

**Minutes of the Meeting of the BARNSELY CLINICAL COMMISSIONING GROUP  
PRIMARY CARE COMMISSIONING COMMITTEE held on Wednesday 28 May 2015 at  
1pm in the Boardroom, Hilder House, 49 – 51 Gawber Road S75 2PY.**

**MEMBERS PRESENT:**

Mr Chris Millington (in the chair)	Lay Member
Dr Nick Balac	CCG Chairman
Mrs Lesley Smith	Chief Officer
Mrs Vicky Peverelle	Chief of Corporate Affairs
Dr M Guntamukkala	Governing Body member
	Medical Director

**IN ATTENDANCE:**

Mr Garry Charlesworth	NHS England Primary Care Manager
Ms Lynne Richards	Governance Assurance and Engagement Facilitator
Ms Karen Martin	Deputy Chief Nurse
Ms Julia Burrows	Director of Public Health
Mr Adrian England	Healthwatch Barnsley
Ms Margaret Dennison	Healthwatch Barnsley
Mr Neil Lester	Deputy Chief Finance Officer
Mr Jon Holliday	Lead Service Development Manager

**APOLOGIES:**

Ms Anne Arnold	Lay Member
Ms Carrienne Stones	Healthwatch Barnsley
Dr Mehrban Ghani	Medical Director

**MEMBERS OF THE PUBLIC:**

Ms Margaret Sheard	Patient
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Prior to the commencement of business the Chair reiterated that the Committee would function in line with the Nolan principals.

Agenda Item	Note	Action	Deadline
PCCC 15/05/01	<b>DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA</b>		
	The Chief of Corporate Affairs presented a report which detailed all members' current declarations of interest.  It was added that the Corporate Affairs Team were		

Agenda Item	Note	Action	Deadline
	looking into a form of standard wording around GP's within the Federation to add to their declarations of interests.	VP	28.05.15
	Dr M Guntamukkala declared a potential conflict of interest in item 6 due to her practice being located next to the Park Grove Surgery. She added that she had been approached regarding entering the Park Grove premises. The Committee Chair agreed that although the Premises Approval Process would relate to Park Grove Surgery the action for the meeting was to approve the broader principles in relation to Premises Approval therefore Dr Guntamukkala would stay present for this item.		
<b>FINANCE, GOVERNANCE AND PERFORMANCE</b>			
<b>PCCC 15/05/02</b>	<b>QUESTIONS FROM THE PUBLIC</b>		
	There were no questions received from the public.		
<b>PCCC 15/05/03</b>	<b>MINUTES OF THE PLANNING MEETING HELD ON 30 APRIL 2015</b>		
	<p>The minutes of the previous meeting were approved as a true record subject to:</p> <ul style="list-style-type: none"> <li>• <b>Page 5 - 15/03/06 TERMS OF REFERENCE</b> Third paragraph to read: the Committee required a Lay and Executive Member majority.</li> </ul>		
<b>PCCC 15/05/04</b>	<b>MATTERS ARISING REPORT</b>		
	<p>The Committee received the matters arising report and updates were given as follows:</p> <ul style="list-style-type: none"> <li>• <b>PCCC 15/04/01 – DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA</b> The Chief of Corporate Affairs advised that the Head of Assurance and Chair of the Practice Managers Group were currently seeking declarations of interest from all member practices and therefore common themes of declarations would be collated as part of this work. It was agreed to provide a further update at the next meeting.</li> <li>• <b>PCCC 15/03/04 OPTIONS APPRAISAL FOR</b></li> </ul>	VP	26.06.15

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	<p><b>BRIERLEY PRACTICE</b> The Committee reiterated that the locality map within the Brierley Options appraisal needed to be accurate when the options went out to public consultation. The NHS England Primary Care Manager stated that NHS England were currently working on an accurate map and that this would be available when the process went out to public consultation.</p>	<b>GC</b>	<b>26.06.15</b>
	<p><b>The Chair thanked members for providing updates on their actions and it was agreed to remove all completed items.</b></p>		
<b>FINANCE, GOVERNANCE AND PERFORMANCE</b>			
<p><b>PCCC 15/05/05</b></p>	<b>ASSURANCE FRAMEWORK AND RISK REGISTER</b>		
	<p>The Chief of Corporate Affairs advised that the Risk Register Extract for Primary Care Commissioning had been updated following on from the Governing Body Development Session. It was also added that there were not any risks escalated to the Assurance Framework as all of the related risks were rated moderate or low risk.</p>		
	<p><b>The Committee noted the Risk Register Extract and no amendment were made.</b></p>		
<b>STRATEGY &amp; PLANNING</b>			
<p><b>PCCC 15/05/06</b></p>	<b>PREMISES APPROVAL PROCESS</b>		
	<p>The Lead Service Development Manager advised that at its April meeting the Committee was informed that under delegated commissioning the CCG would need to undertake decisions on capital developments.</p> <p>A report was provided which detailed the following:</p> <ul style="list-style-type: none"> <li>• The Committee would be responsible for fulfilling the CCG responsibilities associated with this delegated agreement including the sign-off of approval for Premises Developments.</li> <li>• It is proposed to undertake operational work associated with premises through the Primary Care Development Team overseen by the newly established Primary Care Commissioning</li> </ul>		

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	<p>Working Group.</p> <ul style="list-style-type: none"> <li>In support of the strategic input a multi-facet survey of all GP occupied premises would be undertaken between June and August which would assist the production of a CCG Estates Strategy.</li> </ul>		
	<p>The Chair queried what the completion date for the multi-facet survey was. It was stated that the final report would be presented to the CCG in August. It was highlighted that the report would need to be presented to the Membership Council as well as this Committee.</p> <p>It was noted that the multi facet survey was only for the total estates of GP occupied areas and that there was another survey being undertake which incorporated the wider LIFT estates. It was agreed that to get an accurate picture and to avoid any issues with notional rent the CCG would need to merge the findings from both surveys.</p>		
	<p>It was queried who would handle the due diligence process. It was advised that this was handled through the CCG as the CCG were responsible for providing support for capital bids as the CCG could be left with notional rents.</p>		
	<p>The Chair queried if the CCG would see any monetary benefits. It was stated that the CCG would see a monetary benefit as currently the CCG was paying for void space out of the Primary Care budget.</p> <p>The Chief Officer added that these costs could be picked up through tariffs such as community diabetes and COPD.</p>		
	<p><b>The Committee approved the Premises Approval Process.</b></p>		
<p><b>PCCC 15/05/07</b></p>	<p><b>PRIME MINISTERS CHALLENGE FUND</b></p>		
	<p>The Lead Service Development Manager gave the Committee an overview of the Prime Ministers Challenge Fund, PMCF, bid and its proposal.</p> <p>The Committee discussed the MIG system which was an integration system across practices clinical systems to</p>		

Agenda Item	Note	Action	Deadline
	enable to HUB to access patients medical records. It was highlighted that appropriate signage would need to be displayed within the HUB advising patients that their medical records would be accessed. Members were informed that the MIG system was currently working successfully in other parts of the UK.		
	Members noted that the Primary Care Team were currently looking at how funding could be sustained beyond the first year of the PMCF project. It was agreed that monthly progress reports would come to the Committee.		
	<p>The Director of Public Health queried if there had been a selection and evaluation process around the locations and premises of the HUBs. The Lead Service Development Manager advised that there had been a selection process which comprised of geography, transport links, A &amp; E data and IG Toolkit compliancy which indicated that the HUB's needed to be located within the east and central areas of Barnsley. It was added that 4 practices had expressed an interest in hosting the HUB within their premises.</p> <p>Ms Margaret Sheard asked for clarity around which locations were the east and central of Barnsley. The Lead Service Development Manager advised that the east referred to the Dearne area and central was the town centre.</p>		
	It was queried if all GP's within Barnsley were happy with the Prime Ministers Challenge Fund Bid. The Committee noted that the Bid was from the Federation on behalf of all Barnsley GP Practices and their patients.		
	The Lead Service Development Manager added that the pilot was currently out to public consultation. He stated that surveys had been released and events were planned to gain public views and opinions on the HUB's. Concerns were raised in that the surveys may not be reaching hard to reach people and it was added that hard copy surveys had been distributed as well as electronic and Healthwatch also had contact with 800 voluntary groups who could access the survey.		
<b>PCCC 15/05/08</b>	<b>ANY OTHER BUSINESS</b>		

Agenda Item	Note	Action	Deadline
	<p>The Deputy Chief Nurse updated members in that at the last Committee meeting members were informed that 2 practices within barnsley would be served with remedial contract breaches following on from their CQC visits. It was highlighted that these breaches would be sent out imminently.</p>		
<p><b>PCCC 15/05/09</b></p>	<p><b>DATE AND TIME OF THE NEXT MEETING</b></p>		
	<p>The next meeting of the Primary Care Commissioning Committee will be held on 25 June 2015 at 9.30am in the Boardroom Hillder House, 49/51 Gawber Road, Barnsley S75 2PY.</p>		