

**Minutes of West Norfolk Primary Care Commissioning Committee`
Part One (Quorate)
Held on 28th September 2018 2pm
Council Chamber, Town Hall, Saturday Market Place, Kings Lynn PE30 5DQ**

Present:

Voting Members

Michelle Barry (Chair)	(MB)	Lay Member	WNCCG
Hilary De Lyon	(HDL)	Lay Member (Audit) and Deputy Chair	WNCCG
Sarah-Jane Ward	(SJW)	Director of Quality Assurance	WNCCG
John Webster	(JBW)	Chief Officer	WNCCG
Ross Collett	(RC)	Director of Operations	WNCCG

Non Voting Participants

Steve Lloyd	(SL)	Head of Primary Care	WNCCG
Dr Imran Ahmed	(IA)	CCG Governing Body GP Member	WNCCG
Heather Farley	(HF)	Head of Corporate Affairs	WNCCG
Sarah Bamford	(SB)	Finance Manager	WNCCG
Gina Titman	(GT)	Primary Care Transformation Manager	STP/WNCCG
Elizabeth Nockolds	(EN)	Representing Health & Wellbeing Board	BCKLWN
Dr Ian Hume	(IH)	Medical Secretary	N&W LMC
Fiona Theadom	(FT)		NHS England
Parveen Mercer	(PM)	Assoc Director Primary Care (STP)	GYWCCG

In Attendance:

Arlene Sheppard	(AMS)	Administrative Assistant (Minutes)	WNCCG
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Apologies:

Lindsey Tibble	(LT)	Patient Representative	
Peter Brown	(PB)	Patient Representative	
Howard Martin	(HM)	Chief Finance Officer	WNCCG
Abi Betts	(AB)	Commissioning Support Officer	WNCCG
Sue Hayter	(SH)	Governing Body Nurse	WNCCG
Tim Bishop	(TB)	Lay Member (Patient & Public Involvement)	WNCCG
Emma Kriehn-Morris	(EKM)	Deputy Chief Finance Officer	WNCCG
Alex Stewart	(AS)	Chief Executive	Healthwatch Norfolk

ACTION

18.63 CHAIR'S OPENING COMMENTS AND APOLOGIES

Apologies were received as above. MB welcomed members to the meeting and noted that no members of the public were present. All circulated papers will be taken as read.

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

There were no questions received from members of the public.

18.65 DECLARATIONS OF INTEREST

The Chair noted the circulated list and reminded Members to highlight any potential conflicts of interest in a timely fashion during the meeting. MB reported that her husband had recently changed employment to Coakleys Independent Opticians outside the locality and the Register would be updated accordingly. There were no other conflict of interests declared pertinent to today's Agenda.

18.66 NOTIFICATION OF ANY ITEMS OF URGENT BUSINESS

JBW reported that the paper at item 18.77 required amendment to clarify that members were being asked to approve a move to public consultation only and not vote on closure.

18.67 MINUTES OF THE PREVIOUS MEETING HELD ON 1st June 2018

- HDL asked that item 18.44 be amended to 'SH welcomed members to the meeting in the absence of HDL (Deputy Chair) who was delayed joining the meeting until item 18.49'. Michelle Barry will be Chairing this Committee from the next meeting.' Also note 'Chair' against HDL on attendance list

Subject to the above amendment, members agreed the Minutes were a true record of the meeting.

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

Action 1. SB reported that the Prescribing Payment reconciliation has been completed and all payments matched up. Action complete.

Action 2. PM referred to the entry on 23rd March to be checked for inaccuracy. *Post-meeting checks of the papers received and attendance at that meeting confirm that no update in hard copy or verbally was submitted to that meeting. The entry will remain unchanged.* PM noted that a paper on this is submitted to today's Part Two meeting. Action complete.

Action 3. SJW confirmed that a new Inappropriate Prescribing Policy had been developed and agreed by the PCCC during August 2018. Action complete.

Action 4. SJW confirmed that meetings with LMC and appropriate system partners had taken place to prepare the Inappropriate Prescribing Policy. Action complete.

Action 5. SL confirmed that a paper containing recommendation for resolution of Plowrights Utilities Bill Payments had been submitted to the WNCCG Executive team for approval. Action closed.

Action 6. SL confirmed that a paper containing recommendation for resolution of Woottons Lease arrangements had been submitted to the WNCCG Executive Team for approval. Action closed.

18.69 DECISIONS LOG

The Chair noted the circulated Decision Log.

18.70 FINANCE REPORT

JW reported that apologies had been received from HM and EKM. JW talked to the paper as read noting the clear financial position at Month 05. JW highlighted the potential risk around Enhanced Services in 18/19 and HM will bring a paper on actions to mitigate this risk to the next meeting (West Norfolk Health Primary Care Proposal). IH commented that clarity on the impact and value of these actions and changes to work practices would be valuable to engage the GP audience.

ACTION: HM to prepare paper on Enhanced Services budget risk mitigations (West Norfolk Health Primary Care Proposal).

18.71 PRIMARY CARE COMMISSIONING COMMITTEE RISKS

HF talked to the circulated paper. MB queried whether there was any documentary evidence to support the premises costs and the valuation provided. Members discussed the point and agreed that the valuation of the District Valuer was used without further additions. FT noted that any concerns identified by NHS England would be raised with the WNCCG for consideration.

HDL commented the reduced number of risks currently and RC commented that there were potential system risks arising from the recent Trust events and this would be updated in the coming days. PM noted that the STP had agreed two risks that would be applied across each locality around LCS procurement/commissioning and LCS contracts being handed back.

ACTION: RC to circulate an updated Risk Register to include the STP risks provided by PM.

18.72 QUALITY REPORT

SJW talked to the circulated report and explained the developing format and content. Members discussed the range of response contained in the Friends & Family data and the effect of the MJog smartphone software in obtaining returns. SJW commented that the data would have to be triangulated with NHS Choices to inform the information and provide themes and trends.

18.73 PRIMARY CARE OPERATIONAL REPORT

RC noted the expanded report, giving a more comprehensive picture of work being done across the Primary Care Team and the investment in the locality. RC introduced GT who will be assisting West Norfolk in progressing and developing Primary Care schemes. Members agreed that there should be a standing Agenda item to deal with Business Cases going forward.

ACTION: AMS to add recurrent Agenda Item on Business Cases.

SL and GT then talked to the circulated report split into those areas of the GP Forward View and Other Primary Care. Members noted and commended the large amount of work involved in successfully achieving the Extended Access requirement by 1st October. RC also noted the positive collaborative working with the LMC to progress the Primary Care proposal via a single provider-at-scale rather than individual Practice contracts.

HDL was pleased to note the developments following the May 2018 Members Forum (page 1) and agreed it was a very encouraging event with great positivity from attendees.

Members discussed Annex 1 – WNCCG summary of national patient survey results, noting the outliers and examining some of the very complex reasons that might drive the data. EN commented that the question around ‘availability of preferred GP’ and was aware of a three-week wait to obtain a non-urgent appointment. IA responded that this was his experience and that work patterns, locums and specialties may all affect patient choice.

18.74 NHS ENGLAND PRIMARY MEDICAL CARE POLICY AND GUIDANCE MANUAL (PGM)

PM talked to the circulated paper and explained that workshops were being suggested to promote understanding of the manual among committee members and be used going forward in training new members. HDL welcomed the revised version but queried whether familiarity with the document should have been promoted in

2017 at the commencement of Primary Care delegation. It was suggested that the PGM become a mandatory element in new officer training. RC suggested that instead of attending an STP-wide event we use a section of a PCCC meeting to cover this off and share concerns. PM will undertake her own training on this in early October and will be in touch to agree next steps. Members discussed whether there could have been infringements in the interim and IH confirmed that NHS England would have raised any instances.

18.75 NEW CQC INSPECTION REGIME

PM talked to the circulated paper, updating the members with current guidance. Members discussed the triggers to inspection and self assessment criteria. IH reported that one of the aims of the CQC inspection intervals was to focus on the Practices 'inadequate' or 'requires improvement'. Other users can always raise their own concerns which may also trigger an inspection.

18.76 SUMMARY OF DELEGATED ACTIVITY IN PRIMARY CARE

FT and PM talked to the circulated report, noting that comments received from committees had been used to develop its current form. Members discussed the prevalence of Translation telephone service but that a face-to-face service and male or female translators would be available if required. There will be some training around best use of the service. Members commented that video conferencing would be a very useful option to have, particularly in mental health cases.

18.77 ESTATES UPDATE – FAIRSTEAD SURGERY

Members attention was drawn to proposed amendments of the circulated document. The existing document was withdrawn from the WNCCG website due to inaccuracies noted by the committee. RC clarified that the Members were being asked to support the proposal to move to an open and transparent public consultation on the future of services provided to the Patients of the Fairstead Surgery.

Members agreed the following wording: 'The Committee is asked to support the proposal to begin the process of a public consultation on the future of the services provided to the Patients of the Fairstead Surgery'.

Members were keen that the public were involved in a thorough consultation and were provided with comprehensive information on the impact of each option.

The Chair agreed to delay asking the Members to note the contents of the paper until a corrected copy has been circulated by email, for response by Friday 5th Oct 4pm. The Members would be asked to support a) the amended wording and b) the recommendation to move to public consultation.

ACTION: RC to circulate amended copy for response by members by Friday 5th October 4pm.

18.78 DATE OF NEXT MEETING

Friday 30th November 2pm

There being no further business the meeting closed.