

**NHS HMR CCG Primary Care Commissioning Committee
(PCCC)**

Date and time of Meeting:	Friday 25 May 2018 11:45 – 13:30
Venue:	Kashmir Youth Project, Unique Enterprise Centre, Belfield Road, Rochdale OL16 2UP

Present:	Paul Rowen	Lay Member for Integrated Risk Management, HMR CCG (Chair)
	Paul Hinnigan	Lay Member for Finance and Governance, HMR CCG (Vice Chair)
	Kate Hudson	Head of Primary Care, HMR CCG (<i>and on behalf of the Chair of the Primary Care Innovation and Transformation Sub-Committee and the Chair of the Primary Care Performance and Quality Sub-Committee</i>)
	Dr Sonal Sharma	Clinical Lead Rochdale, HMR CCG
	Dr Imran Ghafoor	Clinical Lead Heywood and Middleton, HMR CCG
	Dr Aggy York	Clinical Lead Primary Care, HMR CCG
	Damian Mercer	Head of Finance, HMR CCG
	Helen Chapman	Corporate Affairs and Governance Manager, HMR CCG
	Simon Wootton	Chief Officer, HMR CCG
	Dr Keith Pearson	Head of Medicines Optimisation, HMR CCG
Sam Evans	Chief Finance Officer, HMR CCG	
Kate Jones	Chief Executive, Healthwatch Rochdale	
Andrea Ferguson	Primary Care Team, Greater Manchester Health and Social Partnership (<i>on behalf of Kate Kinsey</i>)	
Anthony Threlfall	Public Health Specialist, RBC (<i>on behalf of Andrea Fallon</i>)	
Karen Kenton	Associate Director Integrated commissioning – on behalf of Sally Mclvor	
In Attendance:	Sarah Kershaw	Note taker, HMR CCG
	Alison Mitchell	Head of Communications and Operations HMR CCG
Apologies:	Cllr Sara Rowbotham	Portfolio Holder for Health & Wellbeing, Rochdale Borough Council
	Andrea Fallon	Director of Public Health, RBC
	Karen Hurley	Deputy Chief Officer / Executive Nurse, HMR CCG
	Kate Kinsey	Head of Primary Care Operations, Greater Manchester Health & Social Care Partnership
	Dr Bodrul Alam	Clinical Board Member, HMR CCG
Sally Mclvor	Joint Director of Integrated Commissioning, HMR CCG / RBC	

AGENDA ITEM	ITEM	ACTION
25/05/18	Public Open Forum	
	No questions were submitted or raised within the public forum. However members of the public attended the meeting from agenda	

	<p>item 3.6 onwards and questions were raised at:</p> <ul style="list-style-type: none"> • 3.6.7 • 3.9.2 • 4.1.1 <p>Members of the public were requested to submit questions via the CCG website www.hmr.nhs.uk to ensure the correct and full information could be provided.</p>	
--	--	--

1.0 GOVERNANCE

	<p>Introductions and Apologies</p>	
	<p>Members of the Committee were welcomed to the meeting and introductions were made.</p> <p>The above apologies were noted.</p>	

<p>25/05/18/1.1</p>	<p>Committee Business</p>	
	<p>1.1.1 Members thanked Kate Hudson, Head of Primary Care, for her work and commitment and wished her well in her new role at Morecambe Bay CCG.</p> <p>1.1.2 Members were asked for any items to be included under Any Other Business.</p> <p>1.1.3 There were no other items for discussion.</p> <p>1.1.4 The Committee noted there were no items to be included under Any other Business</p>	

<p>25/05/18/2.2</p>	<p>Declarations of Interest</p>	
	<p>1.3.1 Members were reminded of their obligation to declare any interest they may have which might conflict with the business of Heywood, Middleton and Rochdale Clinical Commissioning Group.</p> <p>1.3.2 Declarations declared by members are listed in the CCG's Register of Interests. The Register is available either via the Corporate Affairs and Governance Manager or the CCG website at the following link: Declarations of Interests</p> <p>1.3.3 The Chair requested any declarations of interests relating to today's agenda.</p> <p>1.3.4 The following declarations of interest were received in the following item from Dr York Dr Ghafoor and Dr Sharma due to their roles as GP and Simon Wootton due to his role as Liftco board member;</p> <ul style="list-style-type: none"> • 2.1 Kirkholt Full Business Case <p>1.3.5 It was agreed as this was not a decision item no action was</p>	

	<p>required.</p> <p>1.3.6 Dr York Dr Ghafoor and Dr Sharma declarations of interest were received in the following item due to their roles as GP:</p> <ul style="list-style-type: none"> • 2.2 Quality Standards 2017/18 <p>1.3.7 It was agreed as this was not a decision item no action was required.</p> <p>1.3.8 The Committee agreed to note the declarations of interest received.</p>	
--	--	--

25/05/181.3	Minutes of the meeting held on 23 February 2018	
	<p>1.3.1 The minutes of the meeting held on 23 February 2018 were agreed as a true and accurate record.</p> <p>1.3.2 The Committee agreed the minutes of the meeting</p>	

25/05/181.4	Matters Arising / Action Log	
	1.4.1 The action log was reviewed and updated.	

25/05/181.5	Chair's Actions	
	<p>1.5.1 It was noted that there had been no chair's actions since the last meeting.</p> <p>1.5.2 The Committee agreed to note that no chair's actions have taken place since the last meeting.</p>	

25/05/18/1.6	Annual Review of the Terms of Reference (ToRs)	
	1.6.1 The paper was shared with members for comment and approval	
	<p>1.6.2 Members discussed membership and agreed the following amendments:</p> <ul style="list-style-type: none"> • Membership – Chief Officer to be updated to CCG Accountable Chief Officer • Membership - Director of Operations to be clarified if additional membership was required. • Heywood and Middleton, and Rochdale Clinical leads/GP representation to be listed separately. • New vice Chair to be appointed in line with NHSE guidelines, and if this should be a Lay member • Quality and Safeguarding representation to be confirmed. <p>1.6.3 A question was raised if all 3 Lay members should attend future meetings. It was agreed further discussion would take</p>	<p>HC</p> <p>SE/KH</p>

	<p>place outside of the meeting.</p> <p>1.6.4 An update was provided regarding a recent Conflict of interest audit which advised that GPs should not have voting rights (as per NHSE guidance).</p> <p>1.6.5 Discussions took place regarding the issues this may cause when decision making, clinical involvement in discussions and if this also should be reflected in, CCG Primary Care subcommittee meetings.</p> <p>1.6.6 It was agreed proposed ToRs would be shared electronically with members for final sign off.</p> <p>1.6.7 A request was made for Quoracy requirements to be clear.</p> <p>1.6.8 The Committee agreed the suggested amendments to the ToRs and confirmation of GPs voting rights and the membership queries would be clarified electronically to members.</p>	SE/KH
--	--	-------

2.0 ITEMS FOR DECISION

25/05/182.1	Kirkholt Full Business Case	KHud/SM
	Declarations of Interest: Dr York Dr Ghafoor and Dr Sharma due to their roles as GP and Simon Wootton due to his role as Liftco Board Member	
	Action: It was agreed as this was not a decision item no action was required.	
	2.1.1 A verbal update was provided and it was noted that this was an update item and not for decision.	
	2.1.2 Members were advised a paper had been approved at the PCCC Part 2 meeting as information included in the paper was commercially sensitive.	
	2.1.3 The Strategic Estates Group will be working on a full planning application and the Fixtures Fitting and Equipment (FF&E) bid is to be confirmed.	
	2.1.4 The Committee noted the update provided	

25/05/18/2.2	Quality Standards 2017/18	
	Declarations of Interest: Dr York Dr Ghafoor and Dr Sharma due to their roles as GP	
	Action: It was agreed as this was not a decision item no action was required.	
	2.2.1 A verbal update was provided and it was noted that this was an update item and not for decision.	
	2.2.2 Members were advised that Option 2 had been agreed which would result in clawing back payments already made from 12 practices.	

	2.2.3 It was also confirmed by the Chief Finance Officer that the reclaimed funding could not be reinvested into Primary Care.	
	2.3.3 The Committee noted the update provided	

25/05/18/2.3	Primary Care Work Programme 2018/19	KHud/SM
	Declarations of Interest: None	
	2.3.1 The content of the report was summarised which provided an outline of the plan of programmes for 2018/2019.	
	2.3.2 Members were asked for any comments or questions.	
	2.3.3 A suggestion was made to include the Primary Care Team working with the Local Care Organisation (LCO) on delivery, moving forward.	
	2.3.4 A request was also made to include a clear appeals process; this is included in the Business as Usual (BAU) section under contract management.	
	2.3.5 The Committee approved the Primary Care Work Programme 2018/19 with the inclusion of work with the LCO.	

3.0 ITEMS FOR DISCUSSION

25/05/18/3.1	Finance Update	
	Declarations of Interest: None	
	3.1.1 The content of the report was outlined.	
	3.1.2 Members were advised the national risk reserve has been given back to CCGs.	
	3.1.3 The Forecast for prescribing was previously reported at £1m over budget however due to the hard work completed by both the CCG and practices this was reduced to £203k by the end of the financial year.	
	3.1.3 The Committee agreed to note the content of the report.	

25/05/18/3.2	GM Health and Social Care Partnership Update	AF
	Declarations of Interest: None	
	3.2.1 A verbal update was provided.	
	3.2.2 It was confirmed GP Excellence funding is available along with the Practice Manager Development fund. Details will be shared with the Primary Care Team as timescales are short (August 2018)	
	3.2.3 An outline of current projects was provided which included;	

	<ul style="list-style-type: none"> • Dental project - old peoples care link and children's health improvements piloted in Rochdale • Eye care – aiming to standardise care • Eye Health for patients with Learning Disabilities project 	
3.2.4	A request was made for a verbal update template to be completed and shared with members prior to future meetings.	HC/AF
3.2.5	Members were informed the Primary Care Team is currently working on completion of the GM reform monitoring template with the deadline being 14 th June 2018.	AF
3.2.6	A request was made to align the reform reporting process with the transformation/locality plan reporting process. Feedback to be provided to GM.	
3.2.3	The Committee agreed to note the verbal update provided.	

25/05/18/3.3	Primary Care Finance Contracts and Estates Subcommittee Update		
	Declarations of Interest: None		
	3.3.1	The content of the report was outlined and members were asked for any comments or questions.	
	3.3.2	Discussions took place regarding C - reactive protein (CRP) machines and the reduction in antibiotic prescribing, reduction in patients representing at the surgery and A&E. This was described as real innovation for HMR and a request was made for a summary paper demonstrating the impact and benefits realised, to be presented to the Governing Body Meeting.	KP
	3.3.3	It was brought to the attention of the members that although equipment had been provided it was not in use at the Out of Hours service. A suggestion was made for the Medicines Optimisation Team to work with BARDOC colleagues to encourage the use of the CRP machines.	KP
	3.3.4	A query was raised regarding the use of CRP machines within the Urgent Care Centre (UCC). It was confirmed that this was out of scope for the Primary Care Pilot but could be considered as part of UCC evaluation work.	
3.3.5	The Committee agreed to note the content of the report.		

12:05 Chief Officer left the meeting.

25/05/18/3.4	Primary Care Innovation and Transformation Subcommittee Update		
	Declarations of Interest: None		
	3.4.1	The content of the report was outlined.	
	3.4.2	Primary Care Academy, Core+ 2 and Focused Care Workers	

	<p>were highlighted as some of the key successes of the subcommittee to date</p> <p>3.4.3 A suggestion was made to include the Focused Care Worker “good news” stories and the reporting on BME data on the HMR CCG website to promote the good work taking place within HMR.</p> <p>3.4.4 An update was provided regarding Domiciliary Phlebotomy and a new service specification will be presented to the members at the next meeting.</p> <p>3.4.5 The Committee agreed to note the content of the report.</p>	
--	--	--

25/05/18/3.5	Primary Care Performance and Quality Subcommittee Update	
	Declarations of Interest: None	
	<p>3.5.1 The content of the report was outlined.</p> <p>3.5.2 An outline of the practice quality visits was provided. Members were advised this is a supportive measure which is linking into GM GP excellence programme.</p> <p>3.5.3 Discussions took place regarding the minor ailments scheme and purchasing medicines over the counter. Concerns were raised that this may increase GP appointments.</p> <p>3.5.4 The Committee agreed to note the content of the report.</p>	

25/05/18/3.6	Core+ End of Year Report	
	Declarations of Interest: None	
	<p>3.6.1 The content of the report was outlined.</p> <p>3.6.2 The Committee acknowledged the hard work that had gone into the development of the report by Kayleigh Harrison Primary Care Manager.</p> <p>3.6.3 The scheme involved an investment of £2.5m with the aim to improve access for patients that resulted in reduced numbers of DNA (Did Not Attends), increased number of appointments available and increased practice opening hours. Reports from Healthwatch Rochdale demonstrated patient satisfaction locally.</p> <p>3.6.4 Members were asked for comment.</p> <p>3.6.5 Typing errors where highlighted:</p> <ul style="list-style-type: none"> • pg. 2 from “30 Practice Nurse or Health Care Assistants per 1000 patients” to “30 Practice Nurse or Health Care Assistant appointments per 1000 patients” • Pg.15 from “15095 appointments offered per week per 1000 patients” to “15095 appointments offered per week”. <p>3.6.6 Discussions took place regarding the number of appointments offered and those used. It was confirmed that data is not</p>	

	available at present but will be available next year.	
3.6.7	A member of the public posed a question to the committee regarding the number of appointments required and is this changed seasonally? It was confirmed Core+ are targets in addition to the core contract requirements this is managed via signposting and triaging for appropriateness.	
3.6.8	The Committee agreed to note the content of the report.	

25/05/18/3.7	Rochdale Transformation Update	
	Declarations of Interest: None	
	3.7.1	The content of the report was outlined.
	3.7.2	It was highlighted that HMR overall rag rating is amber and it was confirmed that plans are in place to mitigate any areas rated red.
3.7.2	The Committee agreed to note the content of the report.	

25/05/18/3.8	Estates and Technology Transformation Funding (ETTF) Update	
	Declarations of Interest: None	
	3.9.1	A verbal update was provided which included funding awarded to develop the EASY hub site and the Milnrow Village Practice/Stonefield Street Surgery co-location proposal.
	3.9.2	A question was posed by a member of the public requesting the number of bilingual staff employed within the HUBs. It was confirmed the CCG did not employ these members of staff however this would be fed back to the transformation board.
	3.9.3	It was suggested any questions to be submitted via the HMR CCG website www.hmr.nhs.uk to ensure the correct information could be provided.
3.9.4	The Committee agreed to note the verbal update provided.	

25/05/18/3.9	Primary Care Commissioning Summary 2017/18	
	Declarations of Interest: None	
	3.9.1	The content of the report was outlined which provided a review of completed work and programmes.
	3.9.2	The Committee acknowledged the successes and work completed by the Primary Care Team 2017/18.
3.9.3	The Committee agreed to note the content of the report.	

25/05/18/3.10	Assurance Framework	
	Declarations of Interest: None	
	3.10.1	The content of the report was outlined.

	<p>3.10.2 Members were advised the paper had been presented to Governing Body who retains the overall oversight role. Following a recent audit it has been recommended Assurance be included on the Primary Care Commissioning agenda for input and oversight.</p> <p>3.10.3 The Committee agreed to note the content of the report.</p>	
--	---	--

4.0 ANY OTHER BUSINESS

25/05/18/4.1	Public and Patient Engagement Committee	
	Declarations of Interest: No	
	<p>4.1.1 A member of the public questioned the membership of the Public and Patient Engagement Committee. In order to provide the correct information it was requested this question be directed through the HMR CCG website www.hmr.nhs.uk</p>	

5.0 REPORTS – PROVIDED FOR INFORMATION ONLY

13/12/17/5.1	Primary Care Audit	
	<p>5.1.1 A copy of the Primary Care Audit Report was provided for the committee’s information to ensure HMR CCG is undertaking its delegated responsibilities.</p>	
	<p>5.1.2 The Committee noted the content of the reports.</p>	

DATE AND TIME OF NEXT MEETING

Friday 10 August 2018
11:30 – 13:30
Training and Conference Suite, Number One Riverside, Smith Street Rochdale OL16 1XU