area around saving or overspend – awaiting project documentation on this to inform planning.
- There was discussion on the collection of clinical waste from patient's homes. Clinical waste collection from private homes is provided by local councils and work is ongoing to support service users and providers to identify the correct service.
- CR queried the short 12month contract term and what benefits this would provide.

Action: DS to provide more information on this area.

- Members discussed the importance of contract monitoring around the reprocurement.
- CR queried the rationale behind splitting the contracts between Pharmacy and GP Practices and whether there is a risk that this may result in two different providers.

Action: DS to provide more information on this area.

- The meeting acknowledged that more detail on these points may be commercially sensitive and could need to be addressed in a Part Two meeting.
- TB noted that it may be beneficial to ultimately integrate local council collections and NHS collections into one service, possibly under the Norfolk & Waveney STP.
- The meeting agreed that a decision on this would be adjourned to the next meeting to await further information.

17.27 DELEGATED COMMISSIONING

CH talked to the circulated report, noting:

- WNCCG has received approval to receive delegated commissioning responsibility from 1st April 2017
- 5 CCGs in Norfolk & Waveney are working closely to identify aspects where it makes sense to work together but there will be 5 separate fully constituted committees to ensure that responsibility for services remains local.
- Norfolk & Waveney will be assigned a number of NHS England colleagues who will support delegated commissioning functions. The 5 Norfolk & Waveney CCGs believe that additional resources will be needed to fulfil all the functions that are being delegated and have taken a decision to make a degree of investment within the running costs to allow that to happen.
- CR noted paragraph 1.2 on the financial risks and assumptions.
- Discussion of the process to appoint an Assistant Director on an STP wide basis. Interviews for this should take place on 28th March.
- EN welcomed the 5 separate CCG approach to retain local input into STP work.
- CH confirmed that the WNCCG have received approval from their members of a new constitution and awaits ratification from NHS England. Terms of Reference have been drafted and will follow ratification.
- HDL commented on the costs in obtaining legal advice at CCG level during this process when multiplied across those CCGs involved. CR responded that this advice was obtained on behalf of all the Norfolk & Waveney CCGs to reduce duplication.
- TL noted that other CCGs have included Local Medical Committee (LMC) and Practice Manager representation in the Terms of Reference. HF will include those organisations as a suggested option when submitted for approval.

17.28 2017/18 – LOCAL ENHANCED SERVICES

SL talked to the circulated report, highlighting that after distribution of the paper to the members some issues had been identified which meant that approval of the paper was not necessary at this meeting.

The paper containing a fully worked up proposal will be brought back to the May 2017 meeting at which it is hoped the Committee will be asked to approve the Local Enhanced Services Scheme. It is hoped that an LMC representative will be present at this meeting to provide any comments or suggestions on behalf of their members.

Until approval, the CCG will continue to make payments to GP practices consistent with the current scheme.

Any comments or suggestions on today's paper should be directed to CH or SL.

Discussion of the 15% profit element and how this might be distributed to the Practices. The meeting commented that distribution of services geographically across the locality was important.

17.29 GP CONTRACT CHANGES

SL talked to the circulated report for noting only.

CH commented on item 5.1 that those Practices not offering the Learning Disabilities Health Check will be identified and commissioning arrangements put in place to offer that service in the most accessible and appropriate fashion to avoid gaps in provision.

Item 11. TB queried whether the inclusion of manual recording of non-UK patients will add to the GP administration workload. TL commented that was an existing requirement of GP Practices and queried how this could be an online process. DS commented that the technical solution was in development nationally and confirmed that Practices have been awarded additional monies in the baseline to support this activity.

Action: DS to provide an update on NHS England progress towards a computerised solution.

Any issues arising from the changes will be gathered through local groups i.e. Practice Managers Advisory Group and fed back at a future meeting.

17.30 GP FORWARD VIEW

CH talked to the circulated report for noting only.

Workforce. Members discussed the low percentage of GP's under 35. Important to try and address this imbalance as soon as possible. CH confirmed that work was ongoing with other West Norfolk organisations to attract and retain professionals into West Norfolk. 'Portfolio' opportunities for newer doctors linking with fellowship schemes are being investigated.

The CCG are developing plans for the national policy of Primary Care Streaming which would provide a GP in A&E. At the same time continuing to promote alternatives to A&E attendance which provides a challenge for limited resources. Members suggested that ex-Forces personnel might be a source of staffing.

Workload. Include the 'Ask Lily' as an example of information resource for older people.

SL reported that some of these plans will be taken forward jointly, as part of the Norfolk & Waveney STP work. Others will be captured within the Primary Care Workstream. Progress will be reported to a future meeting.

17.31 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.

17.32 DATE OF NEXT MEETING

Next meeting will be held on Friday 26th May 2017 at 2pm venue to be advised.

There being no further business the meeting closed at 3.30pm