



Putting good health *into practice* **Nottingham North and East
Clinical Commissioning Group**

RATIFIED MINUTES - PUBLIC

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

**Public Meeting 5th April 2018
In the Committee Room, Civic Centre, Arnot Hill Park**

Members

Mike Wilkins (MW)	Lay Member – Primary Care (Chair)
Janet Champion (JC)	Lay Member – Patient and Public Involvement
Esther Gaskill (EG)	Head of Primary Care Quality
Ian Livsey (IL)	Deputy Chief Finance Officer
Sharon Pickett (SP)	Deputy Chief Officer
Michael Wright (MWr)	Chief Executive, LMC

In attendance

Rachael Rees (RR)	Head of Primary Care
Kerrie Woods (KW)	Senior Contract Manager, NHS England
Julie Kent (JK)	Contracts Manager, NHS England
Natalie Brown (NB)	Governance Officer (note taker)

Apologies

Dr Parm Panesar (PP)	GP Representative
Terry Allen (TA)	Lay Member – Financial Management & Audit

Cumulative attendance 2017/18

Name	Possible to date	Actual	Name	Possible to date	Actual
Mike Wilkins	1	1	Esther Gaskill	1	1
Terry Allen	1	0	Ian Livsey	1	1
Janet Champion	1	1	Parm Panesar	1	0
Sharon Pickett	1	1	Caitriona Kennedy	1	0

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PCCC 18/016	Welcome & Apologies Mike Wilkins (MW) welcomed attendees and apologies were noted as above.	
PCCC 18/017	Declaration of Interests 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. Declarations of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests. The Register is available either via the	

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	<p>CCG or on the CCG website at the following link: http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/</p> <p>The meeting was declared quorate.</p>	
PCCC 18/018	<p>Questions from the Public relating to the Agenda</p> <p>No questions had been received from members of the public.</p>	
PCCC 18/019	<p>Minutes from Meeting held on 1st February 2018</p> <p>The Committee considered and approved the previous minutes of 1st February as an accurate record subject to a minor amendment in section PCCC 18/012 to change to the following as stated below:</p> <p>'Seven out of 20 practices'</p>	
PCCC 18/020	<p>Matters Arising from the meeting on 7th December 2017 and action log</p> <p>MW reviewed the matters arising and action log with the following updates:</p> <p>PCCC 18/006: Stewart Newman was not present at the meeting to update the Committee on the actions stated.</p> <p>PCCC 18/012: Esther confirmed that this has been shared.</p>	
PCCC 18/021	<p>Primary Care Development Group Highlight Report</p> <p>Rachael Rees (RR) presented the Primary Care Development Group Highlight Report from the meeting that took place on 20th February 2018 for the Committee to acknowledge.</p> <p>RR highlighted the following:</p> <ol style="list-style-type: none"> 1) The GP extended Access Procurement Group will also be working with Nottingham West who are working towards similar timeframes, this will allow focus on the procurement process, to allow both CCG's commissioning a service with effect from 1st October 2018. 2) Support in delivering training has been provided to GP Practices including; <ul style="list-style-type: none"> • General Data Protection Regulations • Practice Manager Training GPFV • Correspondence Management • Care Navigation GPFV • High Impact Actions GPFV 3) Funding was held by City CCG and arranged a trainer to support the Practice Manager Development across Greater Nottingham. Nottingham North and East had a low uptake for the session held 	

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	<p>in December. However further funding has become available and topics have been identified and discussed between Practice Managers.</p> <ol style="list-style-type: none"> 4) Work has been taking place with the Time for Care Programme Team within NHS England and Nottinghamshire LMC to hold a series of Collaborative Learning over four sessions. However, only two practices were interested. The training will be reviewed in spring 2018 with the LMC and NHS England. 5) The CCG received funding to support Winter Pressures from 22 December to 31 March 2018. A number of Practices came forward to provide additional services during this period between 6.30pm-8.00pm as well as weekend opening. 6) A review of the GPV plan will take place at the next meeting. <p>There have been reported DNA's (Did Not Attend) on the Saturdays, however these have been fairly low in numbers.</p> <p>The additional weekend service has relieved pressure from GP Practices on the Friday and in particular Monday mornings which has proved beneficial.</p> <p>The Committee:</p> <p>Acknowledged the highlight report.</p> <p>Rachael Rees left the meeting.</p>	
PCCC 18/022	<p>Primary Care Patient Record Audit Tool</p> <p>Esther Gaskill (EG) provided the Committee an Audit Tool for acknowledgement and highlighted the following points;</p> <ol style="list-style-type: none"> 1) This tool had been developed following an action in the Willows Lessons Learned Action Plan and has been circulated to a GP from each practice for comment and will be presented at each of the locality meetings. 2) A patient record audit may be indicated where concerns are raised by the CQC or the Primary Care Quality Dashboard or internal/external sources. 3) The patient record audit will only be undertaken after consideration at the CCG's Primary Care Commissioning Committee, the audit tool will be completed by one of the CCG's Governing Body GPs as part of their CCG sessions in order to discuss and agree the parameters of the audit with the practice concerned. <p>The Committee agreed the tool was positive and covers the necessary grounds, however it needs to be used before it can be scrutinised.</p> <p>The Audit Tool will proceed as a Pilot within the Practice to gain insight into how useful it will be.</p>	

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	<p>The Committee:</p> <p>Acknowledged the Audit Tool and required feedback once it has been put into practice.</p>	
PCCC 18/023	<p>Primary Care Quality Highlight Report</p> <p>EG provided an update on the 2017/18 Q3 dashboard results from January 2018 and highlighted the following points;</p> <ol style="list-style-type: none"> 1) The CQC have undertaken all GP Practice inspections across South Nottinghamshire and have identified that 20% of practices nationally per year will be re-inspected. However, routine re-inspections were put on hold due to winter pressures. 2) The Ivy medical Group received a focussed re-inspection on 15 November 2017 to follow up on the 'Requires Improvement' in the Well Led domain. The practice received a 'Good' rating in the Well Led domain following this further inspection. 3) Highcroft Surgery submitted their action plan to address the requirement notice to the CQC who were expected to re-inspect within six months. However, the CQC have given the Practice longer in order to embed the identified actions. 4) Peacock Medical Practice received 'Requires Improvement' in the Effective domain, the CQC will return to review or undertake a further full inspection. 5) Om Surgery recently had a full CQC inspection as part of the CQCs second round of inspections and a will report is awaited. <p>The Committee:</p> <p>Acknowledged the report and had no further questions.</p>	
PCCC 18/024	<p>GMS Contract 2018/19 Update</p> <p>Kerrie Woods (KW) provided the committee a verbal update;</p> <ol style="list-style-type: none"> 1) The GMS contract came out on 20 March 2018 using standard reports. 2) A non-recurrent investment of £10 million to recognise additional workload associated with the implementation of e-Referral contractual requirements. 3) An uplift to allow an increase to the Item of Service (IoS) fee for certain vaccination and immunisations (V&I) from £9.80 to £10.06, in line with consumer price index inflation 4) Regulations are in place which will allow a practice which has mistakenly registered a patient with a "violent patient" flag to be able to deregister that patient by following the same procedures for removing patients from a practice list who are violent. 5) There will be a non-recurrent investment to cover the increased costs of indemnity for the year 2017/18. This will be distributed directly to practices which will cover all GPs (contractors, salaried, locums and trainees) and all practice staff for NHS work 	

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	<p>6) The premises review will address some outstanding issues from the review of the Premises Costs Directions to ensure that premises used for primary medical care are fit for purpose</p> <p>The Committee</p> <p>Acknowledged the GMS update and the report will be brought to the next meeting to explain in depth following the verbal update.</p>	
PCCC 18/025	<p>Primary Care Commissioning Finance Update</p> <p>Ian Livsey (IL) provided the PCC a verbal update on the following;</p> <ol style="list-style-type: none"> 1) There are significant pressures on budget schemes in month 11 across all the Greater Nottingham CCG's are £6m over. 2) The bulk of the £6m has gone on acute contracts and non elective spend. 3) Within prescribing there has been an overspend of £1/2 million; however this is allowable due to the pressures recognised nationally. 4) In co-commissioning there has been small underspend with mitigations in place to offset QOFF pressures. <p>The Committee</p> <p>Acknowledged the update and no further questions were asked.</p>	
PCCC 18/026	<p>Have the Public Questions been Answered</p> <p>No questions were raised.</p>	
PCCC 18/027	<p>Risk identified during the course of the meeting</p> <p>No risks were identified.</p>	
PCCC 18/028	<p>Any Other Business</p> <p>No further business was raised.</p>	
PCCC 18/029	<p>Date, Time and Venue of Next Meeting 2 August 2018, 09:30, Civic Centre, Arnot Hill House</p> <p>SIGNED: (Chair)</p> <p>DATE:</p>	