

**NHS NORTHCUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE**
Wednesday, 2 May 2018 09:30 hours
Botcherby Community Centre, Carlisle

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair (Chair) JR
	Ruth Gildert	CCG Governing Body Nurse Rep (RG)
	Caroline Rea	Dir of Primary Care & ICC Development (CR)
	David Rogers	CCG Accountable Officer (DR)
	Charles Welbourn	Chief Finance Officer CCG (CW)

(Non-Voting Members):	Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
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In Attendance

(Non-Voting):	Sue Gallagher	Patient Participation Group Rep (SG)
	Andrew Gosling	Primary Care Commissioner CCG (AG)
	Peter Higgins	Local Medical Committee (PH)
	Jen Park	Primary Care & ICC Senior Administrator (JP)

PCCC 22/18. **AGENDA ITEM 01: Welcome & Apologies**

JR welcomed the Committee. Apologies were received from: Peter Thornton - Cumbria County Council, Niall McGreevy - ICC GP Lead, Alan Edwards - ICC GP Lead and Helen Horne – Healthwatch.

PCCC 23/18. **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

Colin Patterson declared an interest in agenda item 6 – Extended Access as he is a partner in a practice that may be entering a tender bid.

There were no further declarations of interest received.

PCCC 24/18. **AGENDA ITEM 03: Minutes and actions of meeting held 8 March 2018**

The following changes to be made to the minutes:

Agenda Item 6 – General practice Quality Improvement Scheme, paragraph 6 to read “JR informed the Committee that the existing scheme, which had been approved by the Governing Body, had already been running for two years. Now that the CCG has recently changed its scheme of delegation it was for the Primary Care Commissioning Committee to approve.”

Agenda Item 7 – Gain Share, the following to be added “JR informed that as this complies with the CCG’s revised scheme of delegation the Primary Care Commissioning Committee can now approve.”

The minutes were then accepted as being an accurate record.

The following comments were received on the action log:

17/014 Violent Patient Scheme: KW advised that specifications had gone out to practices. KW informed the Committee that as primary care services at one of the practices on the scheme is currently subject to procurement a more targeted approach would be taken after the procurement is concluded.

PCCC 25/18. **AGENDA ITEM 04: Matters Arising**

There were no matters arising.

PCCC 26/18. **AGENDA ITEM 05: Questions from members of the public present**

No questions had been received prior to the meeting and none were raised during the meeting.

PCCC 27/18. **AGENDA ITEM 06: Extended Access**

CR presented the report advising that the Committee had brought its meeting forward for this item due to deadlines required to be met for the process.

CR informed the Committee as to the CCG’s requirement to commission extended access to Primary Care (General Practice) services across North Cumbria by 1 October 2018.

CR advised that the purpose of this report is to seek approval from the Committee as to the process being followed to procure these services.

CR advised the Committee of the process that the primary care team had undertaken, working with possible primary care providers along with looking at available data for the demand. The CCG have also attended a recent Patient Participation Group (PPG) Chairs Meeting to brief them on the process.

The Cumbria model will be different to that employed by other CCG’s but it is believed will be a better outcome for patients. As a result of the analysis and

engagement the CCG has decided that it would like to commission 10 service lots, 6 weekday and 4 weekend & bank holiday. The hours will be weighted based on population need and location.

CR confirmed that the CCG Executive Committee agreed this was the best option.

It is proposed that each service lot will operate as a pilot for 18 months with a view to potential formal procurement process following an impact assessment.

Closing date for applications is 7 June 2018 with tenders being awarded by the end of June and full approval by the Committee at its July meeting.

Discussion took place around any legal implications.

CR advised that the existing Out of Hours Service (OOH) will remain unaffected by this new service which is an addition to existing primary care services. The existing OOH service provides urgent rather than pre bookable appointments.

Discussion took place around the grouping of service lots into ICC's and how the four sites were chosen for the weekend services.

It was confirmed that training & development work will be undertaken in conjunction with practice receptionists.

Proposed by DR

Seconded by RG

All in favour.

Resolved:

The Committee approved the approach being adopted to ensure that extended access to Primary Care (General Practice) services is available to the population of North Cumbria by 1 October 2018.

PCCC 28/18. **AGENDA ITEM 07: List Closure Application – Oxford Street**

CR presented the report advising that is was to provide information in order for a decision to be reached on the application from Oxford Street Surgery for approval to temporarily close the list to new patients.

The practice was given approval in March 2017 to close the list for a period of 6 months. In August 2017, the practice applied for an extension to that list closure for a period of 12 months; approval was given for the practice list to remain closed until 31 March 2018. The practice has now applied for a further list closure of between 6 to 9 months.

Discussion took place around the vacancy rates in Allerdale and the ongoing staffing issues. CR advised that the practice was now signed up to become alliance practices at the end of October 2018.

KW advised that responses from neighbouring practices have now been received with Orchard House and James Street supporting the application and Beechwood neither

supporting nor objecting.

PH informed that the LMC would like to work with practices to see how they can work better together with no option preferred on the list closure.

Proposed by RG
Seconded by CR
All were in favour.

Resolved:

The Committee approved option two – refuse the practice application to close the list for the period requested but allow closure for a shorter period of three months as from 2 May 2018.

Action: JR to write to the practice to advise of the outcome. The letter is to express disappointment that the practice did not apply to extend the closure by the deadline specified. A substantive plan is to be requested ensuring it meets the approval of ICC GP Lead.

Action: JR to write to other practices in Allerdale to encourage them to pursue their plans to move to robust joint working arrangements ensuring the CCG is kept informed throughout.

PCCC 29/18. **AGENDA ITEM 08: Any other urgent items of business**

No other items of business were received.

PCCC 30/18. **AGENDA ITEM 09: Date and time of next meeting approved:**

19 July 2018, 09:30 hours: Botcherby Community Centre, Carlisle

The meeting closed at 10:56 hrs

RG advised that this would be her last meeting due to her contract with the CCG coming to an end. JR noted the update and thanked RG for her support to the Committee.

Primary Care Clinical Commissioning Committee Action Log					
ACTION REFERENCE	MINUTE REFERENCE	ACTION	OWNER	TARGET DATE	STATUS
17/017	PCCC 4/18	AGENDA ITEM 04: Matters Arising AG to progress a primary care nurse being identified to sit on the Committee	Andrew Gosling	19 July 2018	
17/018	PCCC 19/18	AGENDA ITEM 11: Primary Care Team Update CW to give a finance update at a Committee in the new financial year.	Charles Welbourn	19 July 2018	
17/019	PCCC 28/18	AGENDA ITEM 07: List Closure Application – Oxford Street JR to write to the practice to advise of the outcome. The letter is to express disappointment that the practice did not apply to extend the closure by the deadline specified. A substantive plan is to be requested ensuing it meets the approval of ICC GP Lead.	KW/JR	19 July 2018	
17/020	PCCC 28/18	AGENDA ITEM 07: List Closure Application – Oxford Street JR to write to other practices in Workington to encourage them to pursue their plans to move to robust joint working arrangements ensuring the CCG is kept informed throughout.	KW/JR	19 July 2018	