

**DRAFT Minutes of West Norfolk Primary Care Commissioning Committee`
Part One (Quorate)
Held on 18th August 2017 2pm
Education Room, Town Hall, Saturday Market Place, Kings Lynn PE30 5DQ**

Present:

Rob Bennett (Chair)	(RB)	Lay Member (Finance)	WNCCG
John Webster	(JW)	Chief Officer	WNCCG
Chris Randall	(CR)	Chief Finance Officer	WNCCG
Ross Collett	(RC)	Director of Operations (from 1 Aug 2017)	WNCCG
Steve Lloyd	(SL)	Head of Primary Care	WNCCG
Emma Kriehn-Morris	(EKM)	Deputy Chief Finance Officer	WNCCG
Dr Imran Ahmed	(IA)	CCG Governing Body GP Member	WNCCG

Elizabeth Nockolds	(EN)	Representing Health & Wellbeing Board	BCKLWN
Lindsey Tibble	(LT)	Patient Representative	
Peter Brown	(PB)	Patient Representative	
Alex Stewart	(AS)	Chief Executive	Healthwatch Norfolk

In Attendance:

Arlene Sheppard	(AMS)	Note Taker	WNCCG
Daniel Abrahams	(DA)	Senior Management Accountant	WNCCG

Apologies:

Heather Farley	(HF)	Head of Corporate Affairs	WNCCG
Michelle Barry	(MB)	Lay Member	WNCCG
Dr Ian Hume	(IH)	Medical Secretary	N&W LMC
Tim Bishop	(TB)	Lay Member (Patient & Public Involvement)	WNCCG
Sue Hayter	(SH)	Governing Body Nurse	WNCCG
Hilary De Lyon	(HDL)	Lay Member (Audit) and Deputy Chair	WNCCG

ACTION

17.75 CHAIR'S OPENING COMMENTS AND APOLOGIES

Apologies were received as above. The Chair welcomed members to the meeting, introducing Dr Iman Ahmed who is attending as GP Governing Body Member. The Chair noted that all circulated papers will be taken as read.

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

There were no questions raised from members of the public.

17.77 DECLARATIONS OF INTEREST

The Chair noted the circulated list.

17.78 NOTIFICATION OF ANY ITEMS OF URGENT BUSINESS

No items were notified to the meeting.

17.79 MINUTES OF THE PREVIOUS MEETING HELD ON 29 JUNE 2017

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

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

Action 1. CR reported that a period of sick leave has delayed completion of this action and that information received will be circulated to members outside the meeting. EKM commented that recent discussions with NHS England have revealed items for recharge to be received in due course. Action to

- remain on log.
- Action 2. SL reported that discussions were still ongoing with NHS England to identify which contracts should be included in any WNCCG Contract spreadsheet. EKM commented that this process of identification is unlikely to be completed before December 2017. Action to remain on log.
- Action 3. CR confirmed that there have been no audit adjustments to the 16/17 position. Action complete.
- Action 4. Action to remain on log.

Action 5. Action to remain on log.

17.81 DECISIONS LOG

The Chair noted the circulated Decision Log.

17.82 WNCCG GB RISK UPDATE

WNCCG Assurance Framework

RC updated the meeting on the progress of West Norfolk Health's Business Plan, submitted to SMT this week. Currently following up on actions around clear delivery plans establishing the level of ambition to become a provider of choice and how this links to the GPFV.

WNCCG Corporate Risk Register

An update on the progress of the Workforce Development Plan is planned for October meeting. PB queried whether we could obtain figures on expected Primary Care workforce turnover over the next two years to ascertain the size of the challenge to recruitment and include proposed housing developments and likely increases to the population. JW commented that this gap is recognised nationally by NHS England in Primary Care and work is underway on how to release capacity for GPs to work in different ways. IA commented that Practices should already have data around succession planning for impending workforce gaps.

Members discussed how to best promote recruitment in West Norfolk, recognising the existing 'Working in West Norfolk' website, a joint initiative with the Borough Council and QEHKL led by the West Norfolk Alliance. Members also noted the importance of developing attractive posts to healthcare professionals, developing their skills and try to align a platform for the whole of Norfolk STP footprint where possible.

Action: WNCCG to provide baseline position on workforce to the Members at the next meeting.

Discussion of how any changes to cross-border Practices might impact on WN Practice lists and their funding arrangements. Members agreed that post-delegation this would need close monitoring should it occur.

Members queried the requirement for appropriate training within the West Norfolk Health Senior Management. SL confirmed that there was funding available to support leadership in General Practice and three members have already undertaken training and fed their learnings back through the CEPN. CR confirmed that the SMT had engaged in conversations around appropriate business leadership with West Norfolk Health and this was being addressed through various avenues.

The Chair required that the following risks be added to the Corporate Risk Register:

- a) Finance
- b) Rent Reviews

- c) Quality and Patient Safety
- d) Local control of contracts (reputational risk)

The Chair also requested a single summary page to cover both the GBAF and CRR summarising the number of risks and their rating, any new risks added or risks closed.

Action: WNCCG to prepare single page summary of PCCC risks for meetings.

17.83 FINANCE REPORT

EKM reported a break-even position at Month 4. A detailed review with NHS England is planned and we await a paper on rate/rent reviews to provide assurance on the position. Current risk for this financial year is estimated by NHS England at less than £100k.

The Chair noted that every Practice appears to be over-budget at July. EKM commented that NHS England acknowledge the budgets have been loaded incorrectly and work is scheduled at end of August to reconcile the figures. A clearer picture of the correct budgets should be in place by the September meeting. The Chair suggested that a column be added to display the budget for the year.

Action: WNCCG to add column to finance report to display the yearly budget.

17.84 GP RESILIENCE FUND UPDATE

The Chair noted the disappointing result that no West Norfolk bid was successful on this occasion. SL reported that the fund was oversubscribed nationally by 10X and he will be joining a call with NHS England to look at West Norfolk practices who did not receive any support at this time and identify if any other funding streams might be open to them. The Practice position in West Norfolk is relatively resilient compared to other areas. JW confirmed that funding sources are released regularly throughout the year and the CCG are keen to prepare submissions with Practices ahead of time to speed the process. Learnings will be taken from successful bids to improve future submissions and feedback received on the unsuccessful bids.

17.85 DEMAND MANAGEMENT IN PRIMARY CARE AGREEMENT

SL highlighted the change in Peer Review process necessary by end September. Work continues to ensure Practice take-up.

A report is awaited from the Cancer Delivery Board on the two week Cancer referral exclusion rise in numbers but WNCCG is following the national guidance on this.

Any two-week wait referral felt to be inappropriate should be highlighted to the WNCCG to expedite diagnosis. Noted the Acute Trust is achieving their 93% target on this.

Members discussed the importance of clear measurable performance by the practices to evidence the value delivery.

AS left the meeting at this point.

LT commented that the PPG's were concerned currently that some Trust Clinic communications to patients were ambiguous and unhelpful. JW requested sight of examples to take up with the Trust and identify appropriate improvements.

SL reported that final feedback on the document is being received currently. Work will continue on practice education around implications to workload and a GP education event is being organised.

JW reported that following presentation of the business case to the SMT this week some monies have been released to support development of the infrastructure and management. CR reminded members that these monies are sourced from GP LES funding. The committee had delegated approval of the business case to SMT for sign off at a previous meeting but asked to see it for information when this had been done.

17.86 ANY OTHER BUSINESS

- The Chair noted that the LMC have requested an amendment to the May 2017 meeting and, due to the shortness of time, this will be brought to the September meeting for agreement.
- EKM noted that the PCCC meetings scheduled before the 18th day of the month will impact on the availability of latest financial reporting.

17.87 DATE OF NEXT MEETING

Next meeting will be held on Thursday 21st September 2017 at 3pm , Education Room, Town Hall, Saturday Market Place, Kings Lynn PE30 5DQ

There being no further business the meeting closed at 3.11pm

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