

## Item: 2

### PRIMARY CARE COMMISSIONING COMMITTEE MINUTES OF THE MEETING HELD ON FRIDAY 14 DECEMBER 2018, THE BOARDROOM, WILBERFORCE COURT, HULL, HU1 1UY

#### PART 1

#### PRESENT:

##### Voting Members:

J Stamp, NHS Hull CCG (Lay Representative) Chair  
J Crick, Director of Public Health  
Dr D Roper, NHS Hull CCG (Chair of NHS Hull CCG)  
E Sayner, NHS Hull CCG (Chief Finance Officer)  
S Smyth, NHS Hull CCG (Director of Quality and Clinical Governance/Executive Nurse)

##### Non-Voting Attendees:

P Davis, NHS Hull CCG (Strategic Lead - Primary Care)  
N Dunlop, NHS Hull CCG (Commissioning Lead for Primary Care)  
S Lee, NHS Hull CCG (Associate Director of Communications and Engagement)  
Dr J Mout, NHS Hull CCG (GP Member)  
Dr A Oehring, NHS Hull CCG (GP Member)  
H Patterson, NHS England, (Assistant Primary Care Contracts Manager)  
Dr R Raghunath, NHS Hull CCG (GP Member)  
M Napier, NHS Hull CCG (Associate Director of Corporate Affairs)  
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 (Minute 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)  
P Jackson, NHS Hull CCG (Lay Representative)  
E Latimer, NHS Hull CCG (Chief Officer)  
K Marshall, NHS Hull CCG (Lay Representative)

##### Non-Voting Members:

G Baines, Healthwatch (Delivery Manager)  
G Day, NHS England (Head of Co-Commissioning)  
Cllr G Lunn, (Health and Wellbeing Board Representative/Elected Member)

Committee Members were advised that the meeting was not quorate, discussions and any decisions would be shared with the Lay representatives not able to attend for final approval.

## 2. MINUTES OF THE MEETING HELD ON 26 OCTOBER 2018

The minutes of the meeting held on 26 October 2018 were approved.

### Resolved

(a)	The minutes of the meeting held on 26 October 2018 were approved as a true and accurate record of the meeting and would be formally signed by the Chair.
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## 3. MATTERS ARISING FROM THE MEETING

The Action List from the meeting held on 26 October 2018 was submitted for information and it was noted that all actions had now been closed.

**26/10/18 7.1 - STRATEGIC COMMISSIONING PLAN FOR PRIMARY CARE AND PRIMARY CARE UPDATE MINOR SURGERY** - All outstanding queries would be picked up with Dr Dan Roper and Dr Simmi.

The Associate Director of Corporate Affairs advised the Committee that Dr Vince Rawcliffe's had retired from practice and therefore no longer had any conflicts of interest so would now be a voting member of the Committee.

### Resolved

(a)	Members of the Primary Care Commissioning Committee noted the completed Action List from the meeting held on 26 October 2018
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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 financial 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 to;

<b>Name</b>	<b>Agenda No</b>	<b>Nature of Interest and Action Taken</b>
James Moulton	7.1,8.1	Financial Interest - GP Partner Faith House (Modality - Hull Division) – The declarations were noted.
Amy Oehring	7.1,8.1	Financial Interest - GP Partner Sutton Manor - The declarations were noted.
Raghu Raghunath	7.1,8.1	Financial Interest – GP Partner James Alexander - The declarations were noted.
Scot Richardson	7.1,8.1	Financial Interest – GP Partner James Alexander - The declaration was noted.
Mark Whitaker	7.1,8.1	Personal Interest – Practice Manager, Dr Nayar – Newland Health Centre - The declarations were noted.

### **Resolved**

(a)	The above declarations of interest were noted.
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## **6. GOVERNANCE**

### **6.1 PRIMARY CARE QUALITY & PERFORMANCE COMMITTEE – REVISED TERMS OF REFERENCE**

The Commissioning Lead for Quality presented a reviewed terms of reference for the Primary Care Quality & Performance Committee report for approval.

It was noted that there had been decisions in relation to the management of poorly performing GP practices and including, without limitation, contractual management decisions and liaison with the CQC where the CQC had reported non-compliance with standards (but excluding any decisions in relation to the performers list) had been implemented and added to the Terms of Reference (ToR).

It was requested that the Primary Care Quality and Performance Committee ToR include Integrated Audit and Governance Committee (IAGC) as part of the Links and Interdependencies section as well as having receipt of the draft ToR prior to submission to the NHS Hull CCG Board.

It was noted that the membership section should identify deputies as alternatives to the specified roles and the quoracy section should also reflect this.

### **Resolved**

(a)	Members of the Primary Care Commissioning Committee noted the content of the report;
(b)	Members of the Primary Care Commissioning Committee approved the proposed changes following the review of the Sub Committee's terms of reference subject to amendment in relation to the membership and quoracy sections;
(c)	Members of the Primary Care Commissioning Committee approved that Integrated Audit and Governance Committee had receipt of the ToR prior to NHS Hull CCG Board.

## 7. STRATEGY

### 7.1 STRATEGIC COMMISSIONING PLAN FOR PRIMARY CARE AND PRIMARY CARE UPDATE

Dr James Moulton, Dr Amy Oehring, and Dr Raghu Raghunath declared a financial interest which was noted Mark Whitaker declared a Personal Interest but stayed in the room.

The Assistant Primary Care Contracts Manager, NHS England (NHSE) provided a report to update the Committee on the Strategic Commissioning Plan for Primary Care and present primary medical care matters including contract issues within Hull.

Members were requested to consider one contract change application which had been submitted for approval:

#### **Wolseley Medical Centre - list closure application**

The practice had applied to temporarily close their practice list for 6 months with a review after 3 months. Committee members had previously agreed that more information was required in order for the application to be considered therefore the following information had been received:

- An action plan detailing the actions the practice would take whilst closed to enable it to re-open
- Information on how the practice was being supported by their Grouping
- Information on patient turnover and how this was impacting on the practice
- Information on A&E attendances
- Discussions the practice had had with Loran House (a local care home) in relation to new registrations whilst closed.

A wide and varied discussion took place with a 3 month closure being approved during which work would be undertaken to:

- assess the impact of the actions set out within the practice's action plan
- mitigate the immediate risk to the sustainability of services (given the reliance on one doctor)
- enable further analysis to better understand the impact of "churn" for the practice (ie the net additional workload associated with high volumes of newly registered patients which may not be apparent if similar numbers are also leaving the practice and hence overall list size is relatively stable)

A further report would be brought to the February 2019 Committee to ascertain if a further 3 month closure would be approved.

It was agreed to revisit the practice with additional colleagues (NHS Hull CCG Chair/Lay Member) to offer support and guidance.

It was agreed that a report looking at the issue of churn in relation to all GP practices, would be brought to the April 2019 Committee.

## NHS ENGLAND & CCG UPDATES

### Modality Hull Reconfiguration

After approval of the engagement plan proposed by Modality Hull in relation to services delivered by three of their practices in the west of the city papers were taken to the Hull City Council Health & Wellbeing Overview and Scrutiny Commission and North Area Committee in November 2018. A GP from Modality Hull Division attended both meetings along with the CCG Associate Director of Communications and Engagement and Strategic Lead - Primary Care.

### New Primary Care Facility in West Hull

The Project Initiation Document (PID) for the new primary care facility in west Hull had received NHS England regional support. Further consideration was being given to whether Estates and Technology Transformation Fund (ETTF) capital would be available to support the scheme. A meeting was held in early November 2018 with NHS England Project Appraisal Unit (PAU) where comments were received regarding some of the capacity modelling work and the options appraisal. Work was continuing involving the relevant CCG practices, NHS Hull CCG, Citycare and others were to address these issues and continue to undertake preparatory work for the Stage 1 business case.

### **Resolved**

(a)	Members of the Primary Care Commissioning Committee noted the updates provided within the report;
(b)	Members of the Primary Care Commissioning Committee approved for 3 months the application for a list closure for Wolseley Medical Centre;
(c)	Members of the Primary Care Commissioning Committee requested a review of the progress of Wolseley Medical Centre at the February 2019 Committee.

## **8. SYSTEM DEVELOPMENT & IMPLEMENTATION**

### **8.1 NEWLY DESIGNED ENHANCED SERVICES – MINOR SURGERY**

Dr James Moul, Dr Amy Oehring, and Dr Raghu Raghunath declared a financial interest which was noted Mark Whitaker declared a Personal Interest but stayed in the room.

Item covered in matters arising.

### **Resolved**

(a)	Members of the Primary Care Commissioning Committee noted the update;
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### **8.2 EXTENDED PRIMARY CARE MEDICAL SERVICES – CURRENT AND NEWLY DESIGNED**

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

### **8.3 RISK REPORT**

The Strategic Lead - Primary Care presented the risk report with regard to the primary care related risks on the corporate risk register.

It was noted that there were currently 28 risks on the CCG Risk Register, 5 of which were related to primary care.

Updates to the risks provided were noted and further discussion took place in relation to the following two specific risks:

**Risk 902** – It was reported that the risk, CCG practices unable to maintain a resilient primary care workforce would be taken to Council of Members and Provider Forum, had been reviewed and had been uprated from high to extreme.

**Risk 933** - It was further reported that funding for practice nurse training had been received. Work was to be undertaken to ensure all practice had a nurse to undertake cervical screening.

**Risk 925** – This risk had now been closed and consolidated with risk 931.

### Resolved

(a)	Members of the Primary Care Commissioning Committee noted the updates provided in the Risk Register
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## 9. FOR INFORMATION

### 9.1 PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE

The Minutes of the meeting held on 18 July 2018 were submitted for information and taken as read.

### 9.2 CHAIR'S UPDATE REPORT – 24 AUGUST 2018

Committee Members noted the contents of the Chair's Update report.

### 9.3 MINUTES OF MEETINGS

Minutes of the following meetings could be obtained if required:

- LMC Liaison
- Primary Care Nursing Steering Group
- Practice Managers Meeting

### 9.4 MY CITY MY HEALTH MY CARE WINTER 2018 EDITION

It was noted that the My City My Health My Care Winter 2018 Edition was to an exceptional standard and should be accessible in various areas, if any specific areas were identified please advise Melissa Cooper ([Melissa.cooper3@nhs.net](mailto:Melissa.cooper3@nhs.net)).

The question was posed on how to update the information screens within GP practices, the Associate Director of Communications and Engagement advised some practices had a graphic package which can alter the information displayed, further work would be undertaken to ascertain how the remainder of practices change their information displayed.

Social media training would be offered to all GP practice's via the NHS Hull Communication and Engagement team.

### Resolved

(a)	Members of the Primary Care Commissioning Committee noted the update and
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(b)	All GP Practices would be offered social media training
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**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 22 February 2019** at 12.15am – 2.00pm, The Board Room, Wilberforce Court, Alfred Gelder Street, Hull, HU1 1UY

Signed: \_\_\_\_\_  
(Chair of the Primary Care Commissioning Committee)

Date: 22 February 2019

**Abbreviations**

APMS	Alternative Provider Medical Services
CHCP	City Health Care Partnership
CoM	Council of Members
ECP	Emergency Care Practitioner
GPRP	GP Resilience Programme
HEE	Health Education England
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).
PPG	Patient Participation Group
Q&PC	Quality & Performance Committee
STP	Sustainability and Transformation Partnerships