****

**Unadopted Minutes of the meeting of NHS Sheffield**

A

**Primary Care Commissioning Committee Held in Public**

**on Thursday 10 March 2022 at 1.30 pm by Videoconference**

|  |  |
| --- | --- |
|  |  |
| **Present**  **Voting members:** | Ms Chris Nield (CN), Lay Member (Chair)  Ms Sandie Buchan (SBuc), Director of Commissioning Development  Professor Mark Gamsu (MG), Lay Member (Deputy Chair)  Mr Brian Hughes (BH), Deputy Accountable Officer  Ms Jackie Mills (JM), Director of Finance  Ms Judi Thorley (JT), Lay Member  Mr Alun Windle (Chief Nurse) |
| **Non-voting members:** | Dr Nikki Bates (NB), CCG Governing Body GP Elected City-wide Representative  Ms Victoria Lindon (VL), Assistant Head of Primary Care Co-Commissioning, NHS England and NHS Improvement  Dr Zak McMurray (ZM), Medical Director  Ms Abby Tebbs (AT), Deputy Director of Primary Care Contracting Estates and Digital |
| **In Attendance:** | Mr Thomas Cragg (TC) – Deputy Director of IT Development and Improvement (agenda Item 9 – paper F - 25/22 only)  Ms Roni Foster-Ash (RFA), PA to Medical Director (minutes)  Dr Gareth McCrea (GM) - Sheffield Local Medical Committee (LMC) Representative  Ms Louise Robinson (LR), Primary Care Contracts and Estates Manager (From start of meeting to end of agenda item 6 - paper C – 22/22 only) |
| **Members of the Public:**  Members of the public joined the meeting via the livestream on YouTube | |
| \*Please see Appendix A for a glossary of abbreviations and acronyms used throughout the minutes | |

|  |  |  |
| --- | --- | --- |
| **17/22** | **Welcome, Introductions, Apologies for Absence and Confirmation of Quoracy** | **ACTION** |
|  | The Chair welcomed members and those in attendance to the Primary Care Commissioning Committee.  She welcomed members of the public and explained that due to requirements for social distancing Primary Care Commissioning Committee meetings held in public were being livestreamed.  She asked members of the Committee to raise their hands virtually or through the chat function if they wished to speak and, for the benefit of members of the public and others in attendance, to identify themselves with their name and role the first time they spoke.  **Apologies from voting members** had been received from Ms Lesley Smith (LSm), Accountable Officer.  **Apologies from non-voting members** had been received from Dr Amir Afzal (AA) – CCG Governing Body GP Locality Nominated Representative, Central  **Apologies from those normally in attendance** had been received from Dr Trish Edney (PE), Healthwatch Sheffield Representative, Ms Lucy Ettridge (LE), Deputy Director of Communications, Engagement and Equality, and Mr Greg Fell (GF), Director of Public Health, Sheffield City Council (SCC).  The Chair declared that the meeting was quorate. |  |
| **18/22** | **Declarations of Interest** |  |
|  | The Chair reminded members of their obligation to declare any interest they may have on matters arising at Primary Care Commissioning Committee meetings which might conflict with the business of NHS Sheffield Clinical Commissioning Group (CCG). The Chair also reminded members that, not only would any conflicts of interests need to be noted but there would also need to be a note of action taken to manage this. The Chair reminded members that they had been asked to declare any conflicts of interest in agenda items for discussion at today’s meeting in advance of the meeting.  Declarations made by members 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 meeting or the CCG website at the following link:  <http://www.sheffieldccg.nhs.uk/about-us/declarations-of-interest.htm>  There were no declarations of interests made relating to agenda items at today’s meeting. |  |
| **19/22** | **Questions from Members of the Public** |  |
|  | No questions from members of the public were received for this meeting.  The Chair reminded members of the public that they were welcome to  submit questions to the Primary Care Commissioning Committee and that the form to do this was available on the Primary Care Commissioning Committee papers page of the CCG website. |  |
| **20/22** | **Approval of Unadopted Minutes of the Previous Meeting held on**  **20 January 2022** |  |
|  | The unadopted minutes of the meeting held in public on 20 January 2022 (paper A) were agreed as a correct record and would be signed by the Chair at a later stage. |  |
| **21/22** | **Matters Arising / Actions** |  |
|  | 1. **Approval of H1 Opening Budgets for Primary Care 2021/22 and Financial Position at Month 3 2021/22 (minutes 67/21a, 54/21b and 44/21 refer)**   Trend analysis on increase in spend for locums to be shared with the committee once completed.  The Director of Finance advised that due to capacity and prioritisation of other matters, no further progress had been made on this analysis and therefore **it was agreed to keep this action open.** | **JM** |
|  |  |  |
|  | 1. **Escalation of Risks to Audit and Integrated Governance Committee (AIGC) (minute 14/22 refers)**   The Deputy Director of Primary Care Contracting Estates and Digital confirmed that trends data for mergers was included in the Primary Care Report to be presented to the Committee in private on 10 March 2022.  **The Committee agreed that this action could now be closed.** |  |
|  |  |  |
| **22/22** | **Application to Close the Darnall Health Centre Richmond Road Site (Paper C – for approval)**  The Primary Care Contracts and Estates Manager presented this paper highlighting the following key areas:  Patient consultation was undertaken between January and March 2022. The Strategic Public Involvement, Experience and Equality Committee (SPIEEC) had confirmed that a real effort had been made to involve patients. Although the response rate was low the number of patients currently using this site is very small and had continued to decline.  Professor Gamsu confirmed that SPIEEC had been satisfied that all appropriate steps had been taken to engage patients.  The Primary Care Contracts and Estates Manager explained that Richmond Road was the second location of Darnall Health Centre for a number of years.  Richmond Medical Centre (a large practice) was located around 200 yards from the site and two other practices were located within a mile of Richmond Road surgery.  The Committee considered the application and engagement report and supported the request to close Richmond Road Surgery.  The Deputy Director of Primary Care Contracting Estates and Digital told the Committee that the Primary Care Contracts and Estates Manager, who had been a key part of the primary care team for several years, would be leaving the CCG in April to take up at new post in Leicester.  The Committee expressed their thanks for all the great work undertaken by the Primary Care Contracts and Estates Manager.  **The Primary Care Commissioning Committee approved the application to close the Richmond Road site of Darnall Health Centre and the implementation of actions taken to inform and support patients.** |  |
|  |  |  |
| **23/22** | **Special Allocation Scheme – Appeals Panel Terms of Reference (Paper D – for approval)**  The Deputy Director of Delivery – Primary Care Contracting Estates and Digital presented this paper (paper D) seeking approval for terms of reference for a panel needed to be established to review appeals from people who had been placed on the Special Allocation Scheme (SAS).  The terms of reference followed the NHS England model with a small number of amendments based on learning from other areas  The first meeting of the panel would be held on 15 March 2022 to consider two of the applications with a further panel meeting to consider the remaining application.  She explained that the CCG had been responsible for administering this scheme since 2016 and as no previous applications had been received, the CCG had taken steps to confirm that patients had been informed of their right to appeal and that the NHS England local team had received no appeals and were assured that the process was working correctly. Checks had also been made with neighbouring CCGs and only one appeal had been received over the same period.  **The Primary Care Commissioning Committee approved the Special Allocation Scheme (SAS) Appeals Panel Terms of Reference as set out in paper D, Appendix A.** |  |
|  |  |  |
| **24/22** | **Financial Report at Month 10 2021/22 (Paper E – for consideration)**  The Director of Finance presented this report, updating the Committee on the financial position in relation to primary care budgets for the period April 2021 to December 2021 and highlighting the following key areas:  At the end of January 2022 there was an underspend on primary care budgets of just over £400k which was mainly in relation to the CCG additionally commissioned services budget. She reported that this underspend was expected to reduce forecasting a £280k underspend by the end of the financial year (£189k overspend on delegated budgets, after utilisation of the contingency reserve and £469k underspend on CCG additionally commissioned services).  A revised plan had been brought to the Committee in November 2021 when it had been advised that the CCG were forecasting significant recurrent overspend on the delegated budgets.  A range of mitigations had been suggested and now applied to manage this position. However, the Director of Finance felt it important to note that many of these were non-recurrent and there was still needed to find future recurrent savings.  Work was being undertaken on the financial plan for 2022 / 2023 and, whilst confirmation of delegated primary care allocation had been received, the CCG were still working with NHS England colleagues to better understand the likely financial implications of the GP contract for the coming year. She further advised that correspondence had been received around some of the elements of the GP contract however, information from the national and regional teams regarding the financial implications is still waited.  **It was envisaged that a full financial plan for 2022 / 2023 would be brought to the Committee meeting scheduled for 19 May 2022.**  **The Primary Care Commissioning Committee considered the**  **reported financial position as at Month 10.** | **JM** |
|  |  |  |
| **25/22** | **Digital Programme Update (Paper F – for consideration)**  The Deputy Director of IT Development and Improvement presented this paper, highlighting the following key points:  GP Wi-Fi currently being rolled out across Sheffield. After feedback the communications plan had been reviewed and changes implemented.  After continued improvements in staffing and process changes, KPI 1 target has now been reached for the last two successive months resulting in an average call answering time of 14 seconds in January 2022.  Funding had been received to progress the Yorkshire and Humber Care Records (YHCR) – Shared Care Records project.  The LMC Representative asked what ‘access points to the GP Wi-Fi were and The Deputy Director of IT Development and Improvement advised that these were wireless access points (unit that sits on the wall) that provide the Wi-Fi. The number of Wi-Fi access points required is dependant of the size and construction of the building, larger buildings or those with thicker walls etc may require additional units.  It was confirmed that any practices encountering poor Wi-Fi coverage should contact the Deputy Director of IT Development and Improvement who would address the individual practices concerns.  Professor Gamsu said that patient experience of digital access to general practice services was inconsistent with variation in online information, websites and online booking between practices. He felt there was a broader issue here relating to the pressure on GPs and that the committee should have an understanding of the current digital offer from general practices in the city. He asked if this could be reviewed with a view to bringing a report back to PCCC.  **The Deputy Director of IT Development and Improvement** **advised that he would look further into this and update the Committee at a later stage.**  **Professor Gamsu felt it would be helpful to have an idea of how the quality of digital access comparatives across the city.**  The Deputy Director of Primary Care Contracting Estates and Digital said that the CCG were very aware of how digital access could compound other inequalities within the city, the Wave 4B hubs would include pods to enable patients to access online services.  Primary Care workplans for 2022 /2023 included a review of practice websites and support and guidance to practices on improving these.  The Chair commented that there had been a cultural change in the use of IT across practices during the pandemic and was good to hear how performance was being increased in the key areas outlined by the Deputy Director of IT Development and Improvement.    The Committee thanked the Deputy Director of IT Development and Improvement and team for all the hard work undertaken on this, recognising the progress with regard to targets now being met.  **The Primary Care Commissioning Committee considered the contents of the paper.** | **TC**  **TC** |
|  |  |  |
| **26/22** | **Any Other Business**  No other business was discussed. |  |
|  |  |  |
| **27/22** | **Escalation of Risks to Audit and Integrated Governance Committee (AIGC)**  No new risks were identified for escalation to AIGC. |  |
|  |  |  |
| **28/22** | **Key Messages to Governing Body**   * The Committee noted the progress made on GP IT. * The Committee approved an application to close the Richmond Road site of Darnall Health Centre and further actions to be taken to inform and support patients during the change |  |
|  |  |  |
| **29/22** | **Date and Time of Next Meeting**  The next meeting in public will take place on Thursday 19 May 2022 at  1.30 pm via Zoom and livestreamed on YouTube.  There being no further business, the Chair closed the meeting. |  |

**Appendix A: Glossary of Abbreviations and Acronyms**

ACP Accountable Care Partnership

AIGC Audit and Integrated Governance Committee

ARRS Additional Roles Reimbursement Scheme

DES Directed Enhanced Service

DV District Valuer

eDec Electronic Practice Self-Declaration

GMS General Medical Services

GPIT General Practice Information Technology

ICE Pathology Requesting and Reporting software system

ICB Integrated Care Board

ICS Integrated Care System

LCS Locally Commissioned Services

LIFT Local Improvement Finance Trust

LMC Local Medical Committee

NHSE/I NHS England and NHS Improvement

OPEL Operational Pressures Escalation Levels

PCCC Primary Care Commissioning Committee

PCN Primary Care Network

PCS Primary Care Sheffield

PPG Patient Participation Group

QAC Quality Assurance Committee

SCCG Sheffield Clinical Commissioning Group

SOP Standard Operating Procedure

SPIEEC Strategic Public Involvement, Experience and Equality Committee

SPSYB South Yorkshire and Bassetlaw

STH Sheffield Teaching Hospitals

TPP GP software provider (SystmOne)

YHCR Yorkshire and Humber Care Records