



**Nottingham North and East
Clinical Commissioning Group**

Putting good health *into practice*

MINUTES - PUBLIC

**Nottingham North & East Clinical Commissioning Group
Primary Care Commissioning Committee**

**Public Meeting Held 1st June 2017
In the Council Chamber, Civic Centre, Arnot Hill Park**

Present

Mike Wilkins (MW)	Associate Lay Member – Primary Care (Chair)
Terry Allen (TA)	Lay Member – Financial Management & Audit
Janet Champion (JC)	Lay Member – Patient and Public Involvement
Esther Gaskill (EG)	Head of Primary Care Quality
Sharon Pickett (SP)	Deputy Chief Officer
Dr Caitriona Kennedy (CK)	GP Representative
Audrey McDonald	Head of Finance (deputy for Ian Livsey)

In attendance

Janet Baker (JB)	Senior Service Improvement Officer (for agenda item 17/055)
Hazel Buchanan (HB)	Director of Operations
Julia Wong (JW)	Primary Care Support Officer
Juliet Woodin (JW)	Healthwatch Representative
Kerrie Woods (KW)	Senior Contract Manager, NHS England

Apologies

Ian Livsey (IL)	Deputy Chief Finance Officer
Dr Parm Panesar (PP)	GP Representative
Michael Wright (MW _r)	Chief Executive, LMC

Agenda Items		Actions
17/047	<p>Welcome & Apologies</p> <p>Mike Wilkins (MW) welcomed attendees and apologies were noted as above.</p>	
17/048	<p>Declaration of Interests</p> <p>MW reminded committee members of their obligation to declare any interests they may have on any issues arising at committee meetings which might conflict with the business of the CCG.</p>	

Agenda Items		Actions
	<p>Declarations of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests. The Register is available either via the CCG or on the CCG website at the following link:</p> <p>http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/</p> <p>No declarations of interest were made in relation to the agenda.</p>	
17/049	<p>Questions from the Public relating to the Agenda</p> <p>No questions were submitted.</p>	
17/050	<p>Minutes from Meeting held on 6th April 2017</p> <p>The minutes were accepted as an accurate record.</p>	
17/051	<p>Matters Arising and actions from the meeting on 6th April 2017</p> <p>17/026 – Esther Gaskill (EG) confirmed that practices are completing the sepsis audit. EG expects that reports will be available in a couple of months.</p> <p>17/038 – Hazel Buchanan (HB) confirmed that the risk register has been updated accordingly.</p> <p>17/034 – Kerrie Woods (KW) confirmed that this can be taken off the forward planner.</p>	
17/052	<p>Quality – Primary Care Quality Group's Annual Report</p> <p>EG presented the annual report which outlines attendance, quoracy, achievements in 2016/17 and priorities for 2017/18. EG asked the Committee to consider the priorities for 2017/18 and confirmed that this includes continuing to progress with actions arising from the closure of The Willows practice. During 2017/18 there will also be continued development of the quality dashboard. Other areas include the sepsis plan, quality monitoring and patient incident reporting process.</p> <p>The Committee approved the priorities for 2017/18.</p> <p>Juliet Woodin (JW) raised a question on ransomware and GP practice computers and how risk will be minimised going forward. Dr Caitriona Kennedy (CK) outlined that the incident demonstrated the reliance on laptops in GP practices. Sharon Pickett (SP) confirmed that there will be a lessons learnt process and overall report and findings can be brought to the Primary Care Commissioning Committee. A verbal update will be provided at the next meeting.</p>	HB/SP

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17/053	<p>Quality – Primary Care Quality Group Highlight Report</p> <p>EG presented the highlight report and confirmed that the quarter four dashboard was available from the middle of April. Work is progressing with individual practices as necessary to review indicators. The next update will go live the beginning of July. EG confirmed that NHS Nottingham City CCG are also considering using the dashboard. Work is progressing with the eHealthscope team on reviewing the indicators and any improvements.</p> <p>EG highlighted the coroner’s reminder that health professionals had a duty to report individuals who shouldn’t be driving to the DVLA. This reminder was made at the inquest into the death of a young girl who was hit by a car driven by a person known to have medical problems related to drug misuse. EG confirmed that the CCG have developed posters for professionals and for patients. Leaflets are also available for patients. EG confirmed that we have formally written to the coroner outlining the actions taken and the posters have been shared with the family.</p> <p>The Committee acknowledged the detail in the highlight report.</p>	
17/054	<p>Commissioning & Contracting – Primary Care Development Group Highlight Report</p> <p>SP presented the highlight report from the Primary Care Development Group. SP confirmed that the main focus at the last meeting was to review the GP Forward View plan and milestones. The CCG have started to deliver the strategy.</p> <p>The Committee acknowledged the detail in the highlight report.</p>	
17/055	<p>Estates Update including Calverton Phase 2</p> <p>MW welcomed Janet Baker (JB) who provided an update on estates. JB confirmed that the CCG received a total allocation of £1.064m from the Estates and Technology Transformation Fund (ETTF).</p> <p>JB highlighted that £400k has been assigned to Hucknall and £664k to Calverton. Calverton have started some of the work and they were the only practice whose project could be completed by the end of March 2017. Calverton are moving onto phase two and will be going through due diligence with plans for the work to be completed by March 2019. The Hucknall practices still have an ambition to establish a primary care hub. Further funding is being sought by the practices.</p> <p>Trentside have plans to do a new build and are sourcing third party funding. It is anticipated that there will be a business case presented to the Committee in August.</p> <p>SP pointed out that in the future financial planning needs to take into</p>	

Agenda Items		Actions
	<p>account to the revenue implications for the CCG arising from capital projects/developments funded from the ETTF and Some of the developments may not be completed for a couple of years but the revenue budgets need to be approved now. SP advised that the revenue costs can be calculated in advance and will need to form part of the business case for future project/development bids for ETTF funding.</p> <p>The Committee acknowledged progress made against the ETTF.</p>	
17/056	<p>Update – Oakenhall/Torkard Boundary Change Application</p> <p>KW confirmed that the Committee considered the boundary changes at the last meeting. KW notified both practices that they were unsuccessful and they have both launched an appeal. This is being managed under local dispute resolution. Appeal meetings have been scheduled. KW confirmed that an update will be provided formally at the next meeting and the outcome will be sent to members in the interim.</p> <p>The Committee acknowledged the appeals and the process to be followed.</p>	KW
17/057	<p>Primary Care Hub Year End Update 2016/17</p> <p>KW confirmed that the report provides an overview of activity that has been undertaken on behalf of 10 CCGs. The report is intended to provide transparency in areas of work as relevant to the requirements of each CCG. KW confirmed that a further breakdown of information will be provided.</p>	KW
17/058	<p>Primary Care Hub Handbook 2017/18</p> <p>KW presented the handbook and confirmed that minor changes had been made and it now reflected transformation. KW confirmed that the Primary Care Strategic Advisory Group will move from monthly to quarterly meetings. The Committee will receive a quarterly highlight report.</p>	
17/059	<p>Primary Care Finance Report</p> <p>Audrey McDonald (AM) provided an overview of the financial position. AM confirmed that at the end of 2016/17 there was a £1m underspend. AM highlighted that there was an issue in relation to the annual audit and co-commissioning figures due to the information that was accessible from Capita.</p> <p>In response to a question raised by MW, AM confirmed that the £1m underspend has been used to support the overall CCG position.</p>	
17/060	PCCC Risk Register	

Agenda Items		Actions
	HB confirmed that changes had been made as per last meeting. The Committee had no further changes to make to the risks or the scores.	
17/061	<p>Have the Public Questions been Answered</p> <p>No questions were raised.</p>	
17/062	<p>Any Other Business</p> <p>No other business was raised.</p>	
	<p>Date, Time and Venue of Next Meeting</p> <p>Thursday 3rd August 2017 - 9:30 – 12:30</p> <p>Committee Room, Civic Centre, Arnot Hill Park, Arnold</p> <p>SIGNED: (Chair)</p> <p>DATE:</p>	