

Nottingham North and East Clinical Commissioning Group

Primary Care Commissioning Committee Unratified Minutes of the Public Meeting held on Wednesday 12 December 2018, 1:00pm – 2:00pm

Clumber Meeting Room, Easthorpe House, 165 Loughborough Road, Ruddington, Nottingham,
NG11 6LQ

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

Jonathan Bemrose (JB)	Chief Finance Officer
Lucy Cassidy (LC)	Practice Liaison Officer, Local Medical Committee
Julie Kent (JK)	Contract Manager, NHS England
Nina March (NM)	Governance Administrator (minutes)
Rachael Rees (RR)	Head of Primary Care & MCP Development
Kerrie Woods (KW)	Senior Contract Manager, NHS England

Apologies

Janet Champion (JC)	Lay Member
Dr Caitriona Kennedy (CK)	GP Representative
Jane Laughton (JL)	Health Watch
Annie Meakin (AM)	Practice Liaison Officer, Local Medical Committee
Stewart Newman (SN)	Director of Commissioning
Dr Parmajit Panesar (PP)	GP Representative
Amanda Sullivan (AS)	Accountable Officer

Member's cumulative attendance 2018/19

Name	Possible to date	Actual	Name	Possible to date	Actual
Mike Wilkins	4	4	Esther Gaskill	4	4
Terry Allen	4	2	Ian Livsey	4	3
Janet Champion ¹	2	2	Parm Panesar	4	1
Sharon Pickett	4	4	Caitriona Kennedy	4	0

¹ Membership ceased September 2018

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Introductory Items

PCCC 18 061 Welcome and apologies

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

Apologies were noted as above.

PCCC 18 062 Confirmation of quoracy

It was confirmed that the meeting was quorate.

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- PCCC 18 063 **Declarations of interest for any item on the agenda****
No areas of interest were declared in relation to any items on the agenda. The Chair reminded members of their responsibility to highlight any interests should they transpire as a result of discussions during the meeting.
- Lucy Cassidy declared a new Conflict of Interest (COI) as a registered patient at Park House Medical Centre in Carlton. Nina March will ensure this is added to the COI register.
- PCCC 18 064 **Management of any real or perceived conflicts of interest****
Not required as no conflicts of interest had been identified.
- PCCC 18 065 **Questions from the public****
It was confirmed that no questions from the public had been received.
- PCCC 18 066 **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 18 067 **Matters arising and actions from the meeting held on 2 August 2018****
There were no actions or other matters arising in relation to the minutes.

Agenda Items

- PCCC 18 068 **Ivy Practice Merger Update****
Kerrie Woods presented this item and highlighted the following:
- a) The contractual merger between the Ivy Medical Group and Apple Tree Medical Practice took place on 1 March 2018, approved by the Committee on Thursday 17 December 2017.
 - b) Approval of the merger was contingent on the practice moving towards opening hours that reflect core contract hours and no longer support routine afternoon closures. The Practice was asked to implement core opening hours at one of the three sites by 1 October 2018 at the latest.
 - c) Recruitment of a salaried doctor for seven sessions per week remains unsuccessful; this role is currently being back filled by locums.
 - d) As at November 2018 the Practice was continuing to close on Thursday afternoons as a result of limited capacity within the clinical team. Practice staff will be meeting during December 2018 to identify how to deliver the revised opening hours and were hopeful that these will be available to patients from the 17 December 2018.

Julie Kent entered the meeting room at this point.

The following items were raised in discussion:

- e) It was queried if the salaried GP post with the practice was advertised extensively for recruitment. Advertisement for the position was advertised through several processes, including the LMC (Local Medical Committee) portal, local training schemes and social media.
- f) There were discussions surrounding the advertisement of opening hours for the practice. It was confirmed that following discussions with the practice receptionist earlier that morning and a review of the practice website, current opening hours still include Thursday and lunch break closures.

ACTION:

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Kerrie Woods will write a letter to the Practice to confirm the outcome of their meeting and seek further information relating to the Thursday afternoon closures and timescales.

The Committee **NOTED** the update and advised

- They will await the practice meeting on the 18 December 2018 and will review opening hours with the Practice. However, if opening hours remain the same a letter will be sent to the practice requesting opening hours be revised.

PCCC 18 069

Extended Access

Rachael Rees provided a verbal update as follows:

- a) The Extended Access service has been running since September 2018, the first quarter of data will be available to share with the committee when this quarter has ended.
- b) There has been an utilisation rate between 70% - 90% for attendance. However, Health Care Assistant data has been low as all individual Practices manage this data differently.
- c) Patient feedback will be available from January 2019 onwards but to date, the service is running successfully with no complaints or concerns received. Extended Access has been highly advertised through publications and social media.

The following items were raised in discussion:

- d) The attendances of weekend visits were raised and whether any improvements were noted. Members' are advised that there have been no major changes recorded and only a small number of 'did not attend' (DNA) appointments.

The Committee **NOTED** the verbal update on Extended Access.

PCCC 18 070

Winter Pressures

Rachael Rees provided a verbal update as follows:

- a) The verbal update was provided to reinforce the importance of Winter Pressures. Primary Care and Secondary Care are both actively supporting the alleviation of winter pressures where possible.
- b) Social media is being used to promote Winter Pressures to members of the public. The information has been viewed multiple times and it is hoped that this will help to reduce the number of attendances at the Emergency Department over the winter period.

There were no items raised in discussion.

The Committee **NOTED** the verbal update on Winter Pressures.

PCCC 18 071

South Nottinghamshire Clinical Commissioning Groups' Second General Practice Splenectomy Vaccination and Antibiotic Audit Report

Esther Gaskill presented the South Nottinghamshire Clinical Commissioning Groups' Second General Practice Splenectomy Vaccination and Antibiotic Audit Report and highlighted the following:

- a) The report is providing a summary of the South Nottinghamshire Clinical

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Commissioning Groups (CCGs) Second General Practice Splenectomy Vaccination and Antibiotic Audit, including methodology, findings, results and recommendations.

- b) It was identified that Children and adults suffering with asplenia or splenic dysfunction may have an increased risk of infection and sub-optimal response to vaccination. Therefore, additional vaccines are advised for these patients.

An audit has been carried out to check the vaccination status for all asplenic patients. All data was collected between November 2016 and May 2017. From the data collected a total of 435 patients in Nottingham in 44 South Nottinghamshire GP Practices were identified and reviewed. The results showed that there a significant number of patients at risk of harm, these results were shared with individual practices and at CCG protected learning time events.

The following points were raised in discussion:

- c) It was advised that it would be beneficial for Esther to discuss the splenectomy audit recommendations with Dr Mike O’Neil. As it was identified in the Nottingham West Primary Care Commissioning Committee that there may be a better way of embedding the work in practice.

ACTION:
Esther Gaskill will liaise with Dr Mike O’Neil regarding splenectomy audit recommendations.

The Committee **NOTED** the South Nottinghamshire Clinical Commissioning Groups’ Second General Practice Splenectomy Vaccination and Antibiotic Audit Report.

Quality

PCCC 18 072

Primary Care Quality Highlight Report Q2 2018/2019

Esther Gaskill presented the Primary Care Quality Highlight Report Q2 2018/2019 and highlighted the following:

- a) The Primary Care 2018/19 Q2 dashboard results were available from 24 October 2018. The results showed that the majority of practices achieved an overall ‘green’ rating. Practices including, the Peacock Surgery, Highcroft Surgery and Whyburn Medical Practice received an overall ‘amber’ rating and will be supported by the Quality Team to identify where improvements can be made.
- b) Following an inspection from the Care Quality Commission (CQC) in August 2017, the Highcroft Surgery received an overall rating of ‘good’ and a ‘requires improvement’ for the responsive domain. The practice was issued a Requirement Notice in relation to Regulation 17 Health and Social Care Act (HSCA) 2008 (RA) Regulations 2014 – good governance. The notice stated that the practice will need to continue to work towards improving patient experience by assessing and monitoring access to appointments. The Practice developed an action plan to address this and the CQC carried out another inspection in August 2018, the results provided a ‘good’ rating against each domain. This achievement was noted at the Primary Care Quality Group and a congratulatory email was sent to the practice on behalf of the CCG.
- c) The CQC carried out an inspection at Om Surgery in December 2017 and

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the practice received an overall of 'requires improvement'. The CQC requested the practice make improvements to ensure care and treatment is provided in a safe way to patients and to address the issues highlighted in the national GP patient survey results. A follow up visit was undertaken in April 2018 to support the practice in achieving the actions required and the practice and CCG pharmacist are working together to ensure safe prescribing and management of medications.

There were no items raised in discussion.

The Committee **NOTED** the Primary Care Quality Highlight Report Q2 2018/2019.

PCCC 18 073

Any other business

There was no other business to report.

PCCC 18 074

Risks identified during the course of the meeting

No risks were identified.

PCCC 18 075

Date of next meeting:

TBC

Signed:

Chair

Date: