

Hambleton, Richmondshire and Whitby Clinical Commissioning Group

Joint Commissioning of Primary Care Committee Meeting

Draft minutes

Date: Tuesday 4 July 2017

Time: 3.15 – 5pm

Location: HRW CCG, Board Rm 2, Stone Cross, Civic Centre, Northallerton, DL6 2UU.

Members:

Name	Initials	Role
Linda Lloyd	(LL - Chair)	Lay Member of Governing Body and Patient & Public Engagement, HRW CCG
Kenneth Readshaw	(KR)	Lay Member of Governing Body, HRW CCG
Philip Hewitson	(PH)	Lay Member of Governing Body and Vice Chair of Co-Commissioning Committee, HRW CCG
Gill Collinson	(GCo)	Chief Nurse, HRW CCG
David Iley	(DI)	Primary Care Assistant Contracts Manager, NHSE
Gillian Laurence	(GL)	Head of Clinical Strategy, (NHSE – North Yorkshire & the Humber)

Non-voting Members:

Dr Charles Parker	(CP)	Governing Body Chair, HRW CCG
Dr Mark Hodgson	(MH)	Governing Body GP, HRW CCG
Katie Needham	(KN)	Public Health Consultant, NYCC
Jane Ritchie	(JR)	HEN Representative (Richmondshire) HRW CCG
Nigel Ayre	(NA)	Delivery Manager, Healthwatch, North Yorkshire

Attendees:

Sam Haward	(SH)	Head of Strategy, HRW CCG
Cathy Tobin	(CT - minutes)	Committee Secretary, HRW CCG

Members of the Public:

Adrienne Calvert		Healthwatch
Jim Forrest		Northallerton over 50's Forum

Apologies:

Helen Phillips	(HP)	Primary Care Contracts Manager, NHSE
Ann McNamara	(AMc)	HEN, Hambleton
Iain Murray	(IM)	Managing Director, Heartbeat Alliance
David Moore	(DM)	Senior Finance Manager (Primary Care), NHSE
Bernard Chalk	(BC)	Interim Chief Finance Officer

Item No.	Agenda Item	Actions
1.	<p><u>Chair's welcome & apologies</u></p> <p>LL opened the meeting and welcomed the Committee members.</p> <p>Apologies were noted as above.</p>	
2.	<p><u>Minutes of the last meeting (Tuesday 11 April 2017) and matters arising</u></p> <p>The minutes of the meeting held on Tuesday 11 April 2017 were reviewed and agreed an as accurate and true record of the meeting with the exception of the following:</p> <p>DI stated that Page 6: Item 10, 'NHSE Update' should read 'Clinical Pharmacists' cut off date, not ETTF.</p> <p>GCo also stated that page 6: Item 10 'NHSE Update, IT' should read Emis and not Ennis.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. April minutes to be amended as above and distributed. 	
3.	<p><u>Declarations of Interest</u></p> <p>JR declared that she is also a member of Richmondshire District Council area partnership for the Upper Dales.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. JR to complete a new declarations of interest form to confirm the change that she is also a member of Richmondshire District Council area partnership for the Upper Dales. 	
4.	<p><u>Questions from Members of the Public</u></p> <p>LL confirmed that no questions had been sent in advance of the meeting.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 	
5.	<p><u>Primary Care Development</u></p> <p>GCo presented an update on Primary Care development which included the MCP model and confirmed that the slides had been presented to the Governing Body who agreed HRW CCG working towards a MCP care model. GCo confirmed that discussions had also taken place with the GPs at a Heartbeat Alliance.</p>	

	<p>GCo also explained that as part of MCP development Commissioning Managers would work within the practices and would be developed into clusters across the patch.</p> <p>GCo explained some of the challenges of HRW CCG around acute configuration and the supporting services.</p> <p>GCo also confirmed that a Joint Commissioning Section 75 agreement was being set up with North Yorkshire County Council (NYCC) and explained the new strategic commissioning model.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 	
<p>6.</p>	<p><u>Primary Care Dashboard</u></p> <p>SH presented an update on the Primary Care dashboard and confirmed that it responded to the 5 year forward view action plan which had been submitted to NHSE.</p> <p>SH confirmed that ‘Time to Care’ programme had commenced and there will be a launch event for practices to attend on 19 July with the aim of developing the plan and identifying priority areas aimed at making primary care more efficient.</p> <p>Clinical Pathways (Diabetes & Frailty)</p> <p>SH confirmed that the pathways are currently being developed.</p> <p>Extended Access</p> <p>SH confirmed that Extended Access was launched with Heartbeat Alliance & clinical practitioners on Monday 3 July and will update on further progress at the next meeting. SH also confirmed that Heartbeat Alliance will need to evaluate the new extended access service with patients once it becomes established.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. Update on further progress at the next meeting. 	
<p>7.</p>	<p><u>NHSE Update</u></p> <p>Dispensing Services Quality Scheme</p> <p>DI reminded practices that the deadline for signing up to this year’s scheme was 1st July 2017 and the final submission of information is 31 December 2017.</p>	

	<p>GP Clinical Waste</p> <p>DI confirmed that the current contract is coming to an end and that NHSE Commercial team are undertaking a procurement for a call off contract which will cover the Yorkshire and Humber footprint but include individual accounts for each CCG including HRW.</p> <p>Oversubscribing of medication</p> <p>JR raised concern about the recycling of medication and CP confirmed that medications could not be recycled due to storage issues. CP also confirmed that patients should be encouraged not to over prescribe their perscriptions.</p> <p>Finance</p> <p>DI presented the finance update in David Moore's absence.</p> <p>KR queried the outturn which was disappointing at £0.5m and DI confirmed that the outturn included contingency and general reserves but will follow up with DM.</p> <p>KR also queried the QIPP of £141k which was noted as £0k – DI to follow up with DM before the next meeting.</p> <p>GCo confirmed that BC was in discussions about the overspend figures.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. Dispensing Services Quality Scheme and DI reminded practices that the deadline for signing up to this year's scheme was 1st July 2017 and the final submission of information is 31 December 2017. 3. Outturn - KR queried the outturn which was disappointing at £0.5m. DI confirmed that the outturn included contingency and general reserves but will follow up with DM. 4. QIPP Scheme - KR also queried the QIPP of £141k but was noted as £0k – DI to follow up with DM before the next meeting. 	
<p>8.</p>	<p><u>Risk Register</u></p> <p>KR queried the risk of Heartbeat Alliance and receiving the funding and PH queried the primary care overspend – DI to follow up.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. Heartbeat Alliance - KR queried the risk of Heartbeat Alliance and receiving the funding – DI to follow up. 3. Primary Care overspend - PH queried the primary care overspend – DI to follow up. 	

9.	<p><u>Primary Care Nursing Project evaluation</u></p> <p>SH verbally updated that HRW CCG have spoken and agreed with practices about the £3 per head with the aim of transforming the nursing workforce and that an evaluation after 18 months has been received from practices.</p> <p>GCo confirmed that there will be a standard core piece of work for practices to undertake which will be issued in due course.</p> <p style="text-align: center;">The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 	
10.	<p><u>Enhanced Services (NHSE, NYCC & HRW CCG)</u></p> <p>SH presented HRW CCG's Enhanced Services paper and explained that enhanced services were commissioned to meet both local and national priorities, including to help meet NHSE constitution objectives. SH confirmed that the paper had been drafted to improve the effectiveness of primary care commissioning by explaining the full range of services commissioned from different organisations, including which practices provide which service.</p> <p>KN explained NYCC's enhanced services and confirmed that Public Health commission a range of services from GP practices and confirmed that all services had been negotiated through the LMC.</p> <p>KN confirmed that some practices are more successful than others and that the Dales practice have not signed up to any part of the scheme – JR offered to raise the issue with the practice.</p> <p>SH confirmed that whatever monitoring was included within the core GMS contract would not be duplicated within the other contracts.</p> <p>GCo informed KN that the GP list was out of date – SH to forward an up to date list. LL requested that practice managers were included within the document.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. Enhanced Services - KN confirmed that some practices are more successful than others and that the Dales practice have not signed up to any part of the scheme – JR offered to raise the issue with the practice. 3. GP list - GCo informed KN that the GP list was out of date – SH to forward an up to date list. LL requested that practice managers were included within the document. 	

<p>11.</p>	<p><u>Any other business</u></p> <p>JR raised concern about the incident whereby a locum had been issued large amounts of paracetamol but thanked HRW CCG for their help in solving the issue.</p> <p>LL closed the meeting at 4.45pm.</p> <p>The Committee:</p> <p>1. Noted the above.</p>	
	<p>Date and time of the next meeting: Tuesday 10 October 2017, 3.15 – 5pm, HRW CCG, Board Rm 2, Civic Centre, Stone Cross, Northallerton, DL6 2UU.</p>	

JOINT COMMISSIONING OF PRIMARY CARE COMMITTEE MEETING

ACTION LOG as at 4 July 2017

Ref	Meeting date	Item	Description	Member Responsible	Action completed / due to be completed
24	17 January 2017	5	<p><u>Review Terms of Reference</u></p> <p>Practice Managers not invited to JCPCC – GCo to write for authority to Jacqui Moon as Chair of the CoM Committee.</p> <p>11/04/17 – GCo confirmed that the ToR is being reviewed and that having a practice manager present at the JCPCC meeting was raised at the last CoM meeting - no nominations have been received to date but GCo will chase and update at the next meeting.</p> <p>04/07/17 – GCo confirmed that it was raised at the recent Council of Members Committee meeting and will follow up with the new Chair of the Practice Manager meeting to encourage interest.</p>	<p>GCo</p> <p>GCo</p> <p>GCo</p>	<p>11/04/17</p> <p>04/07/17</p> <p>10/10/17</p>
25	17 January 2017	6	<p><u>Primary Care Strategy & Action Plan (Dental)</u></p> <p>GL confirmed that there is a consultancy panel that is happening within other localities and it is their intention to discuss with the CCG's.</p> <p>11/04/17 – DNRs and defibrillators in care homes were discussed and GCo confirmed it is being investigated and will update at the next meeting.</p> <p>04/07/17 – GCo confirmed she had not received any information from the CQC but is still investigating.</p>	<p>GL</p> <p>GCo</p> <p>GCo</p>	<p>11/04/17</p> <p>04/07/17</p> <p>10/10/17</p>

31	11 April 2017	6	<p><u>21st Century Primary Care Final Report</u></p> <p>Minor Ailment scheme – HP also queried the minor ailment scheme which despite not originally being successful, had recently been well received in other CCGs. HP to share the evaluation of other CCGs with SH.</p> <p>04/07/17 – SH confirmed that nothing had been received – DI to follow up with HP.</p>	<p>HP</p> <p>DI</p>	<p>04/07/17</p> <p>10/10/17</p>
33	11 April 2017	10	<p><u>NHSE Update</u></p> <p>IT - IM stated that seven practices are currently using 'Emis' IT platform but would like to be on System 1, which would enable them to provide extended access. IM confirmed that he has requested funding from NHSE and HP confirmed that IT funding was the responsibility of the CCG. Further discussions are required with IM, BC, & GCo.</p> <p>04/07/17 – GCo updated that conversations are taking place with Angela Wood about available support and will update at the next meeting.</p> <p>List cleansing – HP confirmed that Public Health have been set pharmacy targets to undertake six campaigns in each calendar year – HP to forward to CT for onward distribution to the Committee.</p> <p>04/07/17 – CT confirmed that nothing had been received – DI to chase.</p>	<p>IM/BC/GCo</p> <p>GCo</p> <p>HP/CT</p> <p>DI</p>	<p>04/07/17</p> <p>10/10/17</p> <p>04/07/17</p> <p>10/10/17</p>
35	11 April 2017	12	<p><u>Primary Care Dashboard</u></p> <p>GP practice Variation figures – GP Practice variation figures - KR queried the GP practice variation figures and requested the figures for the last twelve months. SH confirmed he will be able to compare year-on-year figures in a few months once data on the full 2016/17 financial year is available - SH to update at the next meeting.</p>	SH	04/07/17

			04/07/17 – SH confirmed that he will update at the next meeting when the full figures are available.	SH	10/10/17
36	4 July 2017	2	<p><u>Minutes of the last meeting (Tuesday 11 April 2017) and matters arising</u></p> <p>DI stated that Page 6: Item 10, 'NHSE Update' should read 'Clinical Pharmacists' cut off date, not ETTF.</p> <p>GCo also stated that page 6: Item 10 'NHSE Update, IT' should read Emis and not Ennis.</p>	CT CT	10/10/17 10/10/17
37	4 July 2017	3	<p><u>Declarations of Interest</u></p> <p>JR to complete a new declarations of interest form to confirm the change that she is also a member of Richmondshire District Council area partnership for the Upper Dales.</p>	JR/CT	10/10/17
38	4 July 2017	6	<p><u>Primary Care Dashboard</u></p> <p>Extended Access - SH confirmed that Extended Access was launched with Heartbeat Alliance & clinical practitioners on Monday 3 July. SH also confirmed that Heartbeat Alliance will update at the next meeting.</p>	SH	10/10/17
39	4 July 2017	7	<p><u>NHSE Update</u></p> <p>Dispensing Services Quality Scheme – DI reminded practices that the deadline for signing up to this year's scheme was 1st July 2017 and the final submission of information is 31 December 2017.</p> <p>Outturn - KR queried the outturn which was disappointing at £0.5m and DI confirmed that the outturn included contingency and general reserves but will follow up with DM.</p> <p>QIPP Scheme - KR also queried the QIPP of £141k but was noted as £0k – DI to follow up with DM before the next meeting.</p>	ALL Practices DI/DM DI/DM	10/10/17 10/10/17 10/10/17

40	4 July 2017	8	<p><u>Risk Register</u></p> <p>Heartbeat Alliance - KR queried the risk of Heartbeat Alliance and receiving the funding – DI to follow up.</p> <p>Primary Care overspend - PH queried the primary care overspend – DI to follow up.</p>	DI DI	10/10/17 10/10/17
41	4 July 2017	10	<p><u>Enhanced Services (NHSE, NYCC & HRW CCG)</u></p> <p>Enhanced Services - KN confirmed that some practices are more successful than others and that the Dales practice have not signed up to any part of the scheme – JR offered to raise the issue with the practice.</p> <p>GP list - GCo informed KN that the GP list was out of date – SH to forward an up to date list. LL requested that practice managers were included within the document.</p>	JR SH	10/10/17 10/10/17

JOINT COMMISSIONING OF PRIMARY CARE COMMITTEE MEETING

CLOSED ITEMS as at 4 July 2017

Ref	Meeting date	Item	Description	Member Responsible	Action completed / due to be completed
29	11 April 2017	2	<p><u>Minutes of the last meeting (Tuesday 17 January 2017) and matters arising</u></p> <p>LL confirmed that Ann McNamara's attendance had been noted as a 'HEN Representative' and listed under 'Members of the Public' when it should have been noted as 'HEN Member' and listed under 'In attendance'. CT to amend the minutes accordingly and distribute to the Committee.</p>	CT	04/07/17
30	11 April 2017	5	<p><u>MCP Roadmap</u></p> <p>GCo confirmed that the presentation was still work in progress but will update on the MCP roadmap at the next meeting.</p>	GCo	04/07/17
32	11 April 2017	9	<p><u>GP Out of Hospital Services</u></p> <p>KN stated that NYCC also commission services & will bring a paper on what Public Health commission to a future meeting.</p>	KN	04/07/17

33	11 April 2017	10	<p><u>NHSE Update</u></p> <p>Clinical Pharmacist bid cut off date – HP also confirmed that the next cut off date had been brought forward to 12 May and that NHSE will distribute the new cut off date.</p> <p>04/07/17 – DI confirmed that there would not be a new cut off date.</p> <p>NHSE Finance representative - BC stressed the difficulty undertaking the Joint Commissioning meeting with no finance representative attending from NHSE. NHS England will aim to send a finance representative to future meetings - HP to ask David Moore to contact BC.</p>	HP	04/07/17
34	11 April 2017	11	<p><u>Risk Register</u></p> <p>Risk register - BC presented the risk register and confirmed that no changes had been made since the last meeting but would ensure the log is updated for the next meeting.</p>	BC	04/07/17
35	11 April 2017	12	<p><u>Primary Care Dashboard</u></p> <p>Friends & Family test - One area of concern was identified linked to the Friends & Family test results as not all practices had reported them. SH/HP will jointly remind practices of their responsibilities.</p> <p>Friends & Family figures - BC queried the figures as they did not add up to 100%. BC will check with Martin Short.</p> <p>04/07/17 – SH confirmed he will review the performance report.</p>	SH/HP	04/07/17
				BC	04/07/17