

**DRAFT Minutes of West Norfolk Primary Care Commissioning Committee`
Part One (Quorate)
Held on 22nd March 2019 2pm
Council Chamber, Town Hall, Saturday Market Place, Kings Lynn PE30 5DQ**

Present:

Voting Members

Michelle Barry (Chair)	(MB)	Lay Member	WNCCG
Ian Pinches	(IP)	Lay Member (Audit)	WNCCG
Sue Hayter	(SH)	Governing Body Nurse	WNCCG
Sarah-Jane Ward	(SJW)	Director of Nursing & Quality Assurance	WNCCG
Howard Martin	(HJM)	Chief Finance Officer	WNCCG
Dr Imran Ahmed	(IA)	CCG Governing Body GP Member	WNCCG

Non Voting Participants

Heather Farley	(HF)	Head of Corporate Affairs	WNCCG
Ben Hogston	(BH)	Deputy Director of Primary Care	STP/WNCCG
Gina Titman	(GT)	Primary Care Transformation Manager	STP/WNCCG
Elizabeth Nockolds	(EN)	Representing Health & Wellbeing Board	BCKLWN
Peter Brown	(PB)	Patient Representative	
Lindsey Tibble	(LT)	Patient Representative	
Dr Ian Hume	(IH)	Medical Secretary	N&W LMC
JC Lewis	(JCL)		NHS England
Parveen Mercer	(PM)	Assoc Director Primary Care (STP)	GYWCCG

In Attendance:

K. Fisher		Representing Little Discovers Group	Member of the Public
Daniel Abrahams	(DA)	Senior Management Accountant	WNCCG

Apologies:

Alex Stewart	(AS)	Chief Executive	Healthwatch Norfolk
Tim Bishop	(TB)	Lay Member (Patient & Public Involvement)	WNCCG
John Webster	(JBW)	Accountable Officer	WNCCG
Ross Collett	(RC)	Director of Operations	WNCCG
Fiona Theadom	(FT)	Contracts Manager, NHSE East	NHS England
Arlene Sheppard	(AMS)	Administrative Assistant (Minutes)	WNCCG
Emma Kriehn-Morris	(EKM)	Deputy Chief Finance Officer	WNCCG

ACTION

19.31 CHAIR'S OPENING COMMENTS AND APOLOGIES

Apologies were received as above. MB welcomed committee members and the members of the public. All circulated papers will be taken as read.

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

The Chair invited questions from the member of the public attending and was asked if the West Norfolk Clinical Commissioning Group (WNCCG) would still be in existence in the light of Norfolk and Waveney management changes. HJM confirmed that WNCCG would still operate as a legal entity up to the commencement of the single management team for Norfolk and Waveney CCGs, any intention to merge CCGs thereafter would require a formal process.

19.33 DECLARATIONS OF INTEREST

The Chair reminded committee members of their obligation to declare any interest they may have on issues arising at committee meetings which might conflict with the business of West Norfolk CCG.

Declarations declared by members of the Primary Care Commissioning Committee (PCCC) are listed in the CCG's Register of Interests. The Register is available either via the Head of Corporate Affairs or on the website at the following link: <http://www.westnorfolkccg.nhs.uk/about-us/standards-business-conduct-and-registers-interest>

19.34 NOTIFICATION OF ANY ITEMS OF URGENT BUSINESS

There no items of urgent business raised for discussion.

19.35 MINUTES OF THE PREVIOUS MEETING HELD ON 1st February 2019

Members agreed the Minutes of the meeting held on 1st February 2019 were a true record of the meeting.

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

Action 19.03. PM confirmed action complete.

Action 19.04. SJW confirmed action complete.

Action 19.10. Communication circulated. Action complete.

Action 19.11. HJM explained that the discrepancy arose from omitting an accrual figure - this has now been corrected and the totals align. Action complete.

Action 19.12. IA has received clarification on causes of supply issues not being linked to EU exit. Action closed.

Action 19.13. Subject to the clarification received on action 19.12 this Action closed.

19.37 DECISIONS LOG

The Chair noted the circulated Decision Log.

19.38 FINANCE REPORT

HJM talked to the circulated report, highlighting:

- Forecast position on Primary Care remains broadly stable.
- Overall CCG position remains on target to achieve target totals for 19/20.

IA reported that at a recent meeting he was informed that all the new monies for the GP Contract had already been allocated to the CCG's funding. Communications on this had been received by other members earlier today. HJM will be bringing a budget paper to this meeting in May which clarifies where the additional £1.8m of funding will be allocated in 19/20.

19.39 PRIMARY CARE COMMISSIONING COMMITTEE RISKS

The paper was taken as read. IP noted the Page One comment 'due to conflicting pressures most risks were unable to be reviewed' and queried whether that, in itself, posed a risk. Members briefly discussed the point and would investigate bringing to the attention of the Governing Body at the next meeting. Added as an action for this Committee to monitor progress.

Action: HF to report on % levels of Risks Updated, aiming for a significantly increased frequency of risk review and update

19.40 QUALITY REPORT

The Chair reminded Members that the paper would be taken as read and invited any questions on content from the Members. In response to a Member's question SJW confirmed that the Complaints report would be included when available, which would be on a quarterly basis.

19.41 PRESCRIBING REPORT

The Chair reminded Members that this item was suggested by the WNCCG Chair and will now be a standing item on future agendas. SJW commented :

- work is underway to address the above national-average spend in this area
- Page 9 of the report displays the good progress in West Norfolk around anti-bacterial prescribing
- Page 9 of the report displays an improving position for co-amoxiclav, cephalosporin and quinolone items.

Members commented on the small typefaces used within some graphics and whether this can be improved going forward. More use to be made of hyperlinks within documents to eradicate printing of hard copies.

LT commented on the Lymphodema Garments outlier (page 15) and SJW reported that the problem is being addressed with the prescriber and through alternatives for the patient to reduce the spend.

Action: SJW to seek to understand why the Eastern Region appears to remain above 10% for co-amoxiclav, cephalosporin and quinolone items.

19.42 WEST NORFOLK HEALTH OPERATIONAL REPORT

The paper was noted by the Members. LT requested an update in the next report on the 14th March Local Delivery Group meeting. Members discussed the CQC Consultancy Registration application outcome. It has been rejected as the CQC felt WNH were not directly delivering regulated activity. Any consequences from this will be examined and reported back to this committee.

19.43 PRIMARY CARE OPERATIONAL REPORT

The paper was noted by the Members. Members commented on the use of acronyms and requested that these were avoided, or explained, in publicly available papers in future but acknowledged that the diagram on page 5 was particularly helpful in displaying areas of responsibility.

19.44 SUMMARY OF DELEGATED ACTIVITY IN PRIMARY CARE

JCL reported a possible correction to Page 3 of the report ' SAS allocations' entry and 'Locum Reimbursements' for West Norfolk. This will be checked offline and a revised table issued.

Members noted the remaining content of the report.

Action: PM/JCL to check and correct the Page 3 Table entries for ' SAS allocations' entry and 'Locum Reimbursements' for West Norfolk.

19.45 NATIONAL GP CONTRACT CHANGES 2019

PM reported that the circulated paper reflects the current information available. Further updates will follow as available. IH outlined when further guidance and papers might be released up to October 2019.

19.46 ANNUAL E-DECLARATION SUBMISSION BY GP PRACTICES

The paper was noted by Members. There were no questions raised.

19.47 GP IT FUTURES & NHS APP

The paper was noted by Members. Members discussed the level of patient and public engagement involved in promoting the NHS app. GT confirmed that Practice Managers are being directed by the National communication strategy on this.

Members discussed implementation of the Falsified Medicine Directive and how this might be affected in the event of EU exit without a deal. GT confirmed that the BMA advice was currently being communicated to Practices.

19.48 NORFOLK AND WAVENEY PRIMARY CARE WORKFORCE UPDATE

GT reported that the Central Team have worked hard to obtain extra funding for additional workforce and upskilling existing staff.

Members noted the paper.

DATE OF NEXT MEETING

Friday 31st May 2019 2pm

There being no further business Part One of the meeting closed at 2.50pm.

DRAFT