

**Minutes of the Meeting of the BARNSELY CLINICAL COMMISSIONING GROUP
PRIMARY CARE COMMISSIONING COMMITTEE held on Thursday 29 October 2015 at
2pm in the Boardroom, Hilder House, 49 – 51 Gawber Road S75 2PY.**

MEMBERS PRESENT:

Mr Chris Millington (in the chair)	Lay Member
Mrs Lesley Smith	Chief Officer
Mrs Vicky Peverelle	Chief of Corporate Affairs
Mr David O'Hara	Lay Member

IN ATTENDANCE:

Mr Dawn Ginns	NHS England Primary Care Manager
Ms Lynne Richards	Governance Assurance and Engagement Facilitator
Mr Jon Holliday	Lead Service Development Manager
Ms Penny Greenwood	BMBC Public Health Representative
Mr Richard Walker	Head of Assurance
Ms Margaret Dennison	Healthwatch Barnsley
Ms Carrienne Stones	Healthwatch Barnsley Manager
Ms Karen Martin	Head of Quality for Primary Care Commissioning of General Medical Services
Mr Neil Lester	Deputy Chief Finance Officer

APOLOGIES:

Dr Mehrban Ghani	Medical Director
Dr Nick Balac	CCG Chairman
Dr M Guntamukkala	Governing Body member
Ms Julia Burrows	Director of Public Health

MEMBERS OF THE PUBLIC:

No Members of the public were present.

Agenda Item	Note	Action	Deadline
PCCC 15/10/01	DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA		
	The Chair presented a report which detailed all members' current declarations of interest.		
	The Chief of Corporate Affairs and Head of Quality for Primary Care Commissioning of General Medical Services declared that they were evaluators on behalf of		

Agenda Item	Note	Action	Deadline
	the CCG on the procurements which were on the agenda for discussion.		
PCCC 15/10/02	QUORUM		
	It was advised that the Committee was quorate.		
PCCC 15/10/03	QUESTIONS FROM THE PUBLIC		
	There were not any members of the public in attendance at the meeting.		
PCCC 15/10/04	MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2015		
	The minutes of the previous meeting were approved as a true record of the proceedings.		
PCCC 15/10/05	MATTERS ARISING REPORT		
	<p>The Committee received the matters arising report and noted that all actions had been marked as complete:</p> <ul style="list-style-type: none"> PCCC 15/09/07 – PRACTICE ESTATES REVIEW The CCG were still awaiting information relating to the responsibility for back log maintenance of GP owned buildings. PCCC 15/09/08 – PRIMARY CARE DASHBOARD It was advised that the Primary Care Dashboard would come back to the Committee as part of an Integrated Quality Report (IQR). It was stated that the IQR should not duplicate information and needed to add value and assurance. The Head of Planning and Performance was currently developing the IQR. 	NL	26.11.15
	The Chair Committee noted the Matters Arising Report.		
QUALITY AND PATIENT SAFETY IN PRIMARY MEDICAL SERVICES			
PCCC 15/10/06	NURSE REVALIDATION		

Agenda Item	Note	Action	Deadline
	<p>The Committee received a briefing paper to inform the members of the Nursing and Midwifery Council's forthcoming requirements for nurses and midwives to revalidate their professional registration every 3 years. The paper detailed the implications and risks to the CCG and the work to mitigate these risks.</p> <p>It was advised that the paper had previously been to the CCG's Governing Body but now a start date of April 2016 had been confirmed for the Nurse Revalidation programme. It was noted that a further change had been added into the guidance around the Confirmer Role relating to revalidation. A brief description on the Confirmer Role was given and it was stated that practices with only 1 Practice Nurse would be given extra support packages in order for them to obtain their revalidation.</p> <p>The Committee were informed that the responsibility of Nurse Revalidation was jointly for nurses and their employer. It was highlighted that if a nurses registration lapsed then there could be a 6 week wait to get re-validated.</p> <p>Members were informed that practices would already have systems and processes in place to support GPs in GMS registration and those similar processes could be adopted for Nurse Revalidation.</p> <p>It was noted that this had been raised at a Practice Manager Group meeting and would feature in a future edition of Closer magazine.</p>		
	<p>Agreed Actions</p> <ul style="list-style-type: none"> - Feature Nurse Revalidation in a future edition of the Closer magazine. 	KM	26.11.15
	<p>The Committee thanked Head of Quality for Primary Care Commissioning of General Medical Services for the paper.</p>		
PCCC 15/10/07	<p>CQC UPDATE</p>		
	<p>The Head of Quality for Primary Care Commissioning of General Medical Services gave an update to the Committee in relation to CQC. It was advised that</p>		

Agenda Item	Note	Action	Deadline
	<p>Barnsley had been without a named Inspector for some time but a new area CQC Inspector named Zara Head had recently been appointed. Zara Head had advised that a further 4 practices within Barnsley would be receiving CQC visits within the next few weeks, 2 of these would be re-inspections.</p> <p>It was added that now Barnsley had a named inspector all CQC visit until September 2016 had been scheduled in, however practices would still only receive 2 weeks' notice prior to their visit.</p>		
CONTRACTING, INVESTMENT AND PROCURMENT			
PCCC 15/10/08	PROCUREMENT REPORT		
	<p>The Committee received an updated report which detailed the progress of the APMS procurement exercises in relation to the medical services at Brierley, Highgate and Lundwood.</p> <p>It was recalled that the Committee, at its last meeting, had delegated mandate to the Executive and Lay Members of the Committee to receive the Recommended Bidder Report outside of the meeting. The report was considered on the 15 October and the full report was appended for members information. It was highlighted that Bidder 2 was approved as the recommended bidder and the contract was awarded on 27 October 2015. The first mobilisation meeting with the approved bidder would take on 04 November and the contract would commence from the 01 December 2015. The Lay Member for PPE added that work had been undertaken to ensure the provider met a modern CCG Membership approach and would be delivering a better quality service for the patients of Brierley.</p>		
	Members noted the Executive Summary and timeline in relation to the Lundwood and Highgate re-procurements.		
	The Committee thanked the Lead Service Development Manager for the Procurement Report.		
FINANCE, GOVERNANCE AND PERFORMANCE			
PCCC 15/10/09	QUARTERLY FINANCE REPORT		

Agenda Item	Note	Action	Deadline
	<p>The Deputy Chief Finance Officer presented the quarterly finance update. It was advised that the latest position reflected a request from NHS England to report on a break even position due to a number of concerns in the forecast regionally. It was added that next months finance report would be more accurate to the CCG's actual financial position.</p> <p>It was queried why the CCG had been requested to report a break even position when it was a CCG with full delegated responsibilities relating to Primary Care Commissioning. It was noted that this query had been raised with NHS England and the CCG was currently awaiting a response.</p>		
	<p>The Committee thanked the Deputy Chief Finance Officer for the Quarterly Finance Report.</p>		
<p>PCCC 15/10/10</p>	<p>UPDATED TERMS OF REFERENCE</p>		
	<p>The Head of Assurance presented the Committee with an updated version of the Committees Terms of Reference. Amendments were visible by using tracked changes but the minor changes were highlighted as follows:</p> <ul style="list-style-type: none"> • Inclusion of a paragraph enabling urgent decisions to be taken between Committee meetings, subject to subsequent ratification by the full Committee; and • Amendments reflecting the decision of the Committee to take a monthly assurance report, as opposed to the minutes of the Committee, to the Governing Body (with minutes being made publicly available via the CCG's website). <p>It was further clarified that urgent decisions would be delegated to at least 1 lay and 1 Executive Committee member and where possible a clinician from the Committee. It was also stated that this model followed a similar one adopted by the Governing Body.</p> <p>Committee members agreed the proposed changes to the Terms of Reference but agreed to share these changes with the Committee Clinicians outside the meeting, as none were currently present. It was then agreed that the updated TOR should go to Governing Body for formal approval.</p>		

Agenda Item	Note	Action	Deadline
	The Lead Service Development Manager referred to a recent situation relating to a close list application where the Committee had to mandate members to make a decision out of the Committee to meet process deadlines set by NHS England. It was therefore agreed that it was not just urgent decisions that required delegated mandate but also decisions which were required when timescales were not in line with Committee meetings.		
	Agreed Actions <ul style="list-style-type: none"> • The Terms of Reference were agreed subject to: <ul style="list-style-type: none"> - Ensuring the Committee Clinicians were comfortable with the proposed changes - Adding in an extra paragraph relating to mandated decision to be taken when the deadlines for decisions fell out of Committee timeframes - The TOR go to the full Governing Body for formal approval 	RW	26.11.15
	The Committee thanked the Head of Assurance for updating the Committees Terms of Reference.		
PCCC 15/10/11	RISK REGISTER AND ASSURANCE FRAMEWORK		
	<p>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 noted that there were not any risks in relation to Primary Care escalated to the Assurance Framework.</p> <p>It was agreed to provide a progress update on Risk Reference 15/10 relating to the re-procurement of Brierley Medical Practice. The update should include that the procurement process for Brierley was now complete and the contract had been awarded. The risk would be reviewed after the new contract commenced on 1 December 2015 as the mobilisation timescales were very challenging and the CCG would continue to monitor the situation closely to ensure any risks are identified and managed by the new provider.</p>		
	The Committee discussed the issues in relation to Nurse		

Agenda Item	Note	Action	Deadline
	Re-validation programme which was discussed earlier in the meeting. It was queried if this required reflection on the CCG's Risk Register. It was agreed that the CCG should look to adding this a potential risk in March 2016 as the Nurse Revalidation process did not commence until April 2016.		
	Agreed Actions The Head of Assurance to update Risk Reference 15/10 to reflect the above wording.	RW	26.11.15
PCCC 15/10/12	COMMITTEE DEVELOPMENT SESSIONS		
	<p>The Chief of Corporate Affairs queried if members thought it would be useful to reflect on the past 6 months and undertake a development session on how the Committee wished to operate in future and how it had discharged it duties.</p> <p>Members including Healthwatch and Public Health agreed that a development session would prove useful for future workings. Members were informed that a development session for Committee members would be scheduled and then from the outcome of this meeting a wider development session would be held to include non-voting members.</p>		
OTHER			
PCCC 15/10/13	DATE AND TIME OF THE NEXT MEETING		
	The next meeting of the Primary Care Commissioning Committee will be held on 26 November 2015 at 1pm in the Boardroom Hilder House, 49/51 Gawber Road, Barnsley S75 2PY.		