

PRIMARY CARE COMMISSIONING COMMITTEE

**MINUTES OF THE MEETING HELD ON FRIDAY 25 AUGUST 2017, BOARD ROOM,
WILBERFORCE COURT, ALFRED GELDER STREET, HULL, HU1 1UY**

Part 1

PRESENT:

Voting Members:

P Jackson, NHS Hull CCG (Lay Representative) Chair
G Day, NHS England (Head of Co-Commissioning)
E Latimer, NHS Hull CCG (Chief Officer)
K Marshall, NHS Hull CCG (Lay Representative)
Dr D Roper, NHS Hull CCG (Chair of NHS Hull CCG)
J Stamp, NHS Hull CCG (Lay Representative) Vice Chair

Non-Voting Members:

A Booker, Local Medical Committee
G Baines, Healthwatch (Delivery Manager)
A Bushra, NHS Hull CCG (GP Member)
P Davis, NHS Hull CCG (Head of Primary Care)
N Dunlop, NHS Hull CCG (Commissioning Lead for Primary Care)
Councillor G Lunn, (Health and Wellbeing Board Representative/Elected Member)
Dr R Raghunath, NHS Hull CCG (GP Member)
Dr V Rawcliffe, NHS Hull CCG (GP Member)
Dr S Richardson, NHS Hull CCG (GP Member)
M Whitaker, NHS Hull CCG (Practice Manager Representative)

IN ATTENDANCE:

D Robinson, NHS Hull CCG (Note Taker)

WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

1. APOLOGIES FOR ABSENCE

Voting Members:

E Daley, NHS Hull (Director of Integrated Commissioning)
E Sayner, NHS Hull CCG (Chief Finance Officer)
S Smyth, NHS Hull CCG (Director of Quality and Clinical Governance/Executive Nurse)
J Weldon, Hull CC (Director of Public Health and Adult Social Care)

Non-Voting Members

Dr J Moulton, NHS Hull CCG (GP Member)
Dr A Oehring, NHS Hull CCG (GP Member)

2. MINUTES OF THE MEETING HELD ON 30 JUNE 2017

The minutes of the meeting held on 30 June 2017 were submitted for approval and agreed as a true and accurate record subject to the following minor amendments:

It was noted that Karen Marshall was not in attendance and should be incorporated within apologies and not within the present.

It was noted that declarations of interest were declared for members of the Primary Care Quality and Performance Sub Committee who were not present and therefore for governance should be removed.

Resolved

(a)	The minutes of the meeting held on 30 June 2017 be taken as a true and accurate record, subject to the above amendments, and signed by the Chair.
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3. MATTERS ARISING FROM THE MEETING

The Action List from the meeting held on 30 June 2017 was submitted for information. All actions were reported on, one of which was now complete which would be removed from the list, and the following updates were provided against remaining actions:

16.12.17 7.1 Strategic Commissioning Plan for Primary Care – It was stated that “My City, My Health, My Care” Newsletter had been added to the Hull City Council (HCC) website. The Status of Action was identified as ‘Completed’ (Green).

30.06.17 8.3 Risk Report - It was stated that the risk had been discussed at Integrated Audit and Governance Committee where it was agreed to remove the risk from NHS Hull’s risk register. The Status of Action was identified as ‘Completed’ (Green).

Resolved

(a)	That the Action List from the meeting held on 30 June 2017 be updated accordingly.
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4. NOTIFICATION OF ANY OTHER BUSINESS

Any proposed item to be taken under Any Other Business must be raised and, subsequently approved, at least 24 hours in advance of the meeting by the Chair.

There were no items of any other business to be discussed.

5. DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting, members were reminded of the need to declare:

- (i) any interests which are relevant or material to the CCG;
- (ii) any changes in interest previously declared; or
- (iii) any pecuniary interest (direct or indirect) on any item on the agenda.

Any declaration of interest should be brought to the attention of the Chair in advance of the meeting or as soon as they become apparent in the meeting. For any interest declared the minutes of the meeting must record:

- (i) the name of the person declaring the interest;
- (ii) the agenda number item number to which the interest relates;
- (iii) the nature of the interest and the Action taken
- (iv) be declared under this section and at the top of the agenda item which it relates too;

Name	Agenda No	Nature of Interest
Bushra Ali	7.1	Direct Pecuniary Interest – GP Springhead Medical Centre
Bushra Ali	7.2	Direct Pecuniary Interest – GP Springhead Medical Centre
Raghu Raghunath	7.1	Indirect Pecuniary Interest – GP partner James Alexander
Raghu Raghunath	7.2	Indirect Pecuniary Interest – GP partner James Alexander
Raghu Raghunath	7.3	Indirect Pecuniary Interest – GP partner James Alexander
Vince Rawcliffe	7.1	Direct Pecuniary Interest – GP Partner Newhall Surgery
Vince Rawcliffe	7.2	Direct Pecuniary Interest – GP partner Newhall Surgery
Vince Rawcliffe	7.3	Direct Pecuniary Interest – GP partner Newhall Surgery
Scott Richardson	7.1	Indirect Pecuniary Interest – GP partner James Alexander
Scott Richardson	7.2	Indirect Pecuniary Interest – GP partner James Alexander
Scott Richardson	7.3	Indirect Pecuniary Interest – GP partner James Alexander
Mark Whitaker	7.1	Indirect Pecuniary Interest – Practice Manager Dr Nayar – Newland Health Centre
Mark Whitaker	7.2	Indirect Pecuniary Interest – Practice Manager Dr Nayar – Newland Health Centre
Mark Whitaker	7.3	Indirect Pecuniary Interest – Practice Manager Dr Nayar – Newland Health Centre
Mark Whitaker	9.1	Indirect Pecuniary Interest – Practice Manager Dr Nayar – Newland Health Centre

Resolved

(a)	That the above declarations of interest be noted.
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6. GOVERNANCE

There were no items of governance to discuss.

7. STRATEGY

7.1 Strategic Commissioning Plan For Primary Care: Hull Primary Care “Blueprint” – Update

Dr Ali and Dr Rawcliffe declared a Direct Pecuniary Interest as GP Partners. Dr Raghunath and Dr Richardson declared Indirect Pecuniary Interest as GP Partners. Mark Whitaker declared an Indirect Pecuniary Interest as a Practice Manager at Newland Health Centre.

The Head of Primary Care advised the Committee that definite progress was being made with developing primary care at scale with 5 practice groupings having been established, each covering over 30,000 patients.

It was noted that 5 practices remain unattached to groupings and the Local Medical Committee (LMC) continued to support them.

It was noted that there was good representation at the June 2017 Primary Care Medical Services Provider Forum (PCMSPF) with it being apparent that practices were working together. The Chair of NHS Hull CCG had shared the thinking and working around Integrated Delivery work which was being undertaken.

Resolved

(a)	That the Committee Members noted the update.
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7.2 GMS, PMS, AND APMS CONTRACTS:

Dr Ali and Dr Rawcliffe declared a Direct Pecuniary Interest as GP Partners. Dr Raghunath and Dr Richardson declared Indirect Pecuniary Interest as GP Partners. Mark Whitaker declared an Indirect Pecuniary Interest as a Practice Manager at Newland Health Centre.

i) Primary Care Update

The Commissioning Lead for Primary Care provided an update with regard to primary care general practice matters; the report had been compiled in conjunction with NHS England (NHSE) colleagues.

The following contract changes were noted:

- The Oaks Medical Centre (B81038) had sought to temporarily close their practice list for 12 months. It was noted that positive discussions were taking place with local surgeries in relation to workforce issues after the recruitment of a Salaried GP had not been successful. It was noted that Web GP and Patient Partner were still being embedded within the practice after recent implementation. Committee Members were not supportive of closing the practice list for 12 months and suggested a 6 month closure after which a progress report would be received and a possible application for extension.
- Southcoates Medical Centre (B81074) and Marfleet Lane Surgery (B81089) had requested to merge contracts although no formal application had been received.
- Kingston Health Centre (B81011) had requested to close their practice list although no formal application had been received.
- Kingston Health Centre (B81011) had requested to reduce their boundary size. After discussion with NHS England (NHSE) it had been agreed to reduce the boundary to new registrations to HU3 for Wheeler Street and HU9 for Park Health Centre.

- Dr Shaikh (B81682) – after appropriate consultation with patients and councillors and subsequent virtual approval from Primary Care Commissioning Committee the Savoy Road Surgery closed on 31.07.17.
- Dr Cook (B81095) had submitted an application to change the practice boundaries following an application to close the practice list. After a visit from NHS Hull and NHS England Dr Cook withdrew the application to close his Practice List and requested approval to change the practice boundaries. It was approved that due to increasing workload and patient demand and grouping work with transformational monies the practice boundaries would be changed.

It was requested that a clear rationale be written for practice list closures to ensure consistency when considering each application to close a practice list.

It was noted that 8 applications had been received for year 2, Phase 1 of the Clinical Pharmacist in General Practice Scheme.

City Health Care Partnership (CHCP) CIC had signed the contract to deliver the 1 year GP Career Plus national pilot scheme. It was acknowledged that there had been 10 GP's which had expressed interest within Hull.

Four expressions of interest were received from recruitment agencies to support the international GP recruitment in relation to sourcing potential candidates. Two proposals were heard and after consensus within the group, Templars recruitment agency was appointed to work with the CCGs in the STP to recruit 65 GP's across the patch with potentially 19 posts being available with Hull.

Resolved

(a)	Members of the Primary Care Commissioning Committee noted the contract updates.
(b)	Members of the Primary Care Commissioning Committee noted the NHS England (NHSE) update.
(c)	Members of the Primary Care Commissioning Committee approved the list closure of The Oaks Medical Practice for 6 months
(d)	Members of the Primary Care Commissioning Committee approved the request to move the boundaries for Dr Cooks Practice.
(e)	Members of the Primary Care Commissioning Committee requested a list closure rationale be written.

7.3 Physician Associate Roles in Primary Care

Dr Rawcliffe declared a Direct Pecuniary Interest as GP Partner. Dr Raghunath and Dr Richardson declared Indirect Pecuniary Interest as GP Partners. Mark Whitaker declared an Indirect Pecuniary Interest as a Practice Manager at Newland Health Centre.

The Head of Primary Care advised the Committee the Physician Associate Role proposal had been received positively at the July 2017 Council of Members Committee (CoM).

It was conveyed that the intention was to bring a fully explored proposal to the December 2017 Committee.

Resolved

(a)	Members of the Primary Care Commissioning Committee noted the update.
(b)	Members of the Primary Care Commissioning Committee agreed that a fully explored proposal be brought to the December 2017 Committee

8. SYSTEM DEVELOPMENT & IMPLEMENTATION

8.1 Newly Designed Enhanced Services

There were no items of newly designed enhanced service to discuss.

8.2 Extended Primary Care Medical Services – Current and Newly Designed

There were no items of extended primary care medical services to discuss.

8.3 Risk Report

The Head of Primary Care provided a risk report with regard to the primary care related risks on the corporate risk register. It was noted that there were currently 26 risks, of these 6 were related to primary care. It was stated that due to national and local incidents the NHS Hull CCG Integrated Audit and Governance Committee had requested that a new risk be added to the risk register in relation to cyber security.

The updates to the risks were highlighted in red with the new risk in relation to cyber-security in blue.

It was noted that the business continuity and emergency preparedness working group produces an annual self-assessment.

The Committee were assured that NHS Hull CCG had the risk on the Board Assurance framework.

Assurance was provided via GP members that each practice had a business continuity plan.

Resolved

(a)	Members of the Primary Care Commissioning Committee noted the report.
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9. FOR INFORMATION

9i) Primary Care Quality & Performance Sub Committee

Mark Whitaker declared an Indirect Pecuniary Interest as a Practice Manager at Newland Health Centre.

The Minutes of the meeting held on 18 May 2017 was submitted for information.

10. ANY OTHER BUSINESS

There were no items of Any other Business.

11. DATE AND TIME OF NEXT MEETING

The next meeting would be held on **Friday 27 October 2017** at 9.15 am – 10.45 am, The Board Room, Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY



Signed:
(Chair of the Primary Care Commissioning Committee)

Date: 27.10.17

Abbreviations

CHCP	City Health Care Partnership
CoM	Council of Members
NHSE	NHS England
P&CC	Planning & Commissioning Committee
PCCC	Primary Care Commissioning Committee
PCJCC	Primary Care Joint Commissioning Committee
PCMSPF	Primary Care Medical Services Provider Forum
PCQPSC	Primary Care Quality & Performance Sub-Committee (PCQPSC).
Q&PC	Quality & Performance Committee
STP	Sustainability and Transformation Partnerships