 **Putting Barnsley People First**

**Minutes of the Meeting of the BARNSLEY CLINICAL COMMISSIONING GROUP PRIMARY CARE COMMISSIONING COMMITTEE held on Thursday 26 November 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 Mehrban Ghani | Medical Director  |
| Dr M Guntamukkala | Governing Body member |
| Mrs Vicky Peverelle | Chief of Corporate Affairs |
| Mr David O’Hara | Lay Member |
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**IN ATTENDANCE:**

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| Mr Dawn Ginns | NHS England Primary Care Manager |
| Ms Lynne Richards | Governance Assurance and Engagement Facilitator |
| Mr James Barker |  |
| Ms Lisa Wilkins |   |
| Mr Richard Walker | Head of Assurance  |
| Ms Margaret Dennison | Healthwatch Barnsley |
| Ms Karen Martin  | Head of Quality for Primary Care Commissioning of General Medical Services  |

**APOLOGIES:**

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| --- | --- |
| Dr Nick Balac  | CCG Chairman |
| Mr Neil Lester | Deputy Chief Finance Officer  |
| Ms Carrianne Stones  | Healthwatch Barnsley Manager |
| Ms Julia Burrows | Director of Public Health  |
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**MEMBERS OF THE PUBLIC:**

Ms Margaret Sheard Member of the Public

| **Agenda Item** | **Note** | **Action** | **Deadline** |
| --- | --- | --- | --- |
| **PCCC 15/11/01** | **QUORUM** |  |  |
|  | It was advised that the Committee was quorate.  |  |  |
| **PCCC 15/11/02** | **QUESTIONS FROM THE PUBLIC RELEVANT TO THE AGENDA**  |  |  |
|  | Ms Margaret Sheard submitted a question in relation to item 8, Quality and Patient Safety Report. It was queried how the CCG RAG rated the items within the report. The Head of Quality for Primary Care Commissioning of General Medical Services advised that the items were rated against the quality profile and the CCG’s Risk Register. The ratings of some items were subject to change as they were currently being investigated by NHS England. |  |  |
| **PCCC 15/11/03** | **DECLARATIONS OF INTEREST**  |  |  |
|  | The Committee noted the Declarations of Interest Report. Mr James Barker declared an interest in item 9 the Procurement Report as he had provided support for a contractors bid for this procurement outside of his role for the CCG. The Medical Director and Dr Guntamukkala also declared an interest in this item as their practices were part of Barnsley Healthcare Federation who had submitted a bid for this procurement. The Chair agreed to address these declarations when receiving the item later in the meeting.  |  |  |
|  | The Chief of Corporate Affairs noted that the Barnsley Healthcare Federation was not referred to consistently through-out the Register of Interests. It was agreed to amend the register.  | **LR** | **17.12.15** |
| **PCCC 15/11/04** | **MINUTES OF THE MEETING HELD ON 29 OCTOBER 2015** |  |  |
|  | The minutes of the previous meeting were approved as a true record of the proceedings. |  |  |
| **PCCC 15/11/05** | **MATTERS ARISING REPORT** |  |  |
|  | The Committee received the Matters Arising Report and noted that all actions had been marked as complete:* **PCCC 15/09/07 – PRACTICE ESTATES REVIEW**

The Chief of Corporate Affairs advised that this item could now be marked as complete as further worked was being led by the Strategic Estates Group.* **PCCC 15/09/08 – PRIMARY CARE DASHBOARD**

It was advised that the Primary Care Dashboard was still work in progress and scheduled to come back to the Committee in February 2016. It was therefore, agreed to keep this item on the Matters Arising Report until the dashboard had been received by the Committee. * **PCCC 15/10/06 – NURSE REVALIDATION**

The Head of Quality for Primary Care Commissioning of General Medical Services advised that she was working with Mike Austin and Andrea Parkin to produce an article for the CLOSER newsletter.  | **KM****KM** | **17.12.15****17.12.15** |
|  | **The Chair Committee noted the Matters Arising Report.**  |  |  |
| **QUALITY AND PATEINT SAFETY IN PRIMARY MEDICAL SERVICES**  |
| **PCCC 15/11/06** | **QUALITY AND PATIENT SAFETY REPORT**  |  |  |
|  | The Committee received the first Quality & Patient Safety Report which reflected the quality achievements of the 36 Barnsley GP practices and highlighted any identified areas for improvement. The report detailed information on twelve high level quality indicators that would be developed further with practices. |  |  |
|  | The Committee discussed complaints and incidents as currently the report detailed the number of complaints and incidents but no further information relating to the details or practices involved in the issues. It was advised that currently these were investigated by NHS England’s Quality Team and the Head of Quality for Primary Care Commissioning of General Medical Services was confident that NHS England would raise any trends or themes with the CCG. It was commented that NHS England were the CCG’s expert partners and there was still a joint accountability between the CCG and NHS England for quality in Primary Care. The Committee discussed that there were 7 complaints for South Yorkshire which were related to communication. Ms Margaret Dennison queried at what stage the CCG was at with its First Port of Call training which was customer service training for GP practice reception staff. The Chair advised that the training had received good feedback from practices but was being run on a volunteer basis. It was hoped that peer selling would share the success of this training and by 2 years all Barnsley GP practices would have taken part in the training. It was agreed that the Chair would Liaise with Carrianne Stones, Health Barnsley Manager on how Healthwatch could feed into this training.  | **CM** | **17.12.15** |
|  | The Head of Quality for Primary Care Commissioning of General Medical Services highlighted that support was currently been given to practices for Infection Control from the new provider Infection Control Services.  |  |  |
|  | The Committee noted that Primary Care was under its trajectory for C Difficile.  |  |  |
|  | The report highlighted that 4 practices had not responded to Vaccination Audit and the full report of this Audit would be reported back to the Committee.  | **KM** | **17.12.15** |
|  | The Committee had a discussion on whether staffing should form part of the Quality and Patient Safety Report. It was agreed that staffing underpinned the main areas of the report which were safety, effectiveness and experience and the report should only contain an escalation of staffing issues. It was also queried if the Committee should create an Assurance Framework similar to the one adopted by the System Resilience Group on delivering quality and mitigating risk to support quality improvement across the borough.  |  |  |
|  | It was agreed that the report needed to be co-produced with the CCG’s Members Practices to have joint responsibility and agree local standards across Barnsley.  |  |  |
|  | **Agreed Actions*** **The Chair to Liaise with Carrianne Stones, Health Barnsley Manager on how Healthwatch could feed into the First Port of Call training.**
* **The Head of Quality for Primary Care Commissioning of General Medical Services to report back on the results of the vaccination Audit at a future Committee meeting.**
 | **CM****KM** | **17.12.15****17.12.15** |
|  | **The Committee thanked Head of Quality for Primary Care Commissioning of General Medical Services for the Quality and Patient Safety Report and agreed it as standing item for future meetings.**  |  |  |
| **CONTRACTING, INVESTMENT AND PROCURMENT**  |
| **PCCC 15/11/07** | **PROCUREMENT REPORT**  |  |  |
|  | The Chair noted that the 2 clinical members of the Committee and the Lead Service Development Manager had declared an interest in this item which included the consideration of the Recommended Bidder Report for Highgate and Lundwood APMS Contracts and the approval of the outcome of the procurement process, as they were all partners in practices affiliated with the Barnsley GP Federation and therefore had a potential pecuniary interest in the item. It was advised that guidance within the CCG’s policy on the management of Conflicts of Interest indicated that members with a pecuniary interest in matters under discussion should normally be requested to leave the room. The Chair considered this would not be appropriate in the current instance as this item was being held in public and, as such, even if they were asked to absent themselves the conflicted members would be entitled to remain to hear the discussion in their capacity as members of the public. However, the Chair decided that the three members would not be allowed to participate in the discussion or decision making in respect of this item |  |  |
|  | The Committee received a report on the progress of the Alternative Provider of Medical Services (APMS) procurement exercises in relation to the medical services at Brierley, Highgate and Lundwood.**Brierley Medical Centre**Committee members noted that a mobilisation meeting had taken place for this procurement and all parties were satisfied that the mobilisation was on track for service commencement on 01 December 2015. A copy of the mobilisation plan was appended to the report for members information. **Highgate and Lundwood APMS Re-procurements**The Committee were presented with checklist for this re-procurement which was highlighted as best practice as part of Monitors Procurement, Patient Choice and Competition Regulations. The Committee also received a tabled Recommended Bidder Report which had been tabled in the interest of transparency around the procurement. The Committee also a tabled Recommended Bidder Report which was considered at the meeting. The Recommended Bidder Report highlighted that Bidder A was the Recommended Bidder. |  |  |
|  | **Agreed Actions*** **The Committee received and reviewed the Recommended Bidder Report for this procurement and agreed that Bidder A was the successful bidder in this procurement.**
 | **VP** | **17.12.15** |
|  | **The Committee thanked the Chief of Corporate Affairs for the Procurement Report.**   |  |  |
| **FINANCE, GOVERNANCE AND PERFORMANCE**  |
| **PCCC 15/11/08** | **RISK REGISTER AND ASSURANCE FRAMEWORK** |  |  |
|  | The Chief of Corporate Affairs presented the Risk Register extract which detailed the risks that the Primary Care Commissioning Committee was responsible for. The Committee were informed that they were responsible for a new red rated risk which related to the 0 – 19 pathway re-procurement and that this risk had also been escalated to the Assurance Framework as a gap in control. It was stated that this risk would be included with the next month’s meeting papers.  |  |  |
|  | The Head of Assurance advised that the CCG Chair had stated that the wording related to urgent decision making for this Committee should reflect similar wording to that in the CCG’s Constitution, therefore the wording had been amended within the Terms of Reference. The Head of Assurance also informed members that Internal Audit had made a recommendation around the working of the Committee’s quoracy. It was advised that wording within the Terms of Reference would be changed to have a minimum quorum of 4 members which must not have a clinical majority. |  |  |
|  | **Agreed Actions:****Amendments to the Terms of Reference were agreed as follows:*** **Add in the agreed practice around Urgent Decision Making process for the Committee**
* **Amend the quorum of the meeting to reflect that minimum quorum was 4 members which must not have a clinical majority**
 | **RW****RW** | **17.12.15****17.12.15** |
| **OTHER**  |
| **PCCC 15/11/09** | **QUESTIONS FROM THE PUBLIC RELEVANT TO THE AGENDA**  |  |  |
|  | Ms Margaret Sheard made reference to the First Port of Call training for reception staff and queried was it not the responsibility of the employing practices to identify staff training needs through annual Personal Development Review meetings. It was clarified that managers within practices should undertake annual PDR’s with their staff however the First Port of Call was a CCG initiative and the benefits around organising mass training for practice staff was also discussed.  |  |  |
| **PCCC 15/11/10** | **DATE AND TIME OF THE NEXT MEETING** |  |  |
|  | The next meeting of the Primary Care Commissioning Committee will be held on 17 December 2015 at 1pm in the Boardroom Hillder House, 49/51 Gawber Road, Barnsley S75 2PY.  |  |  |