

**Primary Care Commissioning Committee (PCCC)  
 Key Messages / Decisions from the meeting held in public  
 on 20 December 2018**

**Item 19g**

**Governing Body meeting**

**7 March 2019**

<b>Author(s)</b>	Louise Robinson, Primary Care Contracts Manager
<b>Sponsor Director</b>	Nicki Doherty, Director of Delivery of Care Outside of Hospital
<b>Purpose of Paper</b>	
The paper summarises the key points arising from the Primary Care Commissioning Committee meeting held in public on 20 December 2018 and is accompanied by the adopted minutes of the meeting.	
<b>Key Issues</b>	
Key issues are set out in the paper.	
<b>Is your report for Approval / Consideration / Noting</b>	
Noting	
<b>Recommendations / Action Required by Governing Body</b>	
The Governing Body is asked to note the key messages and decisions in the Executive Summary.	
<b>Governing Body Assurance Framework</b>	
<i><b>Which of the CCG's objectives does this paper support?</b></i>	
5. Organisational development to ensure CCG meets organisational health and capability requirements	
<b>Principal Risk 5.4</b> Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage.	
<b>Are there any Resource Implications (including Financial, Staffing etc)?</b>	
None	

**Have you carried out an Equality Impact Assessment and is it attached?**

*Please attach if completed. Please explain if not, why not*

Not applicable

**Have you involved patients, carers and the public in the preparation of the report?**

Not applicable

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It was agreed that as part of PCCC the Chair would highlight key messages as part of the minutes for Governing Body to note for their future quarterly reports.

**Primary Care Commissioning Committee – 20 December 2018**

**125/18 Key Messages for Governing Body**

The Chair confirmed the following key messages for Governing Body:

- Approval to relocate Shoreham Street Surgery to the New Era Square Development with associated conditions (120/18)
- Approval to Relocate Meadowgreen Health Centre to Jordanthorpe Health Centre Site (121/18)
- GP Patient Survey and associated quality across practices; how the information is utilised to progress the CCGs support and work with practices on quality and performance (123/18)

**Adopted minutes of the meeting of the Primary Care Commissioning Committee  
held on Thursday 20 December 2018 at 1.30 pm – 3.10 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 GP Elected City-wide Representative  
Dr Alastair Bradley, Local Medical Committee representative,  
Ms Sarah Burt, Deputy Director of Delivery - Care Outside of Hospital (for Programme Director, Primary Care)  
Dr Trish Edney, Healthwatch Representative Sheffield  
Dr Anthony Gore, Clinical Director, Care Outside of Hospital  
Dr Terry Hudson, CCG Governing Body GP Elected City-wide Representative  
Ms Victoria Lindon, Senior Primary Care Manager, NHS England

**In attendance:** Ms Roni Foster-Ash, PA to Medical Director and Programme Director, Primary Care  
Mr Adam Lavington, Deputy Director of IT (for item 124/18)  
Ms Louise Robinson, Primary Care Contracts Manager (for item 121/18)  
Mr Mike Speakman, Director Willowbeck Management & Technical Consultants Ltd (for items 120/18 and 121/18)  
Ms Joanne Ward, Primary Care Co-Commissioning Manager  
Mr Alun Windle, Deputy Chief Nurse

**Members of the public**

Four members of the public were 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.

**114/18 Welcome**

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

**115/18 Apologies for Absence**

All voting members were present at the meeting.

Apologies for absence from non-voting members had been received from Mr Greg Fell, Director of Public Health, Sheffield City Council, Dr Zak McMurray, Medical Director and

**ACTION**

Dr Chris Whale, Secondary Care Doctor.

The Chair declared the meeting was quorate.

## **116/18 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 following declarations of interest were received for this meeting:

- **Agenda item 9 (paper F) 120/18 – Proposal to Relocate Shoreham Street Surgery to the New Era Square Development**

Dr Nikki Bates CCG Governing Body GP Elected City-wide Representative, Dr Terry Hudson CCG Governing Body GP Elected City-wide Representative and Dr Anthony Gore Clinical Director, Care Outside of Hospital, declared conflicts of interest in the above item as they are Sheffield GPs working in close proximity to the practice concerned and therefore any decisions made could potentially have a direct impact on their individual practices in relation to where patients may choose to have their care in the future.

The Chair advised members that Dr Bates, Dr Hudson and Dr Gore could remain in the room but must abstain from the discussion on the above item.

Dr Bates advised Porter Brook Surgery had sent an email to the CCG (dated 13 December) registering significant concerns in relation to the paper regarding the proposal for Shoreham Street in relation to New Era Square development on the agenda of the December Committee meeting. The Director of Delivery - Care Outside of Hospital confirmed receipt of this email and advised that the concerns outlined in the email from Porter Brook Surgery would be addressed in the presentation given by Mr Mike Speakman under item 120/18.

It was clarified for the benefit of members and the public that should anyone, including those working in practices, have any concerns regarding items on the agenda for this meeting that these should be

raised via the Committee's process for members of the public asking questions. She confirmed that it would have been very helpful, in this instance, if the Primary Care Team had advised the practice that this would have been the best route to raise their concerns. Dr Bates requested that this procedure be publicised and highlighted to all GP practices to make them aware of the correct process.

The Chair and the Accountable Officer emphasised the importance of the CCG being proactive in advising GP practices of the process of engaging with the Primary Care Commissioning Committee when any decisions were being made which may have an impact on their practice(s). It was confirmed that this would be publicised via the GP Practice Bulletin along with the process for asking questions about papers to Governing Body public meetings.

ND

- **Agenda item 10 (paper G) 121/18 - Proposal to Relocate Meadowgreen Health Centre to Jordanthorpe Health Centre Site**

Dr Anthony Gore Clinical Director, Care Outside of Hospital, declared conflict of interest in the above item as a Sheffield GP working in close proximity to the practice concerned. Therefore, any decisions made could potentially have a direct impact on this practice in relation to where patients choose to have their care in the future.

The Chair advised that as this item was feeding back on a virtual debate and the outcome of the decision agreed by voting members as the decision had already been agreed no discussion was anticipated and Dr Gore could stay in the room for the feedback.

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

#### **117/18 Questions from members of the public**

The Chair advised that no questions from the public had been received prior to the meeting.

#### **118/18 Minutes of the meeting held on 8 November 2018**

The minutes of the 8 November 2018 were agreed as a true and accurate record.

#### **119/18 Matters Arising**

- a) **Minute 106/18(a), (92/18 refers) - Urgent Care in Primary Care**

**Revised proposal to be put on forward planner to include the following recommendations:**

- Reconsider urgent care proposals for minor illness and minor injuries.

KG/SB

- Receive a revised pre-consultation business case in summer 2019.
- Receive proposals to maintain development of primary care as part of 2019/20 planning.

The Director of Delivery - Care Outside of Hospital, advised that this was progressing with a series of Urgent Care workshops including public engagement had already taken place with further workshops planned for January and February 2019. This is to start forming options and objectives.

**b) Minute 1016/18(c), (minutes 94/18(b) and 71/18 refer) – Locally Commissioned Services (LCSs) Review – Primary Care Quality Contract**

Committee to receive further proposal to incorporate other funding into the Quality Contract, from LCSs due to expire in April 2019. Originally this was to be brought to the December meeting, however, due to the Quality LCS having been only recently issued, the Committee agreed it would be more appropriate for the proposal to be brought to 24 January 2019 meeting.

***Post meeting note: To be included in Primary Care Update Report at 24 January meeting held in private.***

**James  
Barsby /  
LR / JW**

**c) Minute 106/18(d) (minutes 94/18(c) and 75/18 refer) – Universal Credit**

Committee to receive update at future meeting – added to the forward planner.

**ND**

**d) Minute 110/18 – Primary Care Update Report**

To accommodate more urgent papers for the December 2018 meeting, the paper to Committee regarding Primary Care ACP workstream and ICS workstream highlighting key areas of focus via the ACP has now been added to the forward planner for 24 January 2019.

**ND**

**e) Minute 112/18 – Financial Planning 2019/20**

The Director of Finance confirmed that, to date, the CCG was still awaiting allocated budgets. A report for Financial Planning 2019/20 would be taken to 24 January 2019 meeting.

***Post meeting note: Due to late publication of financial allocations this item has now been deferred to 21 February 2019***

**JN**

**120/18 Proposal to Relocate Shoreham Street Surgery to the New Era Square Development**

As noted under item 116/18, Dr Bates, Dr Hudson and Dr Gore had declared a conflict of interest in this item.

Mr Mike Speakman, Director Willowbeck Management & Technical Consultants Ltd, presented this report providing the Committee with the Case for Change for the relocation of Shoreham Street Surgery to the New

Era Square development.

Mr Speakman advised that Shoreham Street Surgery has very limited capacity and little scope to expand and also the limitations meant that the current premises were not fit for purpose. With considerable growth anticipated in the City Centre for both student numbers and young families, as there are multiple large-scale accommodation developments underway. There is currently an opportunity to relocate Shoreham Street Surgery to new premises and expand capacity to meet existing unmet demand and future growth.

Discussion took place around concerns received from Porter Brook Surgery with Mr Speakman addressing each item. Mr Speakman confirmed that a formal response would shortly be sent to Porter Brook Surgery regarding this.

The Committee agreed that the increase in capacity is believed to appropriately address current population needs and represents value for money and extended access would be increased across the three practice sites.

As part of the discussion it was agreed that it would be useful for Governing Body to have an update on the Sheffield Estates Strategy, especially with regards to population growth points.

#### **The Primary Care Commissioning Committee:**

- **Extensively reviewed the Case for Change submitted by Baslow Road, Shoreham Street and York Road Surgeries (Paper F - Appendix A)**
- **Considered, debated and discussed in great detail the key issues identified within the paper**
- **Approved the relocation of Shoreham Street Surgery to the New Era Square development, subject to the following requirements and conditions being addressed and confirmed to Committee members: (ACTION LR)**
  - **The practice reaching final agreement with the developers and the reimbursable costs being supported by the District Valuer**
  - **Further exploration into impact on patient experience across all sites and in neighbouring practices, specifically in relation to practices. This includes future consideration of increase in capacity of neighbouring practices in relation to patient need.**
  - **Further exploration into access to disabled parking**
  - **Confirmation of patient engagement proportionate to practice size**
  - **Risk assessment on do nothing option being made clearer**



- **New iteration of the Equality Impact Assessment (EIA)**

#### **121/18 Proposal to Relocate Meadowgreen Health Centre to Jordanthorpe Health Centre Site**

As noted under item 116/18, Dr Gore had declared a conflict of interest in this item.

The Primary Care Contracts Manager presented this report.

As agreed at the 8 November Committee meeting, due to the 20 November meeting being cancelled, the paper regarding the relocation of Meadowgreen Health Centre into the Jordanthorpe Health Centre site was circulated virtually to voting Committee members for consideration in December 2018. She confirmed that all seven voting members of the Primary Care Commissioning Committee had then virtually approved for the relocation of Meadowgreen Health Centre into the Jordanthorpe Health Centre site. There were some queries and concerns raised which had been addressed by the Practice and then circulated to members.

**The Primary Care Commissioning Committee formally ratified the decision made virtually by all voting members of the Primary Care Commissioning Committee (Private) in December to relocate Meadowgreen Health Centre (Old School and Lowedges Surgeries) to Jordanthorpe Health Centre.**

#### **122/18 Financial Report Month 8**

The Director of Finance presented this report which gave an update based on month 8 information. She advised there were no major changes in the financial position to report this month.

She highlighted section 4 of the report (paper C) which gave a further update to the Committee on plans for expenditure of Primary Care at scale monies and other non-recurrent budgets.

Dr Bates requested clarification of the following items within the report:

- Page 3 – 2018/19 Budgets Update

‘Balance of £138k on the CCG funded Primary Care Development reserve has been transferred to contribute towards the additional support being provided to the voluntary sector by the CCG as part of the wider local system winter resilience actions.

The Director of Finance advised that CCG was prioritising funding to primary care and the voluntary sector as part of our system wide contribution to winter resilience as agreed at Governing Body. The balance on this reserve was being used for a variety of initiatives in

conjunction with voluntary sector partners.

- Page 4 - Table 1 'summary of resources 2018/19' – PCS (Primary Care Sheffield) System-Wide Work (£150k)

The Director of Finance confirmed that this is the third year that the CCG has been providing this funding, recognising that PCS plays a full role in both ICS and ACP system wide work.

**The Primary Care Commissioning Committee considered the financial position at month 8.**

### **123/18 2018 GP Patient Survey Update**

The Chief Nurse presented this report which outlined the results of the 2018 GP Patient Survey. She confirmed that this was a public document, completed in August 2018 and been brought to the Committee for information but more importantly to advise the Committee on how this information would be utilised by the CCG.

The Chief Nurse highlighted the following key areas of the report:

- 83% Sheffield patients rated their overall experience of their GP practice positively which is in line with a national average of 84%.
- Sheffield CCG was one of the lowest scoring local CCGs in relation to access to appointments (Paper D - page 5). She confirmed that this would be addressed as part of looking at Urgent Care and patient satisfaction around obtaining appointments as well as through the initiatives being progressed through the GP Forward View implementation.
- Only 58% of Sheffield wanted same day or next day appointments – access times have been identified in this.

The Chief Nurse confirmed that patient experience and accessibility are what patients are feeding back as being important. A lot of work had been undertaken with Primary Care Team as a result of the information provided in this survey, using it to shape and inform decision making around service provision.

The Director of Delivery - Care Outside of Hospital emphasised the importance of the information received within this survey. It is linked to many of the CCG's programmes of works; for example this is a measure of access and demonstrates some of the challenges the CCG has and highlights how significant the variation is across practices..

The Committee agreed that this was very important information that all portfolios need to consider in taking forward their work, particularly in relation to the range of results shown on page 5 of the report. The Director of Delivery - Care Outside of Hospital confirmed that this will be picked up via Primary Care Intelligence group, which she confirmed triangulated

information relating to practices to arrive at a fuller picture and appropriate, proportionate actions.

A number of committee members noted that due to variation in the response rate for practices the variation reported can be misleading and therefore caution needed to be taken.

The Accountable Officer asked Dr Edney (as Representative of Healthwatch Sheffield), how the results of this survey fit with the feedback received by Healthwatch via 'rate and review'. Dr Edney advised that this does correlate and went on to note that it would be useful to see if this related to the same practices.

The Deputy Director of Delivery - Care Outside of Hospital advised that this information including a whole range of data is used during practice Visits; when having conversations with individual practices, this data / information is used and looked at as part of the conversation with individual practices.

The Chief Nurse advised that the primary care performance report shows where and how all this information is being triangulated and assists in the decision making process.

The Chair confirmed that the format of the report was useful, for example its use of maps and the regional picture. She felt that it would be useful to know where the type of community served by the GP practice to understand, for example, whether deprivation was associated with response rate. She went on to suggest that the toolkit on inequalities, produced by NHS England and Chris Bentley, may be helpful in triangulating some of the wider community data.

**The Primary Care Commissioning Committee noted the paper.**

## **124/18 Digital Programme Update**

The Deputy Director of IT presented this report providing the Committee with a general update on major digital initiatives for Sheffield CCG as well as regionally. He confirmed that this was the first of a quarterly update on the Primary Care digital programme which focussed on the immediate work being undertaken including the following:

- High Speed Communication Network
- GP IT Refresh
- Corporate Refresh
- IT Infrastructure Funding
- GP Wi-Fi
- Online Consultation
- GP IT and Corporate IT Procurement

The Deputy Director of IT confirmed that there was a cost pressure potentially around on-line consultations and GP WiFi in the future and concerns around Embed's capacity to deliver programmes on time.

The Committee welcomed the reported and went on to request that future reports include a key for the acronyms used within the report.

AL

The Committee requested that future reports be aligned to and highlight the CCGs transformational priorities giving details of how and what the associated benefits would be to patients.

AL

Professor Gamsu sought clarification regarding WiFi in LIFT buildings. Mr Speakman confirmed that there is a programme currently in place for rolling out WiFi in LIFT buildings at no additional cost. The Accountable Officer further clarified that owners of the LIFT buildings were currently seeking further information before proceeding with this to ensure, for example that it would not interfere with any of the other elements of the building.

The Director of Delivery - Care Outside of Hospital requested clarification, following the discussion at the November meeting, regarding the APEX tool, noting that the England-wide National free solution was now available. She asked to understand how the national solution this being assessed against the APEX solution, particularly in relation to potential financial impact. The Accountable Officer confirmed that she was still awaiting a response regarding this.

As requested by the Committee, update on the APEX tool to be given at January 2019 meeting.

SB / AT

#### **The Primary Care Commissioning Committee:**

- **Noted the contents of the paper**
- **Recognised there could be potential financial implications if the CCG were to fund projects 5 and 6 beyond the initial implementation phase.**

#### **125/18 Key Messages for Governing Body**

##### **The Chair confirmed the following key messages for Governing Body:**

- Approval to relocate Shoreham Street Surgery to the New Era Square Development with associated conditions (120/18)
- Approval to Relocate Meadowgreen Health Centre to Jordanthorpe Health Centre Site (121/18)
- GP Patient Survey and associated quality across practices; how the information is utilised to progress the CCGs support and work with practices on quality and performance (123/18)

#### **126/18 Any Other Business**

- **Update on recruitment to the Primary Care Team**  
The Accountable Officer requested that an update regarding recruitment to the Primary Care Team be sent to all Committee

members including the LMC.

*Post meeting note - update sent January 2019*

ND

- **Message from Deputy Director of Delivery - Care Outside of Hospital**

The Deputy Director of Delivery - Care Outside of Hospital advised that, due to planned surgery, she would be absent from the CCG for the following six weeks but was hoping to return to work mid February and therefore would not be present for the January 2019 meeting. She confirmed that plans had been put in place for cover during her absence and that in the first instance queries should be directed to the CCGs primary care mailbox.

### **127/18 Date and Time of Next Meeting**

The next meeting is scheduled to take place on Thursday 24 January 2019, 1.30 pm – 3.00 pm, Boardroom, 722 Prince of Wales Road.