

**Primary Care Commissioning Committee (PCCC)
Key Messages / Decisions from the meeting
held 23 August 2018**

Item 20g

Governing Body meeting

1 November 2018

Author(s)	Louise Robinson, Primary Care Contracts manager, Sarah Burt, Deputy Director of care outside of hospital
Sponsor Director	Nicki Doherty, Director of Delivery of Care Outside of Hospital
Purpose of Paper	
The paper summarises the key points arising from the Primary Care Commissioning Committee meeting held in Public 23 rd August and is accompanied by the unadopted minutes of the meeting.	
Key Issues	
Key issues are set out in the paper.	
Is your report for Approval / Consideration / Noting	
Noting	
Recommendations / Action Required by Governing Body	
The Governing Body is asked to note the key messages and decisions in the Executive Summary.	
Governing Body Assurance Framework	
<i>Which of the CCG's objectives does this paper support?</i>	
5. Organisational development to ensure CCG meets organisational health and capability requirements	
Principal Risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage.	
Are there any Resource Implications (including Financial, Staffing etc)?	
None	

Have you carried out an Equality Impact Assessment and is it attached?
<i>Please attach if completed. Please explain if not, why not</i> Not applicable
Have you involved patients, carers and the public in the preparation of the report?
Not applicable

Primary Care Commissioning Committee (PCCC) Key Messages / Decisions from the meeting held 23 August 2018

Governing Body Meeting

1 November 2018

1. Primary Care Commissioning Committee – August 2018

1.1. Urgent Primary Care Update and Timescales

The Committee was advised that the consultation had finished and the CCG now needed to decide whether to go ahead with the proposals considering all the feedback received. To do this, the CCG had been working through the issues raised in the feedback and also looking at the alternative approaches that were suggested.

It was emphasised that the decision for the Committee was still whether they should go ahead with the proposals or not. It was not whether to go ahead with any alternative option.

Some concerns were received from members of the public regarding petitions and the CCGs response. Reassurance was given that all petitions received have been shared and considered and that the CCG recognise the concerns of people regarding the Minor Injuries Unit and Walk in Centre.

The Accountable Officer confirmed that, in line with the CCG's constitution, all petitions are taken to the CCGs Governing Body meeting to be noted in public so all members are aware of them.

The Primary Care Commissioning Committee:

- Noted that the initial assessment had found that six of the alternative approaches suggested in the feedback would not be viable options and assessed whether the justification provided is rational and reasonable.
- Confirmed that further information is required to support the decision-making process (as outlined above)
- Agreed to receive final recommendations at the meeting on 20 September 2018.

**Unadopted minutes of the meeting of the Primary Care Commissioning Committee
held on Thursday 23 August 2018 at 1.30 pm, Boardroom, 722**

Present: Ms Chris Nield, Lay Member (Chair)
(Voting Members) Ms Nicki Doherty, Director of Delivery - Care outside of Hospital
Ms Amanda Forrest, Lay Member
Professor Mark Gamsu, Lay Member.
Miss Julia Newton, Director of Finance
Mrs Mandy Philbin, Chief Nurse
Mrs Maddy Ruff, Accountable Officer

(Non voting members) Dr Nikki Bates, CCG Governing Body member
Dr Mark Durling, Local Medical Committee representative,
Dr Trish Edney, Healthwatch
Dr Anthony Gore, Clinical Director, Care outside of Hospital
Dr Terry Hudson, CCG Governing Body member
Ms Victoria Lindon, Senior Primary Care Manager, NHS England

In attendance:
Mrs Rachel Dillon, Locality Manager (West Locality)
Ms Lee Eddell, Primary Care Manager, NHS England North
Ms Lucy Ettridge, Deputy Director of Communications
Ms Roni Foster-Ash, PA to Medical Director and Programme Director,
Primary Care
Mr Brian Hughes, Director of Commissioning and Performance
Mrs Eleanor Nossiter, Communications and Engagement Lead, Urgent
Care in Primary Care for item 82/18
Joanne Ward, Primary Care Co-Commissioning Manager (for Mrs Katrina
Cleary, Programme Director, Primary Care)

Members of the public

There were 5 members of the public in attendance. A list of members of the public who have attended CCG Primary Care Commissioning Committee meetings is held by the Director of Finance.

ACTION

78/18 Welcome

The Chair welcomed members of the CCG Primary Care Commissioning Committee, members of the public and those in attendance to the meeting.

Chris Nield introduced herself as the new Chair of the Primary Care Commissioning and the new Lay member of the Governing Body.

79/18 Apologies for Absence

All voting members of the Committee were present at the meeting.

Apologies for absence from non-voting members had been received from Mrs Katrina Cleary, Programme Director, Primary Care, Greg Fell, Director of Public Health, Sheffield City Council, Dr Zak McMurray, Medical Director, Dr Chris Whale, Secondary Care Doctor.

Apologies from those normally in attendance were received from Ms Sarah Burt, Deputy Director of Delivery - Care Outside of Hospital.

The Chair declared the meeting was quorate.

80/18 Declarations of Interest

The Chair reminded members of their obligation to declare any interest they may have on matters arising at Governing Body meetings which might conflict with the business of NHS Sheffield Clinical Commissioning Group (CCG). She also reminded members that, in future, 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 Governing Body or the CCG website at the following link:

<http://www.sheffieldccg.nhs.uk/about-us/declarations-of-interest.htm>

The Chair confirmed that an updated Register of Interests for the Primary Care Commissioning Committee had recently been sent out to include her own as the new Chair of the Committee.

No declarations of interest were received for this meeting in relation to specific agenda items.

81/18 Questions from members of the public

The Chair reminded all present that this was a meeting held in public and not a public meeting.

The Chair advised that written submissions had been received prior to the meeting from Ms Laura Gordon and Steve Ayris from Sheffield Liberal Democrats and Mr Alistair Tice from Sheffield Save our NHS and Socialist Party. The questions received were in relation to details or general issues regarding the Urgent Care proposals which would mostly be answered in the presentation by the The Director of Commissioning and Performance under agenda item 82/18 (below). The Chair thanked Mr Tice and Ms Cobbett for their additional questions and confirmed that a formal response would be provided for all questions within seven working days, be posted on the website

and would be included as part of the minutes of the meeting.

Questions from the public to the Primary Care Commissioning Committee along with responses from the CCG are attached at Appendix A.

82/18 Urgent Primary Care Update and Timescales

In relation to paper C, the Director of Commissioning and Performance reported the following:

- The CCG had consulted on the Urgent Care proposals to understand people's views on these and any unforeseen impact they might have.
- The consultation has finished and the CCG now needs to decide whether to go ahead with the proposals considering all the feedback received. To do this, the CCG has been working through the issues raised in the feedback and also looking at the alternative approaches that were suggested.
- **He emphasised that the decision for the CCG is still whether they should go ahead with the proposals or not. It is not whether to go ahead with any alternative option.**
- If the CCG decide to consider any options that are different from those consulted on, including any of those suggested in the consultation feedback, the CCG would need to work up new proposals and consult again.
- Paper C is an update on the work the CCG have been undertaking to consider the feedback and to help them come to a decision.
- This is not a quick process as we have worked through a lot of detail to determine if any options provided through the consultation could be viable and should be considered as an alternative to the CCG proposals.
- The paper includes the conclusions the CCG have reached so far. Further work is taking place and will be reported to the Primary Care Commissioning Committee in September.
- He advised that there have been concerns raised about people getting the opportunity to comment on alternative options. Further reassurance was given that there would be a full consultation if the CCG pursue alternative proposals.
- There had also been concern expressed regarding petitions and the CCGs response. Reassurance was given that all petitions received have been shared and considered and that the CCG recognise the concerns of people regarding the Minor Injuries Unit and Walk in Centre.

The Accountable Officer confirmed that, in line with the CCG's constitution, all petitions are taken to the CCGs Governing Body meeting to be noted in public so all members are aware of them.

- Paper C is an update paper with a more detailed paper going to the September Primary Care Commissioning Committee. The updated paper will show the CCG's response to all issues raised in the feedback, including the petitions.

Paper C details the following:

- Consideration of the consultation feedback
- Mitigations
- Alternative suggestions
- Testing the 'do-ability' of primary care access
- Next steps
- The CCG's consultation process has involved stakeholders and the public through a number of workshops arranged to explore the issues raised and alternative suggestions that were made.
- Details of the public reference group workshop and key themes are shared within this paper and have been published on the CCG's website <http://www.sheffieldccg.nhs.uk/get-involved/urgent-care-public-reference-group.htm>
- A variety of potential mitigations to the key issues raised have been discussed and are being explored further.
- The alternative suggestions made in the consultation are also being reviewed to understand if any could potentially be viable approaches and if so whether there are any benefits that should be considered further. Six of the suggestions are considered not viable so should not be considered further. The remaining suggestions are still being reviewed to determine viability and potential benefits and disadvantages. Conclusions will be included in the final report to PCCC to inform the decision about whether the CCG should proceed with its proposed options.
- The Chair reiterated how important it is that the CCG has followed the full consultation process and taken account of the feedback.
- Ms Forrest emphasised the importance of understanding how this will help develop primary care including the impact of and the timescales for primary care development.
- Professor Gamsu sought clarification that if closures do occur this money would be re-invested in primary care. The Director of Commissioning and Performance confirmed that this was the intention.

- Professor Gamsu requested that the following also be recognised at September meeting to assist in the decision-making process.
 1. Utilisation of primary care is much greater in the poorer parts of the city. The Minor Injuries unit is predominantly utilised by the population from the wealthier parts of the city. Any changes to the way that urgent care is provided should also capture, recognise and respond to the urgent care needs of the poorer parts of the city. This should include greater investment in practices working in the poorer areas.
 2. Ensure the membership (practices) are engaged in the development of proposals going forward to help in the decision-making process.
 3. Understand the Teaching Hospitals' view of proposals for urgent care.
- Work is continuing to provide greater assurance regarding the 'doability' of the neighbourhoods and primary care aspects of the proposals.
- The formal response from the Healthier Communities & Adult Social Care Scrutiny & Policy Development Committee is expected later this month and will be considered as part of the decision-making process.
- In view of this progress, recommendations will be brought to the September meeting of the Primary Care Commissioning Committee for a final decision about the next steps.
- **The CCG Communications team to widely publicise the September meeting.**

**LE / EN /
Comms Team**

The Accountable Officer advised that papers for the September meeting will be publicised on the website one week prior to the meeting and reminded the public that any questions from the public should be emailed to the CCG in advance to enable the Executive Team to compile detailed responses.

The Primary Care Commissioning Committee:

- **Noted that the initial assessment had found that six of the alternative approaches suggested in the feedback would not be viable options and assessed whether the justification provided is rational and reasonable.**
- **Confirmed that further information is required to support the decision-making process (as outlined above)**

- **Agreed to receive final recommendations at the meeting on 20 September 2018.**

KG/BH

83/18 Minutes of the meeting held on 25 July 2018

Subject to the following amendments, the minutes of the 25 July 2018 were agreed as a true and accurate record:

- **Item 72/19 – GP Retention Scheme (page 8)**

Page 8 – addition to paragraph 2 as follows:

‘At its 17 May 2018 meeting the Primary Care Commissioning Committee requested that a proposal be developed for the Sheffield process for receiving applications for the GP retention scheme, setting out the CCG’s approach to considering any applications received and linking this to local priorities and the CCG’s budget position.

Page 8 – paragraph 3 should read as follows:

‘This paper proposed a protocol for Sheffield, (appendix A) setting out the context, the national eligibility criteria, the application process and the proposed Sheffield CCG approach against which an application will be assessed.’

Page 8 – paragraph 4 should read as follows:

The Primary Care Commissioning Committee had previously discussed at length the national criteria, resulting in the request for a clearer local approach and a protocol. It was proposed that in order for an application to be successful the Primary Care Committee will need to be assured that:

84/18 Matters Arising

- a) Minute 68/18 (a) - Urgent Primary Care Update Paper**

The preferred service model for implementation to be brought to the Committee for approval in September 2018.

- b) Minute 68/18 (b) – Bighton Health Centre**

Detailed plan including milestones and timescales for delivery to be developed to ensure progress and the monitoring of risks / issues. Escalation points and safeguards will be built into the plan to ensure there is a defined process to escalate any issues. Plan to be shared with the Committee and brought to September meeting.

GO /SB

- c) Minute 60/18 - Assurance of General Practice Access**

Progress paper to be brought to Committee for meeting in September 2018.

ND

- d) Minute 70/18 – Transformation Fund – Quarterly Update**

- Further detail regarding the funding to support prescribing and

regarding progress on deployment of the workforce planning tool to be provided at November 2018 meeting.

SB

- Committee noted the update provided at July meeting and that before the plan for 2018/19 was finalised there would be discussion with the LMC (with input from Citywide Locality Group). A further update would be brought to Committee meeting in November 2018.

SB

e) Minute 71/18 – Locally Commissioned Services Review – Primary Care Quality Contract

- A further proposal to be brought back to Committee in November 2018 to incorporate other funding into the Quality Contract, from LCSs due to expire in April 2019, e.g. the 'PMS Transition Over and Above monies' (£5 per head pa based on weighted list size) and other potential LCS funding.
- Committee to receive further detailed proposals at November meeting for a wider more inclusive Quality Contract being fully implemented across Sheffield by April 2020

LW

LW

f) Minute 72/18 – GP Retention Scheme

ND advised that all previous additions / amendments had been incorporated into the final version.

g) Minute 75/18 – Universal Credit

- ND confirmed that the Universal Credit briefing has now been made available to General Practice.
- ND to contact LMC with a view to attending / involvement in future Universal Credit Group meetings.
- Update on Universal Credit to be brought to November meeting.

ND

ND

85/18 Any Other Business

No other business was discussed at this meeting.

86/18 Date and Time of Next Meeting

The next meeting is scheduled to take place on Thursday 20 September 2018 (1.30 pm – 3.00 pm, Boardroom, 722 Prince of Wales Road).

The Chair advised that there are a large number of agenda items for the next meeting including Urgent Primary Care. Items will be prioritised and this meeting may be extended and a possible alternative venue found. This will be confirmed to members of the Committee and updated on the Primary Care Commissioning website as soon as possible.

RFA