

# Nottingham North and East Clinical Commissioning Group

## Primary Care Commissioning Committee Ratified Minutes of the Public Meeting held on Thursday 4 October 2018, 09:30 – 10:15

Committee Room, Gedling Civic Centre, Arnot Hill Park

### Members

Mike Wilkins (MW)	Lay Member – Primary Care (Chair)
Terry Allen (TA)	Lay Member – Financial Management & Audit
Ian Livsey (IL)	Deputy Chief Finance Officer
Esther Gaskill (EG)	Head of Primary Care Quality
Sharon Pickett (SP)	Locality Director

### In attendance

Fiona Daws (FD)	Governance Officer (minutes)
Annie Meakin (AM)	Practice Liaison Officer, Local Medical Committee
Rachael Rees (RR)	Head of Primary Care & MCP Development
Kerrie Woods (KW)	Senior Contract Manager, NHS England

### Apologies

Jonathan Bemrose (JB)	Chief Finance Officer
Nichola Bramhall (NB)	Chief Nurse and Director of Quality
Dr Caitriona Kennedy (CK)	GP Representative
Dr Parm Panesar (PP)	GP Representative
Julie Kent (JK)	Contract Manager, NHS England

### Member's cumulative attendance 2018/19

Name	Possible to date	Actual	Name	Possible to date	Actual
Mike Wilkins	3	3	Esther Gaskill	3	3
Terry Allen	3	1	Ian Livsey	3	2
Janet Champion <sup>1</sup>	2	2	Parm Panesar	3	1
Sharon Pickett	3	3	Caitriona Kennedy	3	0

<sup>1</sup> Membership ceased September 2018

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#### Introductory Items

#### **PCCC 18 046 Welcome and apologies**

Mike Wilkins welcomed everyone to the Nottingham North and East Primary Care Commissioning Committee.

Annie Meakin, Practice Liaison Officer from the Local Medical Committee was welcomed to the meeting.

Apologies were noted as above.

#### **PCCC 18 047 Confirmation of quoracy**

It was confirmed that the meeting is quorate.

#### **PCCC 18 048 Declarations of interest for any item on the agenda**

No areas of interest were declared in relation to any item on the agenda. The Chair reminded members of their responsibility to highlight any interests should

- Item** they transpire as a result of discussions during the meeting.
- PCCC 18 049 Management of any real or perceived conflicts of interest**  
Not required as no conflicts of interest had been identified.
- PCCC 18 050 Questions from the public**  
It was confirmed that there no questions from the public had been received.
- PCCC 18 051 Minutes of the meeting held on 2 August 2018**  
The minutes were agreed as an accurate record and will be signed by the Chair.
- PCCC 18 052 Matters arising and actions from the meeting held on 2 August 2018**  
The following progress regarding actions was highlighted:
- a) **PCCC 18 014** – a Data Protection Officer is in place and shared amongst some practices, providing support with the General Data Protection Regulations (GDPR) toolkit to increase practice compliance.
  - b) **PCCC 18 035** – clarification is still required regarding non-recurrent investment in relation to the General Medical Services contract (GMS). Until further information is received, this item will be closed on the action log.
- There were no other matters arising in relation the minutes.

## Agenda Items

- PCCC 18 053 Primary Care Quality Update**  
Esther Gaskill provided a verbal update as follows:
- a) Work is underway collating responses and information for the dashboard for Quarter 2 which will go live mid-October.
  - b) Care Quality Commission (CQC) updates:
    - Highcroft underwent a re-inspection achieving a “good” across the board. The CQC acknowledged that patient experience has improved.
    - OM Surgery is awaiting re-inspection. Their city practice underwent a re-inspection which was rated “inadequate”, however work is underway on the highlighted areas and an improvement is expected.
- The Committee:  
NOTED the verbal update and commended the progress that Highcroft has made.
- PCCC 18 054 Primary Care Internal Audit Framework for Delegated CCGs**  
Terry Allen presented this item and highlighted the following:
- a) The report provided is for information and is prompted by NHS England seeking additional assurance from those with responsibility for primary care and contract management of general practices.
  - b) The guidance will be used in conjunction with our internal auditors and will be incorporated within our internal audit plans.
  - c) The scope of the framework reviews the four core areas to be delivered as a three to four year programme of work of:
    - Commissioning and procurement of services
    - Contract oversight and management functions
    - Primary Care finance

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- Governance (common to each of the above areas)
- d) Currently being considered is which of the four areas will be pursued first.

The following items were raised in discussion:

- e) Extending the remit of our internal audit to include the framework.

The Committee:

NOTED the update and report.

## PCCC 18 055

### **Extended Access Update**

Rachael Rees provided a verbal update as follows:

- a) Extended Access commenced 1 September 2018 and regular updates will be provided to the Primary Care Commissioning Committee.
- b) A service is being delivered 18:30 – 20:00 hrs on week days plus Saturday and Sunday provision between 08:00 – 12:00 hrs. Appointments have been taken up for weekends and weekday evenings.
- c) Positive feedback received from practices so far:
  - Booking appointments is simple
  - Clinicians have not experienced problems carrying out consultations as access to the IT system allows them to deal with patient appropriately, follow up tasking with relevant information.
- d) Following a GP referral, the correspondence will come back to that GP who is responsible for further progress. No issues have been identified with this process to date.
- e) Patient feedback will start to be obtained, collated and included in future reports.
- f) There is early evidence of patients not arriving for appointments at the weekends, but this will be monitored.
- g) Practices are sending their patients to other practices to meet the patients' needs, which is to be encouraged as we approach the winter pressures period and will be closely monitored.

The following items were raised in discussion:

- h) Regarding the booking in system, it was confirmed that the patient contacts their own practice. If a weekend appointment is required, reception will be able to inform the patient when and where appointments are available.
- i) Patients calling 111 will be referred back to their own practice to make an appointment as 111 are unable to make bookings, which is a national situation.
- j) Improved access is a political initiative and further monitoring will show whether there will be any impact on the Emergency Department.
- k) Regarding how extended hours is being publicised, it was explained that this is through various methods including:
  - Practice websites – information is displayed within various sections including appointment, home pages, news pages and needs to be consistent which NHS England are checking and providing feedback to practices.
  - Social media
  - Posters, banners, flyers and A4 cards
  - Information published in local council magazines, some of which go out this month.

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- l) The numerous options available to patients in booking an appointment could be confusing.

The Committee:  
NOTED the update.

**PCCC 18 056 Primary Care Commissioning Finance Update**

Ian Livsey presented this item highlighting:

- a) The Greater Nottingham Clinical Commissioning Partnership's full year position requires circa £20m reserves and other mitigations to achieve the combined control total.
- b) The full year forecast for Nottingham North and East CCG anticipates a £3m projected overspend will be covered by reserves.
- c) Acute spend and undelivered QIPP savings are the biggest driver of our financial pressures.
- d) Regarding Nottingham North and East CCG's co-commissioning position, we expect to remain within budget. A small underspend in the year to date position is due to a property issue.
- e) One member of the Primary Care finance team will be hosted at the Civic Centre and will facilitate better communication and financial control. The post is Greater Nottingham specific.

The following points were raised in discussion:

- f) The £200k projected saving year to date is positive.
- g) Regarding the Greater Nottingham finance post, it was confirmed that the post will boost our resilience.

The Committee:  
APPROVED and ACKNOWLEDGED the Primary Care Commissioning Finance update.

**PCCC 18 057 Update of Primary Care Commissioning Committee – Greater Notts approach**

Mike Wilkins presented this item and updated the Committee as follows:

- a) Governance arrangements regarding the Greater Nottingham Primary Care Commissioning Committees of the four CCGs are being reviewed.
- b) The Chairs of the four CCGs plus executive support met on 7 September 2018 to discuss a Greater Nottingham approach.
- c) Three options were discussed:
  - To continue with current arrangements
  - To hold committees as "meetings in common"
  - To hold a committee as a hybrid arrangement.
- d) The three proposals will be presented to each of the four CCG Governing Bodies for a decision. The recommendation is to hold the meetings in common on an initial trial basis.

The following points were raised in discussion:

- e) Locality specific issues and common themes – these will arise and it was highlighted that:
  - CCGs may be present at the meeting during conversations that are not relevant to their locality
  - CCGs can have an input and share knowledge and learning across

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boundaries.

- A greater opportunity exists to discuss strategic issues, whilst allowing common interest.
- Quoracy for each CCG will need to be managed.

Mike thanked Sharon for her input.

The Committee:

ACKNOWLEDGED the verbal update and AGREED with the recommendation to hold future meetings in common.

**PCCC 18 058**

**Any other business**

There was no other business to report.

**PCCC 18 059**

**Risks identified during the course of the meeting**

The following items were identified as risks:

- No risks were identified.

**PCCC 18 060**

**Date of next meeting:**

Thursday 6 December 2018 – tentative.

Committee Meeting Room, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

The meeting closed at 10.10.

Signed: .....  
Chair

Date: .....