

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

Date and time of Meeting:	Friday 14 February 2020 12:00 – 13:30
Venue:	Training and Conference, Number One Riverside

Present:	Denise Dawson Sarah Crossley Sam Evans Dr Aggy York Dr Imran Ghafoor Karen Hurley Shabnam Sardar Anthony Threlfall Kate Jones Ann Gough Alison Mitchell	Lay Member for Patient and Public Engagement (Chair) Head of Primary Care, HMR CCG Chief Finance Officer, Health and Social Care Integration Governing Body Clinical Lead for Primary Care Governing Body GP Representative from Heywood and Middleton Locality Director of Operations / Executive Nurse, HMR CCG Quality and Safeguarding Manager HMR CCG (<i>on behalf of Alison Kelly</i>) Public Health Specialist, RBC (<i>on behalf of Andrea Fallon</i>) Chief Executive, Healthwatch Rochdale Greater Manchester Health & Social Care Partnership Head of Communications and Engagement/Head of Corporate (<i>on behalf of Helen Chapman Corporate Affairs and Governance Manager</i>)
In Attendance:	Sarah Kershaw Pam Dickinson	Note taker, HMR CCG Communications Manager, HMR CCG
Apologies:	Andrea Fallon Helen Chapman Cllr Sara Rowbotham Sally McIvor Dr Bodrul Alam Alison Kelly Peter Riley Keith Pearson Damian Mercer Dr Sonal Sharma Steve Rumbelow Karen Kenton	Director of Public Health, RBC Corporate Affairs and Governance Manager, HMR CCG Portfolio Holder for Health & Wellbeing, Rochdale Borough Council Joint Director of Integrated Commissioning, HMR CCG / RBC Clinical Board Member, HMR CCG Head of Quality & Safeguarding and Deputy Executive Nurse, HMR CCG Lay Member for Integrated Risk Management, HMR CCG Head of Medicines Optimisation, HMR CCG Head of Finance, HMR CCG Governing Body GP Representative from Rochdale Locality Accountable Officer, HMR CCG Assistant Director of Commissioning Integrated Services HMR CCG / RBC

Minutes ratified on:	Friday 12 June 2020
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AGENDA ITEM	ITEM	ACTION
14/02/20	Public Open Forum	
	There were no members of the public in attendance at the meeting, and it was confirmed that no questions had been received.	
1.0 GOVERNANCE		
	Introductions and Apologies	
	Introductions were made, and the above apologies were noted.	
14/02/20/1.1	Committee Business	
	1.1.1 Members were asked for any items to be included under Any Other Business, two items were noted.	
	1.1.2 Members were advised that meeting dates for 2020/21 had been shared and no issues reported.	
	1.1.3 A copy of the Primary Care Assurance and Transformation (PCAT) Subcommittee ratified minutes will be included as a standard agenda item for information at future meetings.	
	1.1.4 The Committee approved the meeting dates for 2020/21 and noted that the 2 items for Any Other Business and that a copy of the Primary Care Assurance and Transformation (PCAT) Subcommittee ratified minutes will be included as a standard agenda item for information at future meetings.	
14/02/20/1.2	Declarations of Interest	
	1.2.1 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.	
	1.2.2 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 Interest Register	
	1.2.3 The Chair requested any declarations of interests relating to today's agenda.	
	1.2.4 The GPS present declared interest in agenda item 2.4 - York House Surgery, due to their roles as GPs within HMR.	
	1.2.5 Members agreed that the clinical input would be useful for the discussions but that the GPs not take part in the decision making and would be seated in the public arena.	

	1.2.6 The Committee agreed to note the declarations of interest received.	
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14/02/20/1.3	Minutes of the meeting held on 8 November 2019	
	1.3.1 The minutes of the meeting held on 8 November 2019 were agreed as a true and accurate record.	
	1.3.2 The Committee agreed the minutes of the meeting	

14/02/20/1.4	Matters Arising / Action Log	
	1.4.1 The action log was reviewed and updated.	

14/02/20/1.5	Chair's Actions	
	1.5.1 Members were advised that no Chairs actions had taken place since the last meeting	
	1.5.2 The Committee noted that no Chairs actions had taken place since the last meeting.	

2.0 ITEMS FOR DECISION

14/02/20/2.1	Draft Joint Equality and Inclusion Strategy	KH
	Declarations of Interest: None	
	2.1.1 A summary of the report was provided, and key items highlighted.	
	2.1.2 Next steps involve the report to be shared with various committees, for stakeholder and colleague's comments. The final version will be presented at both Governing Body and Cabinet in March 2020.	
	2.1.3 It was noted that the Equality Diversity Inclusion (EDI) Strategic Lead and National Workforce Race Equality Standard (WRES) Expert; was commended for her hard work progressing and producing the first joint strategy for HMR CCG and the Local Authority.	
	2.1.4 Members were asked for comments and questions, none were received.	
	2.1.5 A request was made for an Equality and Inclusion update to be included on the PCCC agenda every 6-months focussing on Primary Care.	
2.1.6 The Committee approved the Draft Joint Equality and Inclusion Strategy and for an update to return to the meeting every 6 months.		

14/02/20/2.2	Information Management and Technology (IM&T) Terms of Reference for Ratification	
	Declarations of Interest: None	
	<p>2.2.1 An outline of the report was provided.</p> <p>2.2.2 Members were asked for comments and questions, none were received, and the Terms of Reference ratified.</p> <p>2.2.3 The Committee ratified the Terms of Reference and the proposed governance reporting for IM&T.</p>	

14/02/20/2.3	Primary Care Assurance and Transformation (PCAT) Subcommittee Terms of Reference	SC
	Declarations of Interest: None	
	2.3.1 A verbal update was provided.	
	2.3.2 The subcommittee Terms of Reference have been drafted based on the previous two subcommittees and reviewed by PCAT members. Following a review of governance, further amendments are required. These will be presented to PCAT members again for approval.	
	2.3.3 Chairs Actions were requested to ratify the Terms of Reference once approved by PCAT Members. The Committee agreed the use of chairs actions for approval.	
2.3.4 Primary Care Assurance and Transformation (PCAT) Subcommittee ratified minutes will also be included as a standing item at future meetings for information only as advised within recent guidance.		
2.3.5 The Committee agreed that the Primary Care Assurance and Transformation (PCAT) Subcommittee Terms of Reference would be ratified via chairs actions and noted that ratified minutes from the meeting would become a standing agenda item for information.		

14/02/20/2.4	York House Surgery	
	Declarations of Interest: Drs York, Ghafoor and Sharma due to their roles as GPs in the borough.	
	Action: Members agreed that the clinical input would be useful for the discussions but that the GPs would be required to join the public arena for decisions to be agreed.	
	<p>3.6.1 The content of the report was summarised, and background information provided.</p> <p>3.6.2 The committee had previously approved a temporary reduction in services at Heywood Health's York House Surgery site due to capacity issues with clinical staff. It was felt that continuing to manage both sites would be unsafe for patients.</p> <p>3.6.3 Following a review of the practice's current situation, the CCG has now received an application from Heywood Health to permanently close the York House Surgery Site and consolidate</p>	

	all services into the Argyle Street Medical Centre site.	
3.6.4	The report provided 3 options and members were asked to fully consider the application, the impact on patients, the public consultations, impact assessments, travel implications, local health needs and the staffing usage at the sites included in the report.	
3.6.5	Members were asked for comments and questions.	
3.6.6	It was strongly emphasised that patient safety would be at the forefront of any decisions made regarding the application.	
3.6.7	Discussions took place regarding the recruitment challenges across Middleton and Heywood, and that declining numbers of GP is recognised as a national issue.	
3.6.8	Heywood Health have actively tried to recruit to clinical posts since 2017 and have worked closely with the Primary Care Academy to increase their workforce.	
3.6.9	An outline was provided of the practice stakeholder consultation and feedback was provided by Healthwatch Rochdale. The main issues had related to the collection of prescriptions and GP choice.	
3.6.10	It was suggested these concerns would be allayed by offering to register for the Electronic Prescription Service and that patient choice would not be affected due to, the number of practices within a short distance of the site and that the clinicians would still be available at the Argyle Street Medical Centre site.	
3.6.11	It was noted that most patients were understanding and had accepted that there would be a greater risk to patient safety if the site was to remain open.	
3.6.12	A question was raised regarding access for patients with mobility issues and it was confirmed that there are currently 5 other practices within walking distance to the site. Those practices have been working closely with the CCG to ensure the information patients may require is available to them and that those practices are fully supported.	
3.6.13	All GPs present left the discussion and joined the public arena for the committee to agree a decision.	
3.6.14	Members reiterated that patient safety is the most important aspect of the decision and there are major risks to clinical safety associated if this site was to remain open.	
3.6.15	Healthwatch Rochdale requested that any communication to patients regarding a decision would need to be a priority.	
3.6.16	A question was raised regarding proposed timescales if the application was approved? The patients would require time to decide whether to remain with the practice and attend the Argyle Street Medical Centre site or register elsewhere.	
3.6.17	Members agreed option 2 within the report was the preferred option with a clear communications strategy and the logistics in	

	<p>place to fully support the patients currently attending that site.</p> <p>3.6.18 A phased closure was suggested, with Nurse and administrative cover which would allow for sign posting, help registering patients for Electronic Prescribing Services, or registering with another practice Healthwatch Rochdale offered to visit the practice to help support patients with the process.</p> <p>3.6.19 A further suggestion was made for one of the partners to work from York House Site and the locum GP to be moved to Argyle Street and to increase telephone consultations to assist during this period.</p> <p>3.6.20 The Committee approved option 2 of the report to close the York House Surgery site, over a phased period with a clear communication strategy and the appropriate logistics in place to support the patients currently attending that site.</p>	
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14/02/20/2.5	Self-Assessment Checklist	
	Declarations of Interest: None	
	2.5.1 The content of the report was summarised, key achievements for this year and focus for next year highlighted.	
	2.5.2 Members were asked for comment. None were received. Members approved the Self-Assessment Checklist.	
	2.5.3 The Committee approved the Self-Assessment Checklist.	

3.0 ITEMS FOR DISCUSSION

14/02/20/3.1	Finance Update	
	Declarations of Interest: None	
	3.1.1 The content of the report was outlined.	
	3.1.2 Prescribing costs were highlighted and remain an area of concern. This pressure is largely due to an increase in the Category M drugs prices negotiated nationally by Department of Health.	
	<i>13:00hrs Shabnam Sardar left the meeting.</i>	
	3.1.3 The Medicines Optimisation Team were commended for their continued work to drive down prescribing costs.	
	3.1.4 The Committee agreed to note the content of the report.	

14/02/20/3.2	GM Health and Social Care Partnership (GMHSCP) Update	
	Declarations of Interest: None	
	3.2.1 A verbal update was provided.	

	<p>3.2.2 GM are currently working through the contract detail for 2020/21 and understanding the financial implications. There is a considerable amount of change. When the information is fully in place this will be fed back to the Primary Care Team.</p> <p>3.2.3 The Committee agreed to note the verbal update provided.</p>	AG
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14/02/20/3.3	Primary Care Assurance and Transformation Sub-Committee Update <i>(from 15 January 2020 meeting)</i>	
	Declarations of Interest: None	
	<p>3.3.1 The first meeting of the Primary Care Assurance and Transformation Subcommittee took place on the 15 January 2020 and ratified minutes will be provided at the next PCCC for information.</p> <p>3.3.2 The Sub-Committees Terms of Reference are still being developed and will be forwarded to PCCC members for ratification by Chairs Actions once approved by PCAT.</p> <p>3.3.3 Key elements from the meeting included;</p> <ul style="list-style-type: none"> • Approval of practice quality action plans. • Kirkholt new build update – this is on track to open to the public in May 2020. • Approval of funding for the Clinical pharmacists. • Improvement grants have been submitted by several practices and the Primary Care Team await the outcome from NHS England. • Confirmation of the development fund from GM <p>3.3.4 The Committee agreed to note verbal update provided.</p>	

14/02/20/3.4	Rochdale Transformation Update	
	Declarations of Interest: None	
	<p>3.4.1 Item deferred</p>	

14/02/20/3.5	Primary Care Networks (PCNs) Update	
	Declarations of Interest: None	
	<p>3.5.1 A verbal update was provided.</p> <p>3.5.2 All existing hubs are now offering extended hours and most networks are now moving towards a hub model to provide the extended hours service for their practices. The PCNs have submitted a plan for the hub development which has been approved.</p> <p>3.5.3 The Committee agreed to note the verbal update provided.</p>	

14/02/20/3.6	Primary Care Academy Update	
	Declarations of Interest: None	

	3.6.1	The content of the report was summarised.	
	3.6.2	The Primary Care Team are assured at Q4 that the Primary Care Academy will achieve target.	
	3.6.3	The academy is working closely with the Primary Care Network's to identify recruitment needs and how the additional roles can support practices.	
	3.6.4	Discussions took place regarding funding and it was confirmed that a sustainability plan is currently being developed including areas of growth and working with provider organisations.	
	3.6.5	The Committee agreed to note the content of the report.	

14/02/20/3.7	Core+ Quarter 3 Update		SC
	Declarations of Interest: None		
	3.7.1	The content of the report was summarised, and key elements highlighted.	
	3.7.2	Rochdale Health Alliance are planning a full re-launch of training within practices to improve signposting, chlamydia screening and they are continuing to work towards achieving Flu targets.	
	3.7.3	Practices are on track to hit target on over 85% of the indicators within Core+.	
	<i>13:18hr Dr Imran Ghafoor left the meeting</i>		
3.7.4	Concerns were raised regarding the inequity of online access across HMR. Patients were reporting to be able to register online but not access the Primary Care services. It was agreed that the Primary Care Team would investigate and report back to the committee.		
3.7.5	The Committee agreed to note the content of the report.		

4.0 ANY OTHER BUSINESS

14/02/20/4.1	Corona Virus		
	Declarations of Interest: None		
	4.1.1	Assurance was provided to the committee via verbal update and a handout which outlined the ongoing work undertaken by HMR in relation to the Novel Corona Virus.	
4.1.2	The Committee noted the verbal update and handout provided.		

14/02/20/4.2	Draft LCO Specification		
	Declarations of Interest: None		
	4.2.1	It has been agreed that due to the timing of the PCCC	

	meetings, the draft LCO Specification should proceed via Governing Body and the Integrated Commissioning Board	
4.2.2	The Committee agreed to note the verbal update provided.	

5.0 REPORTS FOR INFORMATION

14/02/20/5.1	Information Management & Technology (IM&T) Update	
	Declarations of Interest: None	
	5.1.1 The report was provided for information. No further discussions took place.	
5.1.2	The Committee agreed to note the content of the report.	

14/02/20/5.2	Primary Care Subcommittees Update	
	<ul style="list-style-type: none"> • Primary Care Assurance Subcommittee • Primary Care Innovations and Transformation Subcommittee 	
	Declarations of Interest: None	
5.2.1	The report was provided for information. No further discussions took place.	
5.2.2	The Committee agreed to note the content of the report.	

DATE AND TIME OF NEXT MEETING

Friday 12 June 2020 12:00 – 13:30 Training and Conference Suite, Number One Riverside, Smith Street Rochdale OL16 1XU
