

**PRIMARY CARE QUALITY & PERFORMANCE SUB COMMITTEE**

**MINUTES OF THE MEETING HELD ON MONDAY 17 JANUARY 2022  
09.00AM – 10.00AM, VIA MICROSOFT TEAMS**

**PART 1**

<b>ATTENDEES</b>	<b>JOB TITLE</b>	<b>ORGANISATION</b>
James Crick (JC) (Chair)	Associate Medical Director	NHS Hull CCG
Estelle Butters (EB)	Head of Performance & Programme Delivery	NHS Hull CCG
Phil Davis (PD)	Strategic Lead – Primary Care	NHS Hull CCG
Colin Hurst (CH)	Head of Engagement	NHS Hull CCG
Michela Littlewood (ML)	Interim Deputy Director of Nursing & Quality	NHS Hull CCG
Kate Memluks (KM)	Commissioning Lead - Quality	NHS Hull CCG
Hayley Patterson (HP)	Primary Care Contracts Manager	NHS England

<b>APOLOGIES</b>	<b>JOB TITLE</b>	<b>ORGANISATION</b>
Ana Megias Bas (AM)	Medicines Optimisation Pharmacist	NECS
Carol Hibbert (CHi)	Locality Pharmacist	NECS
Dr Zoe Norris (ZN)	Medical Director / Wellbeing Lead	Humberside LMC
Kevin McCorry (KM)	Medicines Optimisation Pharmacist	NECS
Bethany Ginns (BG)	Assistant Screening and Immunisation Coordinator (Yorkshire and the Humber)	NHSE

<b>IN ATTENDANCE</b>	<b>JOB TITLE</b>	<b>ORGANISATION</b>
Laura Bulmer (LB)	Pharmacy Technician/Project Manager	NECS
Jonathan Dunn (JD)	Manager	Healthwatch Hull
Roland Schreiber (RS)	Medical Secretary	Humberside LMC
Maria Shepherd (MS)	PA to the Director of Nursing and Quality and Associate Medical Director (Note taker)	NHS Hull CCG

This meeting had been recorded.

**1. WELCOME/ INTRODUCTIONS & APOLOGIES FOR ABSENCE**

Apologies were noted as above and introductions made.

**2. MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2021**

The minutes were approved as a true and accurate record.

**Resolved**

(a)	The minutes of the meeting held on 15 November 2021 were approved as a true and accurate record.
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### 3. MATTERS ARISING / ACTION LIST FROM 15 NOVEMBER 2021

24/05/21 (6) (b) To ensure triangulation of data for incidents logged on Immform and CCG incident reporting on Datix. Update 17/01/22 – ML had followed up with Hull CCG’s Quality and Patient Safety Lead and advised that triangulation of data was already carried out routinely. Action would be closed.

24/05/21 (6) (d) – Engagement work to be considered around families not coming forward for immunisation programmes. Inequalities DES was up and running, engagement with population to be carried out by February/March 2022 and implementation plan produced by the end of the financial year. TY was the named Lead to support PCN’s with this. CH would follow up with TY and reschedule the LD health checks meeting. Update 17/01/22 – In progress. The Chair advised, in his Vaccine SRO role, the Vaccines and Inequalities Group would be stood back up but with a reduced membership. LD Health checks meeting had taken place. A Humber-wide piece of work was planned but awaiting Equalities Impact Assessment (EIA) and service level data due to query around variety across the patch. KM advised that item 8 of this meeting provided the Committee with the current data for Hull.

21/09/21 (9) (b) Restoration of PPGs. Discussion to be held at the next Primary Care Comms and Engagement Sub-Group meeting with any recommendations to be submitted to the Primary Care Commissioning Committee. Update 15/11/21 – PC Comms and Engagement meeting not held. How could support be offered from a quality and improvement perspective? Opportunity for further discussion around how to coordinate intelligence to form decision making. Update 17/01/22 – Conversation held around the effectiveness of PPGs if practices and PCNs could evidence they were engaging with their population in different ways, however changes that were implemented 2 years ago had never received formal consultation. CH and KM had met to discuss options moving forward and would revisit this at end of Jan/Feb 2022 with a view to offer support in the interim. Opportunity to re-group early Spring 2022. CH to meet with JC, RS and PD to discuss challenges faced within primary care. KM advised this was on the agenda for the next Strategic Leads meeting to look at whether PCN wide PPGs would be an easier option.

PD notified the Committee of feedback received from Hull CCG’s Chief Operating Officer following the Health & Wellbeing Board (H&WB) where access to primary care and general dental services would be the focus for the next H&WB in February 2022. The Chair highlighted the need for triangulation with Healthwatch.

15/11/21 (9) (b) HCV ICS Covid Vaccination Programme Learning Disability Register Completion. The Chair would request a breakdown by PCN and Practice for both Flu and Covid-19 vaccinations and provide a slide presentation for the next meeting on 17 January 2022. Update 17/01/22 – Outstanding. A ‘wash up’ Flu meeting would be held towards the end of Jan/Feb 2022. Covid situation was changing on a daily basis with new cohorts and eligibility. This action would be carried over to the next meeting on 16 March 2022.

All other actions were marked as closed.

### 4. NOTIFICATION OF ANY OTHER BUSINESS

Any proposed items 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.

#### Resolved

(a)	There were no items for discussion under Any Other Business.
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## 5. DECLARATIONS OF INTEREST

In relation to any item on the agenda of the meeting members are 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 item number to which the interest relates;
- (iii) the nature of the interest;
- (iv) be declared under this section and at the top of the agenda item which it relates too;

Name	Agenda Item No	Nature of Interest

### Resolved

(a)	There were no declarations of interest declared relating to any items on the agenda.
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## 6. HULL PRIMARY CARE SCREENING AND IMMUNISATIONS – UPDATES BY EXCEPTION

In the absence of NHSE's Assistant Screening & Immunisation Coordinator, the Chair presented the above report for information with detail provided in the embedded document below. The Committee were asked for comments on any issues, concerns or exceptions raised by the paper with the following key points noted:-

As previously discussed, KM reiterated the need to ensure SIT incident monitoring reports were triangulated with CCG incident reporting and would follow up with NHSE's Assistant Screening & Immunisation Coordinator.

The Chair advised of an update received at the Humber Immunisation cell around the availability of the Department for Health and Social Care (DHSC) Flu vaccines purchased as there were surplus vaccines available for utilisation by practices who had eligible cohorts that had not yet come forward. KM informed this message was conveyed to practices in September/October 2021 however feedback received indicated practices had over and above the amount needed for their population and were offering to areas that were struggling.



Item 6 - Screening  
and Imms Update Jan

### Resolved

(a)	The Primary Care Quality and Performance Sub Committee members noted the contents of the Hull Primary Care Screening and Immunisations report and updates provided by exception.
(b)	To ensure triangulation of data for incident reporting with the SIT, KM would follow up with NHSE's Assistant Screening & Immunisation Coordinator and share CCG incidents report.

## **7. HEALTHWATCH HULL INTELLIGENCE REPORT OCTOBER & NOVEMBER 2021**

The Healthwatch Manager for Hull presented the above report to note with the following key points noted:-

- Access issues remained a theme.
- Intelligence reports continued to be produced on a monthly basis and were circulated to all relevant parties. Quarterly report produced which detailed the last three months of intelligence gathered and projects worked on, 7 of which were presented at Hull City Council's Health and Social Wellbeing Overview and Scrutiny Committee on 14/01/22. These projects would be reported on by the end of the financial year.
- Work plan currently being devised for April 2022 which would focus on patient experience, engagement and the themes within these.
- Work was underway with the ICS on the NHS App where it was hoped uptake would increase following Healthwatch's engagement with this.
- Following engagement exercise with the deaf and hard of hearing population, KM informed of feedback received from the Deaf Centre who had raised concerns around access to British Sign language (BSL) interpreters and the process around this. An initial meeting was held with Hull CCG's Interpretation and Translation Service (ITS) to address this and share the process with practices, however the issue remained unresolved. A further meeting was scheduled with ITS and BSL Interpreters with feedback to be provided to Healthwatch.

The Chair highlighted that BSL was a recognised language and should form part of Hull CCG's EqIA process and to ensure this population was not omitted as part of CCG's core business. CH advised of light touch engagement carried out in early Autumn in relation to translation services which highlighted the need to change the current ITS to an 'Assisted Communications' service to include BSL. A paper would be submitted to both the Planning and Commissioning Committee and the Primary Care Commissioning Committee in Feb/Mar 2022 to highlight findings from the light touch engagement and proposed future commissioning intentions. KM would link in with CH around this following contact from two practices who had a high population of non-English patients and were looking to offer special clinics one morning per week. Initial conversations held with these practices and would be taken forward with the ITS. This would need to feed into the recommissioning of this service for which the existing contract expired in August 2022.

In preparation for Hull CCG's Patient Experience/Patient Relations Annual Report, The Interim Deputy Director of Nursing and Quality requested a meeting with Healthwatch around the content of the report, in light of the current projects that were underway. An ask from the Quality and Performance Committee was 'So What' in terms of what Healthwatch were doing to help address the issues/themes raised. GP access was an ongoing issue but dental access, although commissioned through NHS England, needed to be addressed and a request was made to discuss this further with Healthwatch outside of this meeting. Healthwatch welcomed this and informed of actions that were in place for both areas and for specific population groups.

The Chair noted his surprise that the greater proportion of contacts were not related to GP access. Dental challenges were acknowledged which were being discussed at a Humber/ICS level around how this could be addressed whilst in shadow form given responsibility for dental would become part of ICSs by 2023. Previously reported contacts for dental issues were much lower than at present which was encouraging to see people coming forward to report their issues to Healthwatch. Access in more deprived areas was a real challenge, in the main, due to the way NHS England had commissioned the service.

The Committee were made aware of the upcoming Council elections in May 2022 of which the above could form part of election campaigns and trigger contacts into Healthwatch and PALS.

**Resolved**

(a)	The Primary Care Quality and Performance Sub Committee members noted the contents for the Healthwatch Hull Intelligence Report for October and November 2021 and the verbal update provided.
(b)	The Interim Deputy Director of Nursing & Quality would meet with Healthwatch to discuss dental access issues in further detail and the actions to be taken to address this.

**8. HCV ICS COVID VACCINATION PROGRAMME LEARNING DISABILITY REGISTER COMPLETION**

The spreadsheet was taken as read and illustrated marked variation and gave the Chair and TY the opportunity to look at how to support practices to target their population better. KM advised further work was required on the register provided to this Committee to highlight the data for Hull. The Chair felt the register was a working progress and suggested KM to link in with Hull CCG’s Place Population Health Analyst and Des Cooper at Hull City Council to try and provide a more coherent picture. The register would be brought back to the next meeting on 16 March 2022 with a more formal ‘So What’ and particular actions that would help inform the quality and performance report for Part 2 of this meeting.

**Resolved**

(a)	The Primary Care Quality and Performance Sub-Committee members noted the update provided in relation to the HCV ICS CVP Learning Disability Register.
(b)	HCS ICS CVP Learning Disability Register Completion. KM would follow up with L Simpson and Des Cooper at HCC to help provide a more coherent picture.

**9. LOCAL MEDICAL COMMITTEE’S (LMC) PRIMARY – SECONDARY CARE INTERFACE**

The above report was provided to the Committee to note with the following key points highlighted:-

- There was still a significant amount of work being shifted from secondary care to primary care, predominantly investigations which would include the request and interpretation of.
- Attendees of the Primary/Secondary Care Interface meeting was primarily clinical and included Hull CCG’s Chair and Dr Anne Jeffreys. Various workstreams arising from this work were being progressed with updates provided to the Clinical Director meeting. Hull CCG’s Deputy Director of Commissioning was the Commissioning Lead for this work and was working closely with the Hull CCG’s Chair.
- The Committee were asked to consider how the CCG measured the outcomes of this work and what forum should it be reported to provide assurance around progress.
- RS would provide feedback to the LMC on the usefulness of the report which was also provided to the Clinical Director meetings. It was intended to repeat the report 6 months on to compare numbers and was high on the agenda for the Interface meeting.
- The Committee were informed that the Primary/Secondary Interface meeting did not formally report into any other forums as this was a clinical meeting although an update was provided to the Operational Delivery Group (ODG) meeting last month. Any decisions to be taken would go through the P&C Committee.

Discussions would be held around how the Primary/Secondary Care Interface meeting would be taken forward post July 2022 following the retirement of Hull CCG's Chair and to look at how it fits with the Pathway Review Group, Impact on Primary Care would be reported to this Committee however other work was underway from a Planned Care perspective.

- The Committee supported the submission of a routine report on a quarterly basis to ensure members were fully informed of activity/progress made.

## **Resolved**

(a)	The Primary Care Quality and Performance Sub-Committee members noted the contents of the LMC's Primary-Secondary Care Interface Report.
(b)	Future of the Primary/Secondary Care Interface meeting to be flagged at today's SLT meeting – JC/ML.

## **10. FOR INFORMATION**

### **10i. APPROVED PRIMARY CARE COMMISSIONING COMMITTEE MINUTES**

Approved minutes from the meeting held on 22 October 2021 were provided to the Committee for information.

### **11. PRIMARY CARE NURSING STEERING GROUP MINUTES**

The above minutes from the meeting held on 14 December 2021 were provided to the Committee for information.

The Committee were notified of the lack of attendance from Bevan PCN at the Primary Care Nursing Steering Group for the last two months and as a result was not being equitable across Hull. KM advised this had been flagged and was due to the Lead Nurse moving onto a new role which presented a challenge in appointing a new Lead Nurse. Lynda Whincup had now commenced in post with Hull CCG as Primary Care Nursing & Quality Delivery Lead and would attend these meetings moving forward.

### **12. ANY OTHER BUSINESS**

There were no items of Any Other Business

### **13. DATE AND TIME OF NEXT MEETING**

Wednesday 16 March 2022, 1.00-2.00pm, via MS Teams

## Abbreviations

EqlA	Equalities Impact Assessment
CHCP	City Health Care Partnership
CHIS	Child Health Information System
CKD	Chronic Kidney Disease
CoM	Council of Members
CQC	Care Quality Commission
FFT	Friends & Family Test
HUTHT	Hull University Teaching Hospital Trust
HSCIC	Health and Social Care Information Centre
Hull CCG	Hull Clinical Commissioning Group
HTFT	Humber Teaching NHS Foundation Trust
IAGC	Integrated Audit and Governance Committee
ICC	Integrated Care Centre
ICS	Integrated Care System
NHSE	NHS England
LMC	Humbersonde Local Medical Committee
NY&H	North Yorkshire & Humber
ODG	Operational Delivery Group
PAG	Professional Advisory Group
PALS	Patient Advice and Liaison Service
PCCC	Primary Care Commissioning Committee
PCN	Primary Care Network
PCQPSC	Primary Care Quality & Performance Sub Committee
PHE	Public Health England
QSG	Quality Surveillance Group
SLT	Senior Leadership Team
TOR	Terms Of Reference