

**Unadopted minutes of the meeting of the Primary Care Commissioning Committee
held on Thursday 24 January 2019
1.30 pm – 3.00 pm, Boardroom, 722**

A

Present: Ms Chris Nield, Lay Member (Chair)
(Voting Members) Ms Nicki Doherty, Director of Delivery, Care Outside of Hospital
Ms Amanda Forrest, Lay Member
Miss Julia Newton, Director of Finance
Mr Alun Windle, Deputy Chief Nurse (for Chief Nurse)

(Non voting members) Dr Nikki Bates, CCG Governing Body GP Elected City-wide Representative
Dr Duncan Couch, Local Medical Committee representative
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
Ms Abby Tebbs, Deputy Director of Strategic Commissioning and Planning (for Programme Director, Primary Care)

In attendance: Ms Lucy Ettridge, Deputy Director of Communications
Ms Roni Foster-Ash, PA to Medical Director and Programme Director, Primary Care
Mr Thomas Hollis, Business Support Officer - Mental Health Portfolio, NHS CCG (Observer)
Mr Steve Knight, Director of Primary Care (Primary Care Sheffield)

Members of the public

One member of the public was 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.

1/19 Welcome

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

2/19 Apologies for Absence

Apologies for absence from voting members had been received from Professor Mark Gamsu, Lay Member, Mrs Mandy Philbin, Chief Nurse and Mrs Maddy Ruff, Accountable Officer.

Apologies for absence from non-voting members had been received from Ms Sarah Burt, Deputy Director of Delivery - Care Outside of Hospital (for Programme Director, Primary Care)

ACTION

Mr Greg Fell, Director of Public Health, Sheffield City Council,
Dr Zak McMurray, Medical Director and Dr Chris Whale,
Secondary Care Doctor.

The Chair declared the meeting was quorate.

It was noted that the Deputy Chief Nurse who was attending the meeting on behalf of the Chief Nurse had comparable qualifications to the Chief Nurse and therefore could attend as a voting member (in accordance with the terms of reference of the Committee).

3/19 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>

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

4/19 Questions from members of the public

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

5/19 Minutes of the meeting held on 20 December 2018

The minutes of the 20 December 2018 were agreed as a true and accurate record.

6/19 Matters Arising

a) Minute 119/18(a) (minutes 106/18(a) and 92/18 refer) - 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.
- 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 confirmed that a series of Urgent Care workshops were currently ongoing and that an update would be given to the Committee at the 21 February 2019 meeting.

Post meeting note: 21 February meeting cancelled so deferred to 21 March 2019.

KG/SB

**b) Minutes 119/18(b) (minutes 106/18(c) / 94/18(b) / 71/18 refer)
Locally Commissioned Services Review – Primary Care Quality Contract**

The Committee previously agreed to receive further detailed proposals for a wider, more inclusive Quality Contract to be fully implemented across Sheffield by April 2020.

The Director of Delivery - Care Outside of Hospital confirmed that this information was included in the Primary Care Update Report - 24 January 2019 meeting (held in private). She further advised that feedback had been received from both practices and the LMC (Local Medical Committee) with regard to the previously agreed Locally Commissioned Services. The CCG had responded to this and were progressing the development of the Contract. She advised that the changes that had been put in place are now receiving positive feedback.

c) Minute 119/18(c) (minutes 106/18(d), 94/18(c) and 75/18 refer) – Universal Credit

The Committee is to receive an update at the next meeting scheduled for 21 February 2019 meeting to include information on the possible effects of the national pause on the roll out of Universal Credit for new registrants in Sheffield and specifically, what effect this may have on primary care.

Post meeting note: 21 February meeting cancelled so deferred to 21 March 2019.

ND

d) Minute 119/18(e) (112/18 refers) – Financial Planning 2019/20

The Director of Finance confirmed that, due to late publication of financial allocations, the report on Financial Planning 2019/20 had been deferred to the 21 February 2019 meeting.

Post meeting note: 21 February meeting cancelled so deferred to 21 March 2019.

JN

e) Minute 116/18 – Process of Engaging with Primary Care Commissioning Committee

CCG to be 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). The Committee had previously agreed that this would be publicised via the GP Practice Bulletin along with the process for asking questions about papers to Governing Body public meetings.

The Director of Delivery - Care Outside of Hospital confirmed that the CCG Communication Team was currently working on a wider communication setting out the process for engaging with all CCG Governing Body and Committee meetings and that this would be communicated shortly to Primary Care.

It was agreed that this communication would be sent out before the next Committee meeting scheduled for 21 February 2019.

LE /ND

f) Minute 124/18 – Digital Programme Update

The Committee members welcomed the report and how helpful it was to receive.

- All future reports to include a key for the acronyms used within the report.
- All 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

AL

Next update report scheduled to Committee for April 2019.

The Deputy Director of Strategic Commissioning advised that an update on the APEX tool (as previously requested by the Committee) had now been added as a standing item in Primary Care Update Report (private) within the IT section.

g) Minute 126/18 - Update on recruitment to the Primary Care Team

The Director of Delivery, Care Outside of Hospital confirmed that an update regarding recruitment to the Primary Care Team had been included in Primary Care Update Report (private) and added that she was pleased to report that

Sarah Burt, Deputy Director of Delivery, Care Outside of Hospital had recently returned to work following a period of sick leave.

The Chair confirmed that she had met with the Deputy Director of Delivery, Care Outside of Hospital Care earlier that day and she had asked her to give her thanks for the hard work undertaken by both Abby Tebbs (Deputy Director of Strategic Commissioning and Planning) and Joanne Ward (Primary Care Commissioning Manager) in her absence.

7/19 Financial Report Month 9

The Director of Finance presented this report which gave an update based on month 9 information.

She advised that the major change in the financial position from month 8

was the result of an unexpected non-recurrent allocation received from NHS England in December as follows

- **Funding for the 1% additional pay award for GPs and practice staff agreed as part of the DDRB (Doctors' and Dentists' Review Body) final agreement (£592k)**

She explained that the CCG had already provided for this cost pressure as it had been expected that the funding would need to be found from within the initial delegated budget. Therefore, this “windfall” allocation was available to invest non-recurrently on other priorities in 2018/19 and the proposed approach to prioritise the funding was set out in section 4 of the paper. PCCC members discussed this and were content with the process and criteria for prioritisation proposed.

It was agreed that a summary on the use of the funding would be given to Committee at the next meeting scheduled for 21 February 2019.

JN

Furthermore, the Director of Finance drew the attention of the Committee to the following points within the report:

- **Funding at approximately £1 per head for the development of primary care networks (neighbourhoods) (£575k)**
The Director of Finance advised that, because the CCG had already substantially invested this year in primary care networks, it was proposed that it would be beneficial to carry this additional £1 per head forward for use in 2019/20. This would exceptionally be possible by utilising the funding for other pressures in 18/19 and then including the £1 per head budget as part of 2019/20 planning requirements.
- **Funding for Windows 10 implementation of (£58k)**
This is to pay for the roll out of Windows 10 and a plan is being developed. It is assumed this will all be spent in 2018/19.

The Director of Finance reflected that she was conscious of some understandable confusion within GP practices about the various “pots” of funding available, particularly for neighbourhood development, and which funding would flow direct to GP practices and which would be allocated at neighbourhood level. She confirmed that she would be working with the Director of Delivery - Care Outside of Hospital and the CCG Communication teams to clarify this information for practices shortly.

JN/ND/LE

- **Online Consultations - £347k in total**
The Senior Primary Care Manager, NHS England stated that her understanding of online consultations spend was slightly different from the minimal spend for 2018/19 presented in the paper. It was confirmed that expenditure is dependent on the completion of the complete late March. Given that this is a very demanding timescale, the Director of Finance’s prudent view is that spend will slip into

2019/20.

- **Reception and Clerical Training (Care Navigation) (£101k)**
The Director of Finance confirmed that this was specifically for Care Navigation and not general training of reception staff.- She confirmed that funding had been fully utilised last year with a good take up of training which may explain a slower uptake hence why take up this year may have been slower.

Dr Duncan Couch, Local Medical Committee representative sought clarification on the Care Navigation plans and how funding or training places could be accessed. The Deputy Director of Strategic Commissioning and Planning agreed that she would provide further detail at the next meeting.

AT

- **2019/20 Allocations**

The Director of Finance confirmed that allocations were announced on 10 January 2019 but that there is no detail available yet on how the 6.2% uplift for primary care, which equates to £4,746k for Sheffield, will be deployed as CCGs await the conclusion of the national negotiations on the new GMS contract. She confirmed that the Committee will receive an update as soon as this information is known.

JN

The Director of Delivery - Care Outside of Hospital suggested that the CCG review the Primary Care Strategy as part of understanding of future investment priorities.

ND

The Primary Care Commissioning Committee considered the financial position at month 9.

8/19 Accountable Care Partnership and Integrated Care System Update

The priorities and progress of the Accountable Care Partnership (ACP) and South Yorkshire and Bassetlaw Integrated Care System (ICS) workstreams were presented for the Committee.

The Director of Primary Care (Primary Care Sheffield) gave a presentation on the Sheffield ACP Primary Care workstream. This provided the Committee with an update on the progress of the work to date against the agreed priority areas. .

The five key priorities are as follows:

- developing general practice at the heart of primary care;
- developing a primary care workforce for the future;
- integrating wider primary care into the system and developing and realising the full potential of the team in its widest sense;
- developing neighbourhood working as integrated, multi-organisational, multi-disciplinary teams;

- delivering population health management to enable all layers of delivery;

The Committee noted that the delivery of the CCG's primary care strategy sits within a wider strategic framework across both the Sheffield and South Yorkshire and Bassetlaw. The CCG works within both place and system to ensure that priorities support the achievement of the primary care strategy and the strategic aims and objectives of the CCG to secure high quality care for the people of Sheffield.

Presentation to be made available via website.

RFA

Questions from members:

Paper D Appendix 1 'What we intend to deliver' – Ms Forrest asked if there was any involvement from the voluntary sector in this piece of work. The Director of Primary Care (Primary Care Sheffield) responded that PCS is working with Voluntary Action Sheffield to ensure that the voluntary sector was, where appropriate, represented on all of the task and finish groups.

The Healthwatch representative asked how the patient benefitted from this work, noting that neither patients nor patient journey are mentioned. She felt it was unclear if a patient went to a neighbourhood or a GP. The Director of Primary Care (Primary Care Sheffield) gave assurance that the patient remained at the centre of these plans and that getting local people at the heart of what we do is priority for the ACP, this includes working closely with organisations such as Healthwatch. It was agreed that this may not come through strongly enough in this report and that in future this could be enhanced.

The Chair summarised as follows:

The responsibility of the CCG is for the patients in Sheffield, engagement with patients and representation of their voice within the bigger footprints of ACP and ICS. The potential advantages this brings in meeting patient needs, requires further consideration. Engagement with the voluntary sector together with the work with Healthwatch will support this. The Director of Primary Care (Primary Care Sheffield) clarified that Becky Joyce at the ACP is currently working on this as part of the overarching ACP programme.

The Director of Delivery - Care Outside of Hospital confirmed that a workstream has been initiated within the ACP to take ICS Digital plans forward and that this involves GP engagement.

The Primary Care Commissioning Committee noted the plans and priorities identified by the ACP and ICS primary care work-streams, and the progress against delivering these.

The Deputy Director of Strategic Commissioning and Planning presented this report, providing the Committee with the third quarterly update on delivery against the Transformational Fund agreed by the Committee in March 2018.

This report also gave an update on high level plans approved by the Committee in October 2017 the key one being £600k for the Neighbourhood bids.

£1,539,000 was available to spend in 2018/19 on primary care transformation and resilience In quarter 3 (31 December 2018), following implementation of the plans presented to the Committee in the Q2 Update Report, a total of £163k has been committed, leaving £638k still to be allocated in quarter 4. This includes the £600k for neighbourhood further faster bids, although the closing date for bids is 1 February there is a high level of confidence, based on early indications, that the full £600k will be allocated.

The CCG Primary Care Team have continued to develop the plan to utilise the remaining £38k, this is being undertaken as part of the exercise described in the Month 9 Report from the Director of Finance to allocate the windfall allocation from NHS England, and potential areas for investment include:

- additional practice nurse leadership training;
- additional GP IT investment;
- estates developments and training;
- further investment in neighbourhood projects.

Dr Bates sought clarification regarding £8,400 to fund a joint post under the 'Workforce' section (Paper D, page 3). The Deputy Director of Strategic Commissioning and Planning confirmed that this is a post to support delivery of the ACP primary care workstream programme which is jointly funded by PCS and the CCG.

Within the 'Estates' section, she also clarified that no additional funding had been utilised for this in quarter 3.

The Senior Primary Care Manager, NHS England sought further detail around the £16,062 for shared working between aligned practices on prescribing under 'Digital / Technology' section. The Deputy Director of Strategic Commissioning and Planning confirmed that this was to enable digital solutions for shared prescribing work between practices and IT to support this.

Dr Edney sought clarification about potential investment in Care Homes as a review of the Care Home LCS is ongoing.

The Director of Finance advised that the CCG needed to firstly look at priorities for spending in 19/20 and the Director of Care Outside of Hospital confirmed that the Care Home LCS was one of the priorities for this.

The Director of Finance also advised that separately the CCG was considering additional small-scale investment in some specific initiatives relating to Care Homes that would be sourced via a different budget.

The Primary Care Commissioning Committee noted the report.

10/19 Key Messages for Governing Body

The Chair confirmed the following key messages for Governing Body:

- **Financial Report Month 9 (7/19)**
Assurance was sought by Committee that the additional funding will be allocated against priority and need and had requested an update at the next meeting with regard to bids due to be received beginning of February 2019.
- **Accountable Care Partnership Update (8/19)**
The Committee received update but noted points made about the importance of working with the voluntary sector and Healthwatch.
- **Transformational Funding Quarterly Update (9/19)**
The Committee sought assurance with regard to future investment for Care Homes LCS 19/20.
- **Matters Arising - Minute 116/18 – Process of Engaging with Primary Care Commissioning Committee (6/19e)**
The Committee requested that wider scale communication regarding the process of how to engage with all Committee meetings and this would be communicated shortly to Primary Care before the next Committee meeting scheduled for 21 February 2019.

11/19 Any Other Business

No other business was discussed.

Member of public in attendance Mr C Khan suggested to the committee that every surgery should have photographs of members of staff on display to assist patients, and that practices should provide and clearly display details on their complaints procedure.

The Healthwatch representative provided Mr Khan with details of their complaints and feedback procedure.

12/19 Date and Time of Next Meeting

The next meeting is scheduled to take place on Thursday 21 February 2019, 1.30 pm – 3.00 pm, Boardroom, 722 Prince of Wales Road.

