

**Minutes of the Meeting of the BARNSELY CLINICAL COMMISSIONING GROUP  
PRIMARY CARE COMMISSIONING COMMITTEE held on Wednesday 30 July 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
Dr Mehrban Ghani	Medical Director

**IN ATTENDANCE:**

Ms Dawn Ginns	NHS England 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
Ms Margaret Dennison	Healthwatch Barnsley
Mr Neil Lester	Deputy Chief Finance Officer

**APOLOGIES:**

Ms Karen Martin	Head of Quality for Primary Care Commissioning of General Medical Service
Ms Jane Francis Rose	Head of Commissioning for Partnerships and Integration
Mr Matthew Jones	Head of Finance – Statutory Accounts & Management Support

**MEMBERS OF THE PUBLIC:**

Ms Nichola Hawden	Member of the public
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Agenda Item	Note	Action	Deadline
<b>PCCC 15/07/01</b>	<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.  Dr Ghani and Dr Guntamukkala declared that they were members of the Barnsley GP Federation. It was agreed	<b>LR</b>	

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	<p>to ensure that all members who were part of the Federation updated their Declaration of Interests.</p> <p>The CCG Chairman also declared that he had recently been appointed as a Director on the Barnsley LIFT board.</p>		
<b>FINANCE, GOVERNANCE AND PERFORMANCE</b>			
<b>PCCC 15/07/02</b>	<b>QUESTIONS FROM THE PUBLIC</b>		
	There were no questions received from the public as this point in the meeting.		
<b>PCCC 15/07/03</b>	<b>MINUTES OF THE MEETING HELD ON 25 JUNE 2015</b>		
	The minutes of the previous meeting were approved as a true record of the proceedings.		
<b>PCCC 15/07/04</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 15/03/04 – OPTIONS APPRAISAL FOR BRIERLEY PRACTICE (boundary map)</b> The NHS England Primary Care Manager added that NHS England were working with the practice and the local council to establish and create a boundary map for Brierley Practice. Members raised concern over the length of time it had taken to establish a map and it was advised that the practice never had a map previously.</li> <li>• <b>PCCC 15/06/08 – VIOLENT PATIENT SCHEME (VPS)</b> The Chief of Corporate Affairs advised that the Lead Service Development Manager for Primary Care was working with NHS England on options to provide the VPS scheme in Barnsley. The Medical Director queried if the NHS England could identify, historically, which area of Barnsley most violent patients were from to best locate the service.</li> </ul>	<b>GC</b>	
	<b>The Chair thanked members for providing updates on their actions and it was agreed to remove all</b>		

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	completed items.		
<b>FINANCE, GOVERNANCE AND PERFORMANCE</b>			
<b>PCCC 15/07/05</b>	<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. It was also highlighted that there were no risks escalated to the Assurance Framework as all of the risks were rated moderate or low risk.</p> <p>Members were also presented with two new risks to add to the Primary Care Commissioning Committee Risk Register. Members agreed that they were happy with the risk descriptions and scoring of the two new risks.</p> <p>There were also a further two risks which were currently assigned to the QPSC where it was suggested that they would fit more appropriately with this Committee. The CCG Chair queried if risk 14/10 relating to a shortage of GP's within Barnsley should lie with the Governing Body and not this Committee as the Committee would not be responsible for managing or addressing the risk. The Chief of Corporate Affairs added that she would look into the working arrangements of this as currently the Governing Body would only see the red risks and this risk was an amber rated risk. It was agreed to keep the risk owner as the Medical Director.</p> <p>The Committee discussed risk ref 13/17 relating to clinical accreditation of Local and Direct Enhanced Services. It was agreed that the number of accredited services had gone down and therefore the Committee would recommend to the Governing Body that the risk be removed.</p>	<p><b>VP</b></p> <p><b>VP</b></p>	<p><b>27.08.15</b></p> <p><b>27.08.15</b></p>
	<b>The Committee noted the Risk Register Extract and thanked the Chief of Corporate Affairs for the updates risks.</b>		
<b>STRATEGY &amp; PLANNING</b>			
<b>PCCC 15/07/06</b>	<b>FINANCE UPDATE</b>		
	The Deputy Chief Finance Officer stated that further to the financial update that had been circulated with the		

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	<p>meeting papers there would be more detailed information and forecasts expected over the next coming months. It was agreed that the finance information would be shared directly with Chair when the CCG received it and would include more narrative.</p> <p>It was highlighted that the year to date variation related to timings of invoices being paid and the variation in activity at different points of the year.</p> <p>The Deputy Chief Finance Officer confirmed that he was content that NHS England were effectively managing the Primary Care budgets and allocations but there was a time lag when information was available.</p> <p>The Lead Service Development Manager informed Committee members that he was meeting with Matt Jones to go through premises costs reimbursement. It was also stated that from this the CCG would know its position with regards to investment.</p> <p>Members agreed that the CCG needed a breakdown in Enhanced Services to enable the CCG to coordinate extended hours and I HEART Barnsley to make the best use of Prime Ministers Challenge Fund money.</p>		
	<p>The Committee agreed that it would be useful for the financial update to include sub headings to enable members to identify which financial elements were in which areas. It was agreed that the Deputy Chief Finance Officer would give a presentation which mirrored the budget report but detailed all the financial headings and individual elements.</p>	NL	27.08.15
	<p><b>The Committee thanked the Deputy Chief Finance Officer for this update.</b></p>		
<p><b>QUALITY AND PATIENT SAFETY IN PRIMARY MEDICAL SERVICES</b></p>			
<p><b>PCCC 15/07/07</b></p>	<p><b>QUALITY UPDATE</b></p>		
	<p>The Chief of Corporate Affairs stated that the Head of Quality for Primary Care Commissioning of General Medical Service was currently developing an Integrated Performance Report. It was also stated that the Head of Quality for Primary Care Commissioning of General</p>		

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	<p>Medical Service was looking a risk profiling in relation to all practices, the CCG Chairman highlighted that the risk profiling maybe of interest to the newly appointed Public Health Consultant.</p>		
	<p><b>Committee Members thanked the Chief Of Corporate Affairs for the update.</b></p>		
<p><b>PCCC 15/07/08</b></p>	<p><b>FRIENDS AND FAMILY TEST (FFT)</b></p>		
	<p>The Committee received the update on the Friends and Family Test. The report detailed that locally, there had been issues with regards to practices not submitting data and also around the quality of data that had been submitted. Members noted that NHS England had been supporting practices but 3 local practices had been issued with a breach of contract following on from not submitting data.</p> <p>The CCG agreed that the Practice Managers needed to be contacted to discuss any issues in relation to submitting data. It was discussed that there needed to be significant levels of responses to draw conclusions. Members raised concerns that the FFT was too simple in that if a patient ticked that 'they would not recommend the service' and didn't comment why, it did not give the practice the tools to address negative responses.</p> <p>The CCG Chairman suggested having a target that practices should achieve as currently a target had not been set by NHS England which may result in the variation in submissions across practices. It was agreed that the FFT would be monitored by the Primary Care Working Group.</p>		
	<p>Members congratulated Healthwatch on winning the contract to support and monitor FFT in practices.</p> <p>Ms Dennison advised that Healthwatch would be visiting the practices which had the best uptake and share this best practice with other practices in Barnsley.</p>		
	<p><b>The Committee thanked the Chief of Corporate Affairs and Healthwatch for their updates.</b></p>		
<p><b>CONTRACTING, INVESTMENT AND PROCURMENT</b></p>			

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<b>PCCC 15/07/08</b>	<b>PROCUREMENT UPDATE</b>		
	<p>The NHS England Primary Care Manager advised that the Efficiency Controls Committee (ECC) had given approval to the procurement of the Highgate and Lundwood APMS contracts. She added that there had been lessons learnt from the ECC approval process and that the process had been raised as a risk on NHS England Risk Register.</p> <p>It was noted that the CCG would receive formal approval from the ECC shortly.</p>	<b>GC</b>	<b>27.08.15</b>
<b>OTHER</b>			
<b>PCCC 15/07/09</b>	<b>QUESTIONS FROM THE PUBLIC</b>		
	There were no questions from the public.		
<b>PCCC 15/07/10</b>	<b>DATE AND TIME OF THE NEXT MEETING</b>		
	The next meeting of the Primary Care Commissioning Committee will be held on 27 August 2015 at 1pm in the Boardroom Hillder House, 49/51 Gawber Road, Barnsley S75 2PY.		