

Minutes of the Planning Meeting of the BARNSELY CLINICAL COMMISSIONING GROUP PRIMARY CARE COMMISSIONING COMMITTEE held on Wednesday 30 April 2015 at 2pm 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
Dr Mehrban Ghani	Medical Director

IN ATTENDANCE:

Ms Dawn Ginns	NHS England Primary Care Manager
Ms Lynne Richards	Governance Assurance and Engagement Facilitator
Mr Richard Walker	Head of Assurance
Julia Burrows	Director of Public Health
Ms Karen Martin	Deputy Chief Nurse

APOLOGIES:

Ms Anne Arnold	Lay Member
Ms Carrienne Stones	Healthwatch Barnsley

MEMBERS OF THE PUBLIC:

Prior to the Commencement of business the Chair welcomed Dr Guntamukkala to her first meeting as a CCG Governing Body Member. The Chair also welcomed the Director of Public Health to meeting and thanked her for taking up the invite to attend the Committee meetings as a non-voting member.

The Chair thanked all members for attending the meeting and advised that his aim was to support the delivery of superior services to Barnsley patients.

Agenda Item	Note	Action	Deadline
PCCC 15/04/01	DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA		
	The Chief of Corporate Affairs presented a report which detailed all members' current declarations of interest.		

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	<p>The Head of Quality declared a potential conflict of interest in item 7, 'Care Quality Commission update', as she was currently working for the CQC.</p> <p>The Committee Chair agreed that it was in the interest of the CCG that the Head of Quality be allowed to participate in the discussion on item 7 as the item for information only and no decision making was required.</p>		
	<p>The CCG Chairman and Chief Officer indicated that their individual declared interest required updating and would update them outside of the meeting. The Chair requested that this be completed before the next meeting of the Committee.</p>	NB/LS	28.05.15
	<p>Members agreed that it would be useful to have a list of declarations relating to specific interests that the CCG would expect from a GP.</p>	RW	28.05.15
FINANCE, GOVERNANCE AND PERFORMANCE			
PCCC 15/04/02	ADOPTION OF THE CCG's OBJECTIVES AND NOLAN PRINCIPLES		
	<p>The Committee received the Nolan principals and CCG Objectives and agreed these as a standard for how the Committee would conduct its business.</p>		
PCCC 15/04/03	QUESTIONS FROM THE PUBLIC		
	<p>As there were no members of public present at the meeting, there were not any questions from the public.</p>		
PCCC 15/04/04	MINUTES OF THE PLANNING MEETING HELD ON 25 MARCH 2015		
	<p>The minutes of the planning meeting held on 25 March 2015 were agreed as an accurate record of the meeting subject to the following amendment:</p> <ul style="list-style-type: none"> • Amend the minutes to reflect that the Committee went through Primary Care Commissioning delegation agreement addendum. 	LR	28.05.15
PCCC 15/04/05	MATTERS ARISING		
	<p>The Committee received the matters arising report and updates were given as follows:</p>		

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	<ul style="list-style-type: none"> PCCC 15/03/04 – OPTIONS APPRAISAL FOR BRIERLEY PRACTICE Ms Dawn Ginns confirmed that NHS England had sought a 3 month extension for Brierley Practice and would be able to provide more information next week after a formal meeting with the provider had been held. Ms Ginns further advised that the locality map listed in the Brierley Options Appraisal had not yet been updated but would be accurate when the information went out to consultation. It was noted that the update relating to equitable funding on the Matters Arising report was incorrect. The correct position was that APMS Practices would be funded at £78.53 immediately rather than over 4 years. 	<p>DG</p> <p>DG</p>	<p>28.05.15</p> <p>28.05.15</p>
	<p>The Chair thanked members for providing updates on their actions and agreed to remove all completed items. It was noted that for the Committee to conduct its business the information that was required from NHS England needed to be accurate.</p>		
<p>CONTRACTING, INVESTMENT AND PROCUREMENT</p>			
<p>PCCC 15/03/04</p>	<p>CARE QUALITY COMMISSION UPDATE</p>		
	<p>The Chief of Corporate Affairs presented a report which detailed the 15 GP Practices outcomes following on from the CQC inspections which took place in December 2014. The report summarised that:</p> <ul style="list-style-type: none"> - 2 practices scored Good and outstanding - 8 practices scored Good across the board - 3 practices had issues identified - 2 practices are awaiting report <p>It was highlighted that the Head of Quality and Chief of Corporate Affairs had gone out to work with the 2 practices that had received an inadequate visit to support them getting to be CQC compliant at pace.</p> <p>The Chief of Corporate Affairs informed members that as CQC visits were an integral part of the PMS & GMS</p>		

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	contracts a contract breach would have to be issued to the two inadequate practices. From this breach the practices would be required to develop an action plan to rectify the remedial breach.		
	<p>Committee members discussed the need to publicise the positive reports that some Practices had received in the media and advise that the CCG was supporting the practices who had issues identified.</p> <p>It was suggested that it may be useful for practices to have a learning event following on from the CQC visits to enable best practices and support to be shared amongst practices. It was suggested that this could be an item for a future Practice Engagement Event. The CCG Chairman highlighted that it would be best practice for practices to share their CQC outcomes with their Patient Reference Group's for transparency, openness and patient engagement.</p> <p>Members discussed the new Head of Quality role and how this role would be a great asset for creating key relationships and supporting practices.</p>	<p>VP</p> <p>VP</p>	<p>28.05.15</p> <p>28.05.15</p>
	The Committee noted the CQC compliance reports and agreed that the CCG aspired to have all of its member practices complaint.		
PCCC 15/03/05	INTEGRATED PERFORMANCE REPORT		
	The Chief of Corporate Affairs informed members that Sarah Godber from NHS England was currently working to develop a dashboard and budget report to clarify financial position within the right context in relation to the Committee. The reports would commence from the next meeting.		
STRATEGY & PLANNING			
PCCC 15/03/06	PREMISES APPROVAL PROCESS		
	The Chief of Corporate Affairs presented the Premises Approval Report. It was advised that under delegated commissioning the CCG would need to undertake decisions on capital developments. The directions associated with premises development and associated		

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	<p>costs were attached for information and the Committee would need to look into the impact that this would have on the CCG.</p> <p>It was added that Capita Simmons had been appointed to undertake a six Facet survey to establish the capital estate in primary care to support the development of a primary care estates strategy the survey would be completed within three months.</p> <p>The CCG Chairman stated that the Committee required a paper of what the implications would be for the CCG from the notional rents which would also fit into developing the out of hospital strategy. The Chief of Corporate Affairs added that the CCG required a Risk analysis of available/ void space within GP Practices.</p>	VP	28.05.15
	<p>It was agreed that for the Committee to fulfil its responsibilities a Premises Approval Process would be developed and presented to the next meeting. It was also noted that there was a conflict of interest from clinicians on the Committee relating to this item and therefore all decisions would need to reflect the CCG's objectives and support the strategic picture.</p>		
GOVERNANCE, RISK AND ASSURANCE			
PCCC 15/03/07	GOVERNANCE UPDATE		
	<p><u>Terms of Reference</u></p> <p>The Head of Assurance presented members with an updated Terms of Reference for the Committee with highlighted amendments. The points that had been amended related to the changes within the delegation agreement. The Committee asked for a paragraph to be removed as the duty described was a Governing Body function.</p> <p>It was agreed that the Committee supported the changes to the TOR and therefore the TOR would go back to the Governing Body for final approval.</p> <p>The Director of Public Health queried how the CCG had decided on its membership for the Committee. It was added that the CCG had worked with CAPSTICKS to agree the membership as the Committee required a Lay</p>	VP	28.05.15

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	<p>and Executive majority. It was noted that if the Committee required any additional input, members could be invited in attendance.</p> <p><u>Committee Meeting Dates</u> Committee members received the meeting dates for 2015 which highlighted school holidays. It was agreed to cancel the August meeting and look at the potential of changing the October meeting to ensure that the Committee would remain quorate.</p> <p><u>Committee Workplan</u> The Head of Assurance presented members with an updated workplan which would be brought quarterly to the Committee for information and updating.</p>	LR	28.05.15
PCCC 15/03/08	RISK REGISTER		
	<p>The Committee received the risks that had been identified in relation to Primary Care Commissioning and how these were being managed.</p> <p>It was agreed to add in a risk around practices receiving inadequate outcomes from the CQC inspections and the impact that this could have on contract breaches.</p> <p>Members agreed that the Risk Register required a new risk adding which highlighted that the CCG was under funded by 5% below target. The Head of Assurance agreed to look to see if this risk could be merged with another risks</p>	RW RW	28.05.15 28.05.15
	The Committee noted the Risk Register and the required amendments.		
OTHER			
PCCC 15/03/09	ITEMS FOR REPORTING TO: - GOVERNING BODY - NHS ENGLAND		
	<p>As discussed earlier in the meeting members agreed that the amended TOR required Governing body approval.</p> <p>The Head of Assurance queried if members would like a 'Highlights Report' going to the Governing body after each meeting. It was agreed to have a short escalation</p>	RW	28.05.15

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	report for the public and private section but the report need to be explanatory and useful to Governing Body members.		
PCCC 15/03/10	ANY OTHER BUSINESS		
	There were no items of any other business.		
PCCC 15/03/11	DATE AND TIME OF THE NEXT MEETING		
	The next meeting of the Primary Care Commissioning Committee will be held on 28 May 2015 at 9.30am in the Boardroom Hillder House, 49/51 Gawber Road, Barnsley S75 2PY.		