 **Putting Barnsley People First**

**Minutes of the Meeting of the BARNSLEY CLINICAL COMMISSIONING GROUP PRIMARY CARE COMMISSIONING COMMITTEE held on Thursday 24 September 2015 at 1pm in the Boardroom, Hillder House, 49 – 51 Gawber Road S75 2PY.**

**MEMBERS PRESENT:**

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| Mr Chris Millington (in the chair) | Lay Member |
| Mrs Lesley Smith | Chief Officer |
| Dr Nick Balac | CCG Chairman |
| Dr M Guntamukkala | Governing Body member |
| Mr David O’Hara | Lay Member |
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**IN ATTENDANCE:**

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| Mr Garry Charlesworth | NHS England Senior Primary Care Manager |
| Ms Lynne Richards | Governance Assurance and Engagement Facilitator |
| Mr Jon Holliday | Lead Service Development Manager |
| Ms Julia Burrows | Director of Public Health |
| Mr Richard Walker | Head of Assurance |
| Ms Margaret Dennison | Healthwatch Barnsley |
| Mr Jamie Wike | Head of Planning and Performance |
| Ms Carrianne Stones | Healthwatch Barnsley Manager |
| Mr Neil Lester | Deputy Chief Finance Officer |
| Ms Andrea Parkin | CCG Fellow Advanced Nurse Practitioner |

**APOLOGIES:**

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| --- | --- |
| Ms Karen Martin | Head of Quality for Primary Care Commissioning of General Medical Service |
| Mrs Vicky Peverelle | Chief of Corporate Affairs |
| Dr Mehrban Ghani | Medical Director |
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**MEMBERS OF THE PUBLIC:**

No Members of the public were present.

Prior to the commencement of business the Chair introduced Mr David O’Hara, Lay Member for Governance to his first meeting of the Primary Care Commissioning Committee and introductions took place.

It was also added that from the next meeting of the Committee there would be an additional agenda item relating to the quorum of the meeting.

| **Agenda Item** | | **Note** | **Action** | | **Deadline** |
| --- | --- | --- | --- | --- | --- |
| **PCCC 15/09/01** | | **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA** |  | |  |
|  | | The Chair presented a report which detailed all members’ current declarations of interest.  The CCG Chairman declared a further potential conflict of interest in relation to the Lundwood and Highgate APMS contract re-procurement in that his practice may apply for the contract. It was stated that the conflict did not apply as the APMS contract was not on the agenda for discussion but thanked the member for declaring this interest. |  | |  |
| **FINANCE, GOVERNANCE AND PERFORMANCE** | | | | | |
| **PCCC 15/09/02** | | **QUESTIONS FROM THE PUBLIC** |  | |  |
|  | | There were not any members of the public in attendance at the meeting. |  | |  |
| **PCCC 15/09/03** | | **MINUTES OF THE MEETING HELD ON 27 AUGUST 2015** |  | |  |
|  | | The minutes of the previous meeting were approved as a true record of the proceedings. |  | |  |
| **PCCC 15/09/04** | | **MATTERS ARISING REPORT** |  | |  |
|  | | The Committee received the matters arising report and noted that all actions had been marked as complete:   * **PCCC 15/07/05 – ASSURANCE FRAMEWORK AND RISK REGISTER**   Although the action relating to ‘Shortage of GP;’s within Barnsley’ was marked complete the Chair indicated that he still felt as though the risk should not sit with this Committee as it was not within the Committee’s remit to action this work. It was agreed that as the Primary Care Work stream would manage this risk and therefore the Clinical Transformation Board (CTB) would be the owners of this risk as Primary Care Work stream reported to CTB.  **Agreed Action**  **The Head of Assurance to amend Risk Reference 14/10 to reflect that the risk owner will now be the Clinical Transformation Board.** | **RW** | | **29.10.15** |
|  | | **The Chair Committee noted the Matters Arising Report.** |  | |  |
| **FINANCE, GOVERNANCE AND PERFORMANCE** | | | | | |
| **PCCC 15/09/05** | **ASSURANCE FRAMEWORK AND RISK REGISTER** | |  |  | |
|  | The Head of Assurance presented the Risk Register extract which detailed the risks that the Primary Care Commissioning Committee was responsible for.  After reviewing the risks on the Risk Register the Committee agreed that the risks were appropriately scored. It was noted that some of the Risk required updating especially the risk related to Brierley Medical Centre. It was agreed that the Head of Assurance would work the Chief of Corporate Affairs to ensure all the risks were updated.  **Agreed Actions**  **The Head of Assurance and Chief of Corporate Affairs to update all risk relating to Primary Care Commissioning before the next meeting of the Committee.** | | **VP/RW** | **29.10.15** | |
|  | **The Committee noted the Risk Register Extract.** | |  |  | |
| **PCCC 15/09/06** | **QUARTERLEY FINANCE REPORT** | |  |  | |
|  | The Deputy Chief Finance Officer advised Committee Members that he had hoped that the CCG would have received an up to date forecast return in time for the meeting. Unfortunately, the report had only been sent by NHS England earlier that day and therefore was unable to be presented to the Committee.  Members raised concerns around the timeliness of information being sent by NHS England. It was noted however, the report was not officially due for presentation until the following month.  It was agreed that the report would be presented to the next meeting of the Committee.  **Agreed Actions**  **The Deputy Chief Finance Officer to present an up to date forecast outturn at the next meeting of the Committee.** | | **NL** | **29.10.15** | |
| **STRATEGY AND PLANNING** | | | | | |
| **PCCC 15/09/07** | **PRACTICE ESTATES REVIEW** | |  |  | |
|  | The Committee received an initial presentation from Mr Tom Myers, Regional Manager and James Smithies, Chartered Surveyor from CAPITA on the Barnsley GP Practice Estates Review.  The presentation detailed the findings from the review and a number of actions were agreed. Members agreed that the development work would be led by the Primary Care Work stream who would progress an Estates Strategy for presentation back to the Committee. | |  |  | |
|  | **Agreed Actions**  **That the Primary Care Work Stream review the findings from the Practice Estates Review and start to develop a Barnsley CCG Estates Strategy.**  The following actions were also assigned to Committee members:  **The Senior NSHE Primary Care Manager to provide the Committee with a copy of the findings from the last 5 years practice estates reviews.**  **The Director of Public Health to look into the CCG utilising BMBC buildings to provide clinical services from.**  **The Deputy Chief Finance officer to clearly identify the Capital Backlog Funding when presenting the budget at the next Committee meeting.**  **Post Meeting Note**  **The findings of the practice estates review would be shared with practices for points of accuracy.** | | **JH**  **GC**  **JB**  **NL**  **VP** | **29.10.15**  **29.10.15**  **29.10.15**  **29.10.15**  **29.10.15** | |
|  | **The Committee thanked Mr Tom Myers and James Smithies for presenting their findings on the Practice Estates Review.** | |  |  | |
| **QUALITY AND PATIENT SAFETY IN PRIMARY MEDICAL SERVICES** | | | | | |
| **PCCC 15/09/08** | | **PRIMARY CARE DASHBOARD** |  | |  |
|  | | The Head of Planning and Performance presented an overview of proposals to develop a Primary Care Dashboard as part of the quality assurance arrangements for Primary Care. It was stated that the Primary Care Dashboard would cover three areas:   * patient safety * clinical effectiveness and * patient experience   It was added that the dashboard would not cause any additional workload to practices as the information required was already available in relation to:   * **Patient Experience** – Measures from the patient survey (latest available results – currently July to Sept 2014 and Jan to Mar 2015) around access and quality and Friends and Family Test results. * **QOF Score** * **CQC Ratings** (Where available) * **Indicators linked to CCG Strategic Plan** e.g. No of patients with X number of A&E attendances, Emergency Admissions per 1000 population, Dementia Diagnosis – Information from National Reporting (latest info is to June 2015) * **Workforce** – Information available from HSCIC including GP’s per 1000 patients, Nurses per 1000 population. * **Webtool Outliers** – Indicators from the Primary Care Webtool (See appendix 1 for full list of indicators)   The dashboard would also include a RAG rating system based on variance from the Barnsley average which would help identify practices that may have performance concerns and would enable prioritisation for further quality review activity.  Any practices with a number of red ratings would then receive support from the Head of Quality for Primary Care Commissioning of General Medical Service to address the issues. It was highlighted that the dashboard was for quality assurance and not for monitoring the performance of GP practices.  Members were informed that Rotherham CCG were currently using a similar dashboard . It was agreed that the Rotherham version would be shared with Committee members. |  | |  |
|  | | The Lay Member for Governance queried if the dashboard incorporated Out of Hours. It was advised that OOH could not be incorporated into the dashboard as the dashboard worked on practice list size and this did not fit in with how OOH information was measured. |  | |  |
|  | | Healthwatch Barnsley Manager stated that as Healthwatch had undertaken a GP focus over the last year they could provide information to compliment what was on the dashboard. |  | |  |
|  | | The Director of Public Health stated that the dashboard would be useful to have a standard view of services of across Barnsley. |  | |  |
|  | | The NHSE Senior Primary Care Manager added that it would be useful if the report would show GP and Practice Nurse appointments per 1,000 patients. It was stated that this information was not readily available and would have to be collected from GP Practices. |  | |  |
|  | | The CCG Chairman queried how this dashboard would improve quality in Primary Care and if there was any evidence on how similar dashboards had done this.  It was also queried how the report would be perceived from a GP’s perspective as it may look like a performance measure.  The CCG Chief Officer stated that the PDA had been successful due to its co-production with practices and that for this to be successful the CCG should be involving practices. The CCG Chairman agreed that the dashboard needed sharing with the Membership Council so collectively the benefits of using this dashboard could be identified. |  | |  |
|  | | **Agreed Actions**  **The Head of Planning and Performance to provide Committee Members with a copy of the Rotherham CCG Primary Care Dashboard.**  **The Primary Care Dashboard to go the Primary Care Work stream for further discussion before sharing with Membership Council.** | **JW**  **JW** | | **29.10.15**  **29.10.15** |
|  | | **The Committee thanked the Head of Planning and Performance for his Primary Care Dashboard Report.** |  | |  |
| **PCCC 15/09/09** | | **SEASONAL FLU VACCINATION BRIEFING PAPER** |  | |  |
|  | | The Head of Planning and Performance presented a paper which detailed an update on the Seasonal Flu Vaccination Programme uptake.  The report summarised that Barnsley had not meet its target in the previous year for under and over 65 years olds having the seasonal flu vaccine. It was advised that there needed to be a stronger push this year to meet the target.  The report also detailed frontline Health Care worker uptake for the previous two years. The report highlighted that BHNFT, SWYPFT and the SYB Area Team were not meeting their targets.  The Director of Public Health stated that as the Chair of the Health Protection Board in Barnsley she was interested in what the CCG was doing to improve meeting targets. |  | |  |
|  | | Members were informed that the Seasonal Flu Vaccination programme for 2015/16 eligible cohorts were:   * those aged 65 years and over * those aged six months to under 65 in clinical risk groups * pregnant women * all two, three and four-year-olds (on 31 August 2015) * all children of school years 1 and 2 age: * Year 1 school age: 5 year olds, rising to 6 year olds (i.e date of birth between 1st September 2009 and on or before 31st August 2010) * Year 2 school age: 6 year olds, rising to 7 years olds (i.e date of birth between 1st September 2008 and on or before 31st August 2009) * those in long-stay residential care homes * carers * primary school-aged children in areas that previously participated in primary school pilots in 2014/15. |  | |  |
|  | | The CCG Fellow Advanced Nurse Practitioner stated that she would raise the campaign profile through the Practice Nurse Forum. The CCG Chairman added that the campaign would also be put through the Practice Managers Group and the Federation.  It was stated that the Patient Group Directive were reluctant to vaccinate housebound patients and that this issue needed to be addressed.  The Chief Officer advised that the System Resilience Group would be looking into the data received from care homes in relation to seasonal flu vaccinations. It was also added that contracts with providers would be looked at to establish if they had winter contingency plans for the continuation of services should a number of staff go off sick. |  | |  |
|  | | **The Committee thanked the Head of Planning and Performance for his report.** |  | |  |
| **OTHER** | | | | | |
| **PCCC 15/09/10** | | **DATE AND TIME OF THE NEXT MEETING** |  | |  |
|  | | The next meeting of the Primary Care Commissioning Committee will be held on 29 October 2015 at 2pm in the Boardroom Hillder House, 49/51 Gawber Road, Barnsley S75 2PY. |  | |  |