

NHS Castle Point & Rochford CCG & NHS Southend CCG Primary Care Co-Commissioning Committee

PART I

Meeting in Common

Wednesday, 13th November, 2019, 1pm-3pm
Hockley Room, Castle Road,
Rayleigh

MINUTES

Attendees from Southend CCG:			
Olabisi Olugbodi	(OO)	Head of Finance	NHS Southend CCG
Attendees from CP&R CCG:			
Dr John Weir	(JW)	Independent GP	NHS CP&R CCG
Attendees that sit across CP&R and Southend CCG:			
Pauline Stratford	(PS)	Lay Member Patient Engagement (Chair)	NHS CP&R & Southend CCG
Jennifer Speller	(JS)	Associate Director of Primary Care	NHS CP&R & Southend CCG
Vicky Cline	(VC)	Primary Care Lead Nurse	NHS CP&R & Southend CCG
Simon Williams	(SW)	Director of Primary Care & Strategy	NHS CP&R & Southend CCG
Tricia D'Orsi	(TD)	Chief Nurse	NHS CP&R & Southend CCG
Tracey Grimbley	(TG)	Lay Member for Governance	NHS CP&R & Southend CCG
Sharon Judge	(SJ)	Executive Assistant (Minute taker)	NHS CP&R & Southend CCG
In Attendance:			
Peter King (for agenda item 10)			
Apologies received from:			
Dr Sunil Gupta		Mark Barker	
Dr Krishna Chaturvedi			

1.	Welcome and Apologies	
	The Chair welcomed everyone to the meeting in common of the Southend & CP&R CCG's Primary Care Co-Commissioning Committee.	
	Apologies were noted as above.	
2.	Declarations of Interest	
	Members of the Committee were reminded of their obligation to declare any interest they may have on any issue arising at committee meetings which might	

	<p>conflict with the business of CP&R/Southend CCG and that declarations declared by members of the Committee are listed in the CCG's Register of Interests. The Register is available either via the Committee Secretary to the governing body or the CCG website at the following link: https://castlepointandrochfordccg.nhs.uk/about-us/key-documents/2508-declarations-of-interest-governing-body/file or https://southendccg.nhs.uk/about-us/key-documents/320-nhs-southend-ccg-governing-body-declarations-of-interests-register/file</p> <p>JG declared an interest in relation to PCNs and Social Prescribing.</p>	
	<p>The Chair declared that the meeting was quorate and that conflicts would be raised as the agenda progressed.</p>	
3.	Minutes from the meetings held on the 11th September, 2019	
	<p>The minutes from the meeting held on 11th September, 2019 were agreed as an accurate account of the discussion.</p>	
4.	Action Log from the meeting held on 17th July, 2019	
	<p>The Action Log was updated as attached.</p>	
5.	Quality Report	
	<p>VC was in attendance to present the Quality Report and took the paper as read and highlighted the following points:</p> <p>The report gives an overview of CQC visits and reported that all practices in CPR are rated as good and one practice in Southend was rated as 'requires improvement'.</p> <p>Commisceo and GPHCA have had CQC visits in relation to their weekend and out of hour's services. Once received the report will be shared.</p> <p>Quality visits continue and Ellie Carrington is making adhoc visits to practices and these are being well received.</p> <p>There is one open Serious Incident in Castle Point & Rochford and the quality team are giving the practice support during this time. A new Serious Incident Framework is being piloted at the moment and will be rolled out across all CCGs if adopted.</p> <p>All formal complaints are dealt with by NHSE and Quarter 4 data is still outstanding. CR asked how assurance is given if the CCG do not deal with the complaint and VC reported that a clear protocol is followed.</p> <p>Friends and Family data for August has been received as below:</p> <ul style="list-style-type: none"> • CP&R - 70% • Southend – 48% - it is hoped that this due to holiday season <p>A new template is being introduced and training will be provided for all practices.</p>	

	<p>Flu clinics are up and running at all practices. There has been a delay in the supply of nasal spray for children but practices have been given guidance on how to deal with this.</p> <p>Care home staff are aware of the importance of having the flu jab.</p> <p>As the uptake for Shingles vaccine has been low the Quality Assurance Nurse is working with the communications team to provide practices with information and access to a toolkit to improve uptake.</p> <p>Time to Learn Nurse Forum saw 69 nurses attend in October and a request for it to be opened up to other health professionals, which has now been facilitated.</p> <p>Ellie Carrington has attended the Practice Managers Forum in CP&R and JS offered support from the primary care team for details of the Southend Forum.</p> <p>JG asked if the amount of time it takes for a patient to speak to a member of staff at their practice is monitored and JS confirmed that it was not.</p> <p>TD highlighted that Demand for individuals to get into see their doctor is big and the current system is not working well so it is important for us to strengthen resources in surgery and manager patient expectation. It is important to encourage patients to use alternative ways to contact their practices such as online booking. This is a national problem that will not be solved overnight.</p> <p>TD felt that it would be a good idea to offer appointments for vaccinations at the weekend and this will be explored.</p> <p>The report highlights the high uptake of diabetes audits.</p> <p>The Joint Primary Care Co-Commissioning Committee NOTED the contents of the Quality Report as presented.</p>	
6.	Finance Report	
	<p>OO presented the finance report and took the paper as read, highlighting the following points:</p> <p>Southend</p> <p>The current annual Primary Care Co-Commissioning budget is £25.5m. Out of this, £300k must be allocated for Primary Care Networks.</p> <p>It is expected that a breakeven position will be achieved.</p> <p>An overspend of £85k is being reported following claims made by practices for last year.</p> <p>Risks remain the same as last month:</p> <ul style="list-style-type: none"> • Premises cost reimbursements • Premises rates reimbursements • Locum costs • Dispensing/Prescribing doctors • QOF 	

	<ul style="list-style-type: none"> • Seniority payments <p>OO noted that SW asked if future reports could be at a PCN level rather than locality level.</p> <p>Castle Point & Rochford</p> <p>The current annual Primary Care Co-Commissioning budget is £24.3m. Out of this, £300k must be allocated for Primary Care Networks.</p> <p>It is expected that a breakeven position will be achieved.</p> <p>An underspend of £119k is being reported for Castle Point & Rochford but it is expected that this will be fully spent at year end.</p> <p>Risks remain the same as last month:</p> <ul style="list-style-type: none"> • Premises cost reimbursements • Premises rates reimbursements • Locum costs • Dispensing/Prescribing doctors • QOF • Seniority payments <p>OO noted that SW asked if future reports could be at a PCN level rather than locality level.</p> <p>The Joint Primary Care Co-Commissioning Committee NOTED the contents of the Finance Reports as presented.</p>	
7.	Contract Update Report	
	<p>SS presented the Contract Update Report and took the paper as read, highlighting the following points:</p> <p>Contract applications and variations were detailed in the report.</p> <p>PCN networks in now in place and all Clinical Directors are about to start various development programmes funded locally and at STP level. Regular meetings at place at PCN level and the CCG meets monthly with Clinical Directors.</p> <p>A review of all Locally Commissioned Services has been completed.</p> <p>Applications for improvement grants for the following practices were detailed in the report:</p> <ul style="list-style-type: none"> • The Valkyrie Surgery have taken additional clinical rooms and office space within Valkyrie Health Centre • Riverside Medical Centre have submitted an Expression of Interest for an Improvement Grant • Dr Malik at Kent Elms Health Centre have submitted an Expression of Interest for internal refurbishment works <p>Papers are being finalised for the parachute provider framework.</p>	

	The Joint Primary Care Co-Commissioning Committee NOTED the contents of the Contracts Report as presented.	
8.	Population Health – Sub-Committee – Terms of Reference	
	<p>JS asked the Committee to approve the presented Terms of Reference for the South East Essex Population Health Steering Group.</p> <p>The Joint Primary Care Co-Commissioning Committee NOTED the contents of the South East Essex Population Health Steering Group Terms of Reference as presented.</p>	
9.	Items for Decision	
	There were no items for discussion.	
10.	GPIT Update	
	<p>PK was in attendance to present an update on the GPIT Operating Model and highlighted the following points:</p> <p>The GPIT Operating Model sets out what the CCG do and do not fund for practices and includes digital and IT services.</p> <p>The aim is to reduce the amount of individual contacts practices experience while still maintaining a joined up approach.</p> <p>There are currently two procurements in place:</p> <ul style="list-style-type: none"> • Primary Care Enabling Services (PCES) – CPR CCG lead on behalf of 7 Essex CCGs and cover Registration Authority and NHS name administration • GPIT Futures – framework for local procurement of support for GP practice clinical systems <p>JG asked if there were procedures in place to control what access staff have on Sytm1 and PK confirmed that each PCN would be responsible for what each clinician could access.</p> <p>TG asked as Chair of the Procurement Committee what the timeframe was for this as it had not yet been through the procurement process. PK replied that this would be going through the procurement process early in the new year.</p> <p>JS informed the Committee that the development session in December would focus on the digital strategy.</p> <p>There are 35 projects on the current work plan and two of the larger projects were detailed in the report:</p> <ul style="list-style-type: none"> • HSCN will replace the current N3 broadband provided by BT. This will be very disruptive to practices as it will involve several visits. This multi-million pound project will reduce costs by 60%. • Windows 10 must be installed on all PCs by March 2020 otherwise a fine of £250 per machine will be enforced. <p>JW asked if the migration to windows 10 would have an impact on what a clinician</p>	

	<p>sees on their screens when seeing a patient and PK gave reassurance that training will be provided but they should not experience any problems.</p> <p>PS asked if this would provide links to the hospital as GPs experience problems accessing test results and PK replied by saying that this would not improve this but other things are being delivered, such as; A&E Discharge summaries are being sent directly to System1. PK is attending a meeting regarding Shared Care Records next week.</p> <p>There have been some frustrations that the hospital systems not working as well as systems in primary care and the outpatient redesign will look at issues such as this. PK pointed out that System1 is available at the hospital; they chose not to use it.</p> <p>TD said that as part of the integrated working between the hospital and primary care there are 16 matched pairs of consultants and GPs that are spending time in each other's departments to see what can be improved and how best to do it.</p> <p>Lots of correspondence is being received and there is a deep dive in place to where the letters are coming from and how they can be streamlined. A Task and Finish Group has been set up to look at this.</p> <p>Conversations are taking place regarding GPs being asked by the hospital to carry out blood tests and to follow up on results. Both the LMC and GPs agree that this is not part of a GPs role. One solution for this is to employ a medical assistant and this is being trialled in some areas.</p> <p>Action: SJ to send invite to all Committee members to the GP Recruitment Celebration Event on 4th December.</p> <p>The Joint Primary Care Co-Commissioning Committee NOTED the GPIT update as presented.</p>	
11	Any Other Business	
	There were no further items for discussion.	
12.	Next Meeting Date:	
	<p>Wednesday, 19th December, 2019 1pm-3pm Seacole Room, Tickfield Centre, Southend</p>	