

Hambleton, Richmondshire and Whitby Clinical Commissioning Group

Joint Commissioning of Primary Care Committee Meeting

Draft minutes

Date: Tuesday 3 April 2018

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
Bernard Chalk	(BC)	Interim Chief Finance Officer
Kenneth Readshaw	(KR)	Lay Member Audit & Integrated Governance Committee Chair
Janet Probert	(JP)	Health & Well Being Board
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 Andrew Dickie	(AD)	Heartbeat Alliance
Jane Ritchie	(JR)	HEN Representative (Richmondshire) HRW CCG

Attendees:

Sam Haward	(SH)	Head of Strategy, HRW CCG
Emma Reah	(ER)	Practice Manager, Aldbrough St John, HRW Practice Manager Group
Alison Levin (item 5&6)	(AL)	Deputy Chief Finance Officer
Cathy Tobin	(CT - minutes)	Committee Secretary, HRW CCG

Members of the Public:

Jim Forrest	(JF)	Northallerton over 50's Forum
Adrienne Calvert	(AC)	Healthwatch

Apologies:

Dr Charles Parker	(CP)	Governing Body Chair, HRW CCG
Katie Needham	(KN)	Public Health Consultant, NYCC

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 9 January 2018) and matters arising</u></p> <p>The minutes of the meeting held on Tuesday 9 January 2018 were reviewed and agreed an as accurate and true record of the meeting.</p> <p>The Committee:</p> <p>1. Noted the above.</p>	
3.	<p><u>Declarations of Interest</u></p> <p>No changes to declarations of interest were declared with the exception of the following:</p> <p>AD stated that he is a GP at Scorton practice and declared that he held shares in Heartbeat Alliance.</p> <p>ER joined the Committee as the HRW Practice Manager representative and stated that she is a Practice Manager at Aldbrough St John surgery but had not completed a declarations of interest form.</p> <p>JP declared that she was attending the meeting as the Health & Wellbeing Board Representative.</p> <p>The Committee:</p> <p>1. Noted the above.</p> <p>2. ER joined the Committee as the HRW Practice Manager representative and stated that she is a Practice Manager at Aldbrough St John surgery but had not completed a declarations of interest form – CT to issue the form.</p> <p>3. CT to also add ER to the Committee circulation list.</p> <p>4. JP declared that she was attending the meeting as the Health & Wellbeing Board Representative. An updated declaration of interest form was therefore required – CT to issue.</p>	
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> <p>1. Noted the above.</p>	

<p>5.</p>	<p><u>Level 3 Delegation and changes to the Constitution</u></p> <p>AL confirmed that the Governing Body had approved the decision to move to Level 3 fully delegated primary care commissioning at its meeting on the 22nd March 2018, this was effective from 1 April 2018.</p> <p>AL presented an overview of the changes resulting from moving from Level 2 to Level 3. AL detailed the changed responsibilities of HRW CCG and NHSE with the updated delegated authority and confirmed the following:</p> <p>The Joint Commissioning of Primary Care Committee will now be known as the Primary Care Co-Commissioning Committee.</p> <p>The committees Terms of Reference had been updated to reflect these changes.</p> <p>AL advised that since the decision had been taken to become fully delegated on the 22nd March 2018, further national financial planning guidance has been issued that has resulted in the an additional cost pressure to the now fully delegated budget, this issue has been raised with NHS England. An update will be provided at the next meeting.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 	
<p>5a.</p>	<p><u>Terms of Reference</u></p> <p>AL presented the proposed changes to the Terms of Reference and sought approval from the Committee.</p> <p>KR queried whether additional meetings were required and following a discussion it was agreed to remain with quarterly meetings.</p> <p>The Committee agreed the changes to the Terms of Reference.</p> <p>GL informed the Committee that due to the change to Level 3 delegated authority only one NHSE representative was required at the meeting which would be David Iley, therefore GL would no longer attend.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. The Committee agreed the changes to the Terms of Reference - CT to update Carol Johnston. 	
<p>6.</p>	<p><u>Primary Care Contract Management Board Arrangements</u></p> <p>SH verbally updated on the Primary Care Contract Management Board (CMB) arrangements and confirmed that he had written to practices with a proposal on the arrangements. Some helpful feedback had been received from practices, Heartbeat Alliance and the LMC and the CCG was now reviewing and considering additional options. Having a CMB is good practice but is also complex in primary care given the number of different practices as providers. SH will update at the next meeting.</p>	

	<p>The Committee:</p> <p>1. Noted the above.</p>	
7.	<p><u>Primary Care Five Year Forward View</u></p> <p>SH updated on the Five Year Forward View with highlights detailed below taken from the over-arching summary paper:</p> <p>Extended access roll-out is in place across the CCG with current utilisation at 78% overall. The main area of focus is now on improving utilisation in the Whitby area. GCo requested that the Extended Access Utilisation dashboard is presented to the next meeting.</p> <p>Care Navigation Model has been agreed and ready to progress with implementation 2018/19. This will be based on the model in West Wakefield which is a combination of on-line training and workshops. The Time for Care programme is being revised.</p> <p>Practice Manager Training Needs Analysis has been developed in conjunction with YORLMC and further development work will take place with Heartbeat Alliance.</p> <p>The Committee:</p> <p>1. Noted the above. 2. GCo requested that the Extended Access Utilisation dashboard is presented to the next meeting.</p>	
8.	<p><u>Planned Care – Referral Management</u></p> <p>GCo verbally updated that HRW CCG's GPs had undertaken work on a primary care peer review and thanked them for their input. She also confirmed that the current system was not sustainable and that an approach for 2018/19 was being developed. A Referral Task Group had been set up on behalf of the Council of Members.</p> <p>GCo provided details on different options for how this might be delivered:</p> <ol style="list-style-type: none"> 1. To procure an external referral management service. 2. To have a general peer review system. 3. To have a peer review system based on speciality. <p>GCo stated that a survey would be issued to practices to assess the range of skills and services available in primary care and asking for GPs who would be interested in being Peer Reviewers. This would require a range of qualifications and experience. GCo stated that GPs might be encouraged to develop a particular interest if there was no specific specialism within the area.</p> <p>GCo stressed that HRW CCG are large referrers and would encourage the figures to decrease going forward. SH added that the aim was to achieve a reduction in referrals of between 10 – 15% assisted by the peer review process.</p>	

	<p>The Committee:</p> <p>1. Noted the above.</p>	
9.	<p><u>Primary Care Frailty Specification</u></p> <p>GCo presented the Primary Care Frailty Specification which had been developed to meet the changing needs of our ageing population. GCo explained that the aim of the specification was to ensure that the frail and elderly population were looked after properly during their last year of life. The specification was issued in a red folder a couple of weeks prior and included a proactive end of life care plan which was effective from 1 April.</p> <p>GCo stressed that the yellow DNR envelopes were a separate issue.</p> <p>JR queried whether the PPG group could cascade the news to ensure the population were aware.</p> <p>The Committee:</p> <p>1. Noted the above. 2. JR queried whether the PPG group could cascade the news to ensure the population were aware – CT to inform the Communication Team for their action.</p>	
10.	<p><u>Risk Register</u></p> <p>BC presented the current Risk Register to the Committee.</p> <p>The Committee:</p> <p>1. Noted the above.</p>	
11.	<p><u>NHSE update</u></p> <p>DI presented the NHSE update with highlights detailed below:</p> <p>All practices have signed up to the Quality & Outcomes Framework.</p> <p><u>Clinical Pharmacist Scheme</u> – Whitby Group Practice was successful with their bid for wave 2 funding for the National Clinical Pharmacist programme. Whitby medical group have recruited one whole time equivalent Senior Clinical Pharmacist who was due to start in the practice the first week of April 2018.</p> <p><u>Third next appointment</u> - In October 2017 NHSE commissioned the North of England CSU to collect third next appointment data from each general practice in England in order to better understand waiting times in general practice as well as quantify the pressure general practice is under. The data collected has been used to give an indication of the amount of time in days a patient would theoretically need to have waiting for an appointment at the time a booking was made.</p> <p>A second collection has now been commissioned for March 2018. Every practice will received a call from the CSU or their supporting call centre.</p>	

	<p><u>NAPC (Diploma Practice Managers)</u> - NHSE have secured funding for two places on the Practice Manager Diploma Programme. HRW CCG offered the opportunity out to Practice Managers, two applications have been made and both have been accepted on to the course.</p> <p><u>On-line Consultations</u> – The CCG secured GPFV funding for online consultations allowing them to procure a service on behalf of their Practices. Twelve practices expressed an interest in providing the service this year although funding should be available for every practice over the three year programme. The procurement exercise has finished and the contract was awarded to a provider called Wiggly Amps. NHSE have appointed a Project Manager to oversee the implementation of the service and they will be working with practices and the CCG over the coming months. A further update will be provided at the next meeting.</p> <p>JP requested that the HEN (Health Engagement Network) representatives were briefed on the progress for onward communication.</p> <p><u>Finance, month 11</u> – DI presented the month 11 position.</p> <p><u>Appendix 2 – Outcome of 2018 / 19 GMS Contract Negotiations</u></p> <p>LL queried the social prescribing which had significantly reduced by 17% and GCo stressed that it should be streamlined across HRW CCG.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 2. On-line Consultations - JP requested that the HEN (Health Engagement Network) representatives were briefed on the progress of the implementation of the service for onward communication. CT to inform the Communications Team for their action. 	
<p>12.</p>	<p><u>Any other business</u></p> <p>No other business was raised.</p> <p>LL closed the meeting at 4.25pm.</p> <p>The Committee:</p> <ol style="list-style-type: none"> 1. Noted the above. 	
	<p>Date and time of the next meeting: Tuesday 3 July 2018, 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 3 April 2018

Ref	Meeting date	Item	Description	Member Responsible	Action completed / due to be completed
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>10/10/17 - DI confirmed that nothing had been received from the Humber patch CCGs but would chase and updated at the next meeting.</p> <p>09/01/18 – DI confirmed that despite information being received it was not relevant but confirmed he would chase again and update at the next meeting.</p> <p>03/04/18 – DI confirmed that further work was being undertaken and would update as soon as he was able.</p>	<p>HP</p> <p>DI</p> <p>DI</p> <p>DI</p> <p>DI</p>	<p>04/07/17</p> <p>10/10/17</p> <p>09/01/18</p> <p>03/04/18</p> <p>03/07/18</p>
46	9 January 2018	6	<p><u>Primary Care Five-year Forward View / Dashboard</u></p> <p>Military Families development - LL stated that a report was still outstanding from Catterick Village – SH / GCo to follow up with the practice.</p> <p>03/04/18 - SH confirmed that it was still outstanding but would update at the next meeting.</p>	<p>SH/GCo</p> <p>SH</p>	<p>03/04/18</p> <p>03/07/18</p>

47	9 January 2018	12	<p><u>NHS Health Checks – Katie Needham</u></p> <p>NHS Healthchecks awareness - GCo suggested a communication article to raise awareness of the different services available and will work with NYCC & Heartbeat Alliance which KN will set up.</p>	KN	03/04/18
			<p>03/04/18 – still outstanding – GCo will chase KN.</p>	GCo	03/07/18
49	3 April 2018	3	<p><u>Declarations of Interest</u></p> <p>ER joined the Committee as the HRW Practice Manager representative and stated that she is a Practice Manager at Aldbrough St John surgery but had not completed a declarations of interest form – CT to issue the form.</p>	CT	03/07/18
			<p>CT to also add ER to the Committee circulation list.</p>	CT	03/07/18
			<p>JP declared that she was attending the meeting as the Health & Wellbeing Board Representative. An updated declaration of interest form was therefore required – CT to issue.</p>	CT	03/07/18
50	3 April 2018	5a	<p><u>Terms of Reference</u></p> <p>The Committee agreed the changes to the Terms of Reference - CT to update Carol Johnston.</p>	CT	03/07/18
51	3 April 2018	7	<p><u>Primary Care Five Year Forward View</u></p> <p>GCo requested that the Extended Access Utilisation dashboard is presented to the next meeting.</p>	GCo	03/07/18
52	3 April 2018	9	<p><u>Primary Care Frailty Specification</u></p> <p>JR queried whether the PPG group could cascade the news to ensure the population were aware – CT to inform the Communication Team for their action.</p>	CT / Georgina Sayers	03/07/18

53	3 April 2018	11	<p><u>NHSE update</u></p> <p>On-line Consultations - JP requested that the HEN (Health Engagement Network) representatives were briefed on the progress of the implementation of the service for onward communication. CT to inform the Communications Team for their action.</p>	CT / Georgina Sayers	03/07/18
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JOINT COMMISSIONING OF PRIMARY CARE COMMITTEE MEETING

CLOSED ITEMS as at 3 April 2018

Ref	Meeting date	Item	Description	Member Responsible	Action completed / due to be completed
44	10 October 2017	10	<p><u>Review of Terms of Reference (ToR)</u></p> <p>Health & Well-being Board representative - KN queried who the representative was which appeared to be unclear – GCo to clarify and update at the next meeting.</p> <p>09/01/18 – A meeting representative had still not been confirmed – GCo to clarify and update at the next meeting.</p>	AL GCo/KN	09/01/17 03/04/17
45	9 January 2018	3	<p><u>Declarations of Interest</u></p> <p>KR declared that he was a member of the CCGs for Cumbria and the North East – CT to ensure an updated declarations of interest form is duly completed.</p>	CT	03/04/18
47	9 January 2018	12	<p><u>NHS Health Checks – Katie Needham</u></p> <p>Correct Contact Numbers - A discussion took place around obtaining the correct contact numbers for the different lifestyle services and GCo suggested LL liaise with the PPGs and work with the practices to ensure that notice boards / leaflets within practices display up to date information.</p>	LL	03/04/18
48	9 January 2018	13	<p><u>Any other business</u></p> <p>JR queried who was the practice manager for the Committee and GCo confirmed that the representative had left and therefore another representative would need to be sourced - GCo to co-ordinate.</p>	GCo	03/04/18