

NHS NORTHCUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE
 Thursday, 11 May 2017 13:00 hours
 St Michael's Church, Workington

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair (Chair) JR
	Ruth Gildert	CCG Governing Body Nurse Rep (RG)
	Charles Welbourn	Chief Finance Officer CCG (CW)
	Caroline Rea	Director of Primary Care & ICC Devt CCG (CR)
(Non-Voting Members):	David Rogers	CCG Accountable Officer (DR)
	Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
Observers (Non-Voting):	Denise Jones	Primary Care Commissioning Manager NHSE (DJ)
	Sue Gallagher	Patient Participation Group (SG)
In Attendance (Non-Voting):	Andrew Gosling	General Practice Commissioner (AG)
	Brenda Bragg	Primary Care & ICC Devt Administrator CCG (BB)

PCCC 05/17. AGENDA ITEM 01: Welcome & Apologies

JR welcomed the Committee. Apologies were received from:
 Les Hanley, CCG Governing Body Lay Member (Vice Chair)
 Local Medical Committee rep
 Helen Horne, HealthWatch
 GP ICC Lead would be represented from June onwards.

PCCC 06/17. AGENDA ITEM 02: Declarations of Interest

JR reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS North Cumbria Clinical Commissioning Group.

Declarations declared by member of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests. The register is available either via the secretary to the governing body or the CCG website at the following link <http://www.northcumbriaccg.nhs.uk/about-us/how-we-make-decisions/declaration-of-interests/declarations-of-interest-register---2016-17-final-version.pdf>

Declarations of interest from today's meeting

Dr Colin Patterson declared a pecuniary interest in agenda item 6 being a partner at Brunswick House Medical Group and part owner of the two premises (Brunswick Street and Eastern Way).

PCCC 07/17. **AGENDA ITEM 03: Minutes of meeting held 28 April 2017**

The following amendments were made:

Page 2 (agenda item 3) 3rd para: DJ advised that NHSE & CCG had been working closely around the merger "**since notice had been given**".

Final sentence to read: **Normally for GMS contracts held by a partnership or PMS contracts this would be six months.**

Para 6: 2nd sentence add "**Action:**"

Page 3 – 3rd para (last line) should read "**any** consultation required".

Delete next 3 lines.

6th para should read Patient Participation Groups, "**had been invited**" to attend.

Resolved: Add 3rd action point: Check boundary coverage to ensure that the practice area of the former Bank Street surgery is fully covered by the merged practice

The minutes were then accepted as being an accurate record.

PCCC 08/17. **AGENDA ITEM 04: Matters Arising – Keswick Practice Boundary**

An addendum to the paper considered by Committee on 28 April 2017 was presented by NHS England to provide an update on the issues raised in respect of the practice area for the merged practices.

The Primary Care Commissioning Committee was asked to note the information received from the practice which indicates that the practice area of the former Bank Street Surgery is fully covered by the merged practice. Verbal assurance has been received that all patients will remain registered with the new practice.

DJ advised that a communication plan is in place and agreed that the CCG was unable to wait for formal OSC view and response as the merger had to happen. As there had been no concerns raised NHSE were happy to progress with information available.

CR passed on thanks from the two Practices – all is going well. She will liaise with the practices to discuss boundary coverage for district nursing provision. This will be revisited with the ICCs.

Action: Caroline Rea will liaise with the practices to discuss boundary coverage for district nursing provision as part of ongoing ICC development.

PCCC 09/17. **AGENDA ITEM 05: Terms of Reference**

5.1 Primary Care Committee:

The Committee agreed that it is a decision making Committee and a lengthy discussion ensued around key issues to ensure the PCCC is operated within a clear governance structure.

The standard terms of reference had been approved in draft by the Governing Body (substantially only membership or minor clarifications could change without referral)

back to the Governing Body).

The Committee discussed the terms of reference and requested the following amendments:

- 3.5 Good practice would ensure acronyms are typed in full (or at least once).
- 5 Membership of group: A caveat be inserted at the end of 'Core Voting Members' to state that no person can be a voting member if they are practicing in General Practice within the CCG boundaries (see 4.1 above). In such an instance the voting member will become a non-voting member.
- 8.3 (a) AG to clarify if reference to "subject to the application of 23(b) is required".

Amendments to terms of reference are required to go to Governing Body for approval.

CR and team to ensure future Committee agendas are set clearly stating whether the items result from a responsibility to NHSE or CCG.

PCCC meetings are to be held in public but are not public meetings. The opportunity would be given for members of the public to ask questions as agreed by the Chair at an appropriate time in the meeting but this would not have any impact on decision making.

Action: JR would arrange for future meetings to be advertised appropriately (i.e. via patient participation groups / HealthWatch / Governing Body / CCG website) should members of the public wish to attend.

5.2 Primary Care Operating Group:

Established as a working group of the Primary Care Commissioning Committee to support in discharging its delegated responsibilities. The Committee discussed the terms of reference and requested the following amendments:

- 1.3 (first bullet point) remove "strategic"
- 2.5 (first bullet point) remove "strategic development"
- 3.1 Remove (Vice Chair) – Chair to delegate responsibility if unable to attend a meeting
- 4 Meetings (remove "and Voting")

Action: Andrew Gosling to reflect agreed changes above in the terms of reference.

PCCC 10/17. **AGENDA ITEM 06: Sale and Lease back of GP Premises**

Dr Colin Patterson had expressed a pecuniary interest in this item and was asked to leave the meeting during the discussion.

A paper was presented by Charles Welbourn in respect of the proposed sale and lease back of GP Premises for Carlisle Healthcare. The Primary Care Commissioning Committee was asked to approve the sale and lease back of Brunswick House and Harraby surgeries currently owned by Carlisle Healthcare practice. CW assured the Committee that the transaction is revenue neutral to the CCG and as such the CCG was acting in tax payers best interest by accepting the proposal.

Resolved:

Following a lengthy discussion to ensure all Committee members were fully informed of key issues and risks **the Sale and Lease Back of the Brunswick House and Harraby Surgeries currently owned by the Carlisle Healthcare Practice was PROPOSED by Charles Welbourn (Chief Finance Officer) and APPROVED by Ruth Gildert (Governing Body Nurse rep).**

PCCC 08/17. **AGENDA ITEM 07: Forthcoming decisions for Primary Care Committee**

This report provided the Committee with an idea of future Primary Care issues that the Committee may be asked to consider and approve in the coming months. It was intended to raise awareness of the associated issues and mitigate any future potential risk.

PCCC 09/17. **AGENDA ITEM 08: Changes to the GP contract 2017/18**

DJ from NHS England presented a paper setting out a summary of key changes to the General Medical Service contracts for 2017/18. The changes had been agreed between NHS Employers, on behalf of NHS England and the General Practitioners Committees (GPC) of the British Medical Association.

More detailed guidance regarding key changes is expected to be published and technical documents would be circulated on request.

PCCC 09/17. **AGENDA ITEM 9: Any Other Business**

Sue Gallagher thanked the Committee for helping her to have a better understanding of how the PCCC would work in the future.

PCCC 10/17. **AGENDA ITEM 10: Date and time of next meeting approved:**

13 July 2017, 13:00 hours: Auctioneer Suite, The Shepherd's, Rosehill, Carlisle.

The meeting closed at 15:35 hours.

Primary Care Clinical Commissioning Committee Action Log					
ACTION REFERENCE	MINUTE REFERENCE	ACTION	OWNER	TARGET DATE	STATUS
17/001	PCCC 09/17	Arrange for future meetings to be advertised appropriately should members of the public wish to attend.	Jon Rush	13th July 2017	
17/002	PCCC 09/17	Amend Terms of Reference for PCCC and Operation Group.	Andrew Gosling	13th July 2017	
17/003	PCCC 10/17	Agenda Item 6: Carlisle Healthcare - Sale & Lease Back of GP premises. CW to formally write a letter of approval to the Practice.	Charles Welbourn	9th June 2017	