

**Primary Care Commissioning Committee**  
**Unadopted minutes of the meeting held in public on Thursday 21 November 2019**  
**3.00 pm, Boardroom 722**

<b>Present:</b> <b>(Voting Members)</b>	Ms Chris Nield, Lay Member (Chair) Ms Nicki Doherty, Director of Delivery, Care Outside of Hospital Ms Amanda Forrest, Lay Member Professor Mark Gamsu, Lay Member Ms Jackie Mills, Interim Director of Finance
<b>(Non voting members)</b>	Dr Trish Edney, Healthwatch Representative Sheffield Ms Victoria Lindon, Assistant Head of Primary Care Co-Commissioning, NHS England/NHS Improvement Dr Zak McMurray, Medical Director Dr David Savage, Local Medical Committee Representative
<b>In Attendance:</b>	Ms Lucy Ettridge, Deputy Director of Communications, Engagement and Equality Ms Roni Foster-Ash, PA to Medical Director  Mr Adam Lavington, Adam Lavington, Deputy Director of IT (Agenda Item 7 'Digital Programme Update - 100/19 only) Ms Maggie Sherlock, Senior Quality Manager  Ms Abby Tebbs, Deputy Director of Strategic Commissioning and Planning

**Members of the public**

No 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.

**ACTION**

- 93/19      Welcome**
- The Chair welcomed members of the NHS Sheffield Clinical Commissioning Group (SCCG) Primary Care Commissioning Committee (PCCC) to the meeting.
- 94/19      Apologies for Absence**
- Apologies for absence from voting members had been received from Ms Mandy Philbin, Chief Nurse and Ms Lesley Smith, Accountable Officer.

Apologies for absence from non voting members had been received from Dr Nikki Bates, CCG Governing Body GP Elected City-wide Representative, Ms Sarah Burt, Deputy Director of Delivery, Care Outside of Hospital, Dr Anthony Gore, Clinical Director, Care Outside of Hospital, Mr Greg Fell, Director of Public Health, Sheffield City Council, and Mr Brian Hughes, Deputy Accountable Officer/Director of Commissioning and Performance

The Chair declared the meeting was quorate.

## **95/19      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, 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 Quality Assurance 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>

No declarations of interest were received from member with regards to public agenda items.

The Chair informed the Committee that the meeting fell in the pre-election period, and reminded the Committee of the principles underpinning the General Election Guidance issued by NHS England and NHS Improvement were that:

- the day to day operations of the NHS should continue unimpeded;
- as always, the NHS must act and be seen to act with political impartiality, and its resources must not be used for party political purposes;

during the election period, democratic debate between candidates and parties should not be overshadowed by public controversy originating from NHS bodies themselves.

## **96/19      Questions from members of the public**

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

**97/19 Minutes of the meeting held on 19 September July 2019**

The minutes of the meeting held on 19 September 2019 were agreed as a true and accurate record with the exception of the following:

**86/19 - West 5 Primary Care Network Local Incentive Scheme (paragraph 2)**

... 'It was noted that there would be a plan to release some general communications to the public to raise the profile of the PCNs'.

The Healthwatch Representative asked if any action had been taken as none was recorded in the matters arising.

The Deputy Director of Communications, Engagement and Equality told the Committee that a 12 month plan to increase public awareness of PCNs, and in particular, the services they would offer was planned. The first completed action had been to provide two case studies on networks to the media, and that these had been used by local media. It was agreed that the Committee would receive further updates on progress at future meetings.

LE

The Healthwatch Representative reported that she had received feedback from patients that suggested that there was confusion about how to access network services. She agreed to provide examples to the CCG once permission had been gained from individuals concerned.

TE

It was agreed that the minutes of the last meeting would be amended as above.

**98/19 Matters Arising**

**84/19 - GP Retention**

The Director of Delivery, Care Outside of Hospital advised that the Committee had previously agreed a budget to fund the national GP Retention scheme and had been dissatisfied with the inflexibility of the national scheme and the inability of local Commissioners to influence which practices were supported. It had therefore been agreed that alternative opportunities would be considered.

SCCG were now aware that there were several more potential applicants within Sheffield and the Clinical Director, Care Outside of Hospital was in discussion with NHS England and Health Education England colleagues for explore opportunities. There was an urgent need to develop a strategy to retain GPs working with the LMC and other primary care colleagues.

The Medical Director asked that workforce information be provided to the Committee and the he Chair agreed that more detailed information on GPs could be beneficial.

The Director of Delivery, Care Outside of Hospital agreed that workforce planning was a priority and the LMC Representative said that both current and future workforce should be considered.

It was agreed that GP Retention would be added to the forward planner for January 2020, to include workforce statistics and reasons for GPs retiring or leaving.

**AT/AG**

The Medical Director informed the Committee that the LMC in Derbyshire used a questionnaire to collate reasons for GP retirement. He asked if any 'exit interviews' had been undertaken for retiring GPs. He felt that non-clinical reasons, that could be addressed, may be a primary factor in many GPs decisions to retire.

It was agreed that this would be discussed outside the meeting and any feedback be shared with the Committee.

**ZM/AT/  
AG**

### **Care Home LCS**

The Director of Delivery, Care Outside of Hospital confirmed that this formed part of a wider programme of work around care homes. It was noted that this is a significant source of concern that required urgent attention, therefore the Committee would seek a clear timeframe for review of the LCS.

**SB**

It was agreed that the performance report would include a table of locally commissioned services and their review dates.

**AT**

**c) Minute 86/19 West 5 Primary Care Networks Local Incentive Scheme**

This would be brought to Committee in April 2019.

**AT**

**d) Minute 88/19 GP Patient Survey 2019**

This had been added to the forward planner to be brought to the Committee and would include how the information could be used, noting the sensitives around primary care networks.

**SN**

### **99/19 Financial Report at Month 7**

The Director of Finance presented the financial report which provided Primary Care Commissioning Committee with the financial position for primary care budgets for the seven months to 31 October 2019.

She reported that the CCG were forecasting a surplus position for the first time this year (underspend to date totaling £525k, forecast year end position £449k underspend). The main reason for this change was due to slippage in terms of increased premises spend, mainly linked to the delay in the move of The Meadowhead practice.

She advised that, whilst this was positive news for this year, it still did not address the underlying recurrent deficit on the primary care budget as this is non-recurrent slippage supporting delivery of the position for this financial year only. A recurrent deficit is therefore

likely to be carried forward into 2020/21.

She advised that commitments against the additional roles reimbursement scheme are still being worked through. There is a requirement that any slippage on the scheme this year is recycled and are currently working through the details of how this will be achieved practically.

The Assistant Head of Primary Care Co-Commissioning, NHS England/NHS Improvement sought clarification on the following as detailed in Paper C:

- Page 3 - '2.1 Delegated Budgets' - Premises Developments 'Slippage of £299k as due to confirmation that the 2 new developments will not happen in 2019/20'.

The Director of Finance confirmed that the 2 new developments outlined were the planned moves on Meadowhead and Shoreham Street.

- Page 4 – '2.2 Additional CCG Commissioned Expenditure' – GP Forward View Allocations ... 'The Primary Care Team are finalising the plans for the use of this funding'.

She advised that this read as if decisions of how to utilise this were still being made.

The Director of Finance clarified that the plans had been approved however this does not mean that they are ready to go. There is still some final details to be worked through before the funding is released.

The Chair questioned if there were any issues regarding Equalisation Funding.

The Director of Finance confirmed that a paper on this would be coming in January 2020.

JM

**The Primary Care Commissioning Committee noted the financial position at Month 7.**

## **100/19 Digital Programme Update**

The Deputy Director of IT presented this paper, which provided the Primary Care Commissioning Committee with a general update on major digital initiatives for SCCG and the region. The Committee then discussed the following points:

- **Health and Social Care Network Programme**  
Ms Forrest asked if HSCN also covered social care. The Deputy Director of IT explained that HSCN was specifically intended to support data sharing between all organisations providing care.

Ms Forrest asked if this could be extended to Care Homes and voluntary organisations. The Deputy Director of IT confirmed that this was the case if the organisation met the security requirements and had a sponsor, such as the CCG.

The LMC Representative reported feedback from GPs that the requirement from eMBED and BT to migrate practices during working hours was disruptive and asked if there could be any flexibility.

- **eMBED Contract**

Lancashire CSU had undertaken an assurance review of plans and their findings have been included in the delivery plan. eMBED was currently recruiting additional staff to support the service desk facility and a decision on a software solution for this would be made shortly.

Ms Forrest asked if the service desk provision would cover GP extended hours and the Deputy Director of IT confirmed that it would replicate current opening hours although this could be extended in the future. On-call arrangements would be in place outside these hours to deal with major incidents such as system failures. Service desk provision would incorporate a self-help system for requests such as password resets

- **GP IT Capital Funding**

The CCG has received their NHS England and Improvement capital allocation for 2019/20 NHS England have stated that some funding should be allocated to eMBED transition costs, and so the CCG is working with eMBED to agree how to use this to support migration. Primary investment will include the service desk function and investment in core infrastructure.

- **Online Consultations**

The Deputy Director of IT Reported that the rate of deployment is significantly less than originally planned.

The Assistant Head of Primary Care Co-Commissioning, NHS England/NHS Improvement questioned the accuracy of the information provided at page 8, paper D, which she felt did not reflect discussion at the last SYB Programme Board where significant delays in deploying the Online Consultation systems were indicated. She also understood that Dr Link was deploying to 10 practices per month not per week.

The Deputy Director of IT advised that the information in this section was extracted directly from the latest ICS report available and agreed to contact the ICS lead directly to seek clarification on the issues raised and provide a position statement to the next meeting of the Committee.

AL

- **GP Wi-Fi**

The LMC Representative commented that although installed; WiFi did not work, with access limited to specific rooms at most sites.

The Deputy Director of IT confirmed that the size of sites meant that the cost of full coverage was prohibitive within the current funding envelope and had never formed part of the specification. He said that the ICS are assisting with the resolution of GP Wi-Fi issues checking the accuracy of supplier reported performance against actual service and working with the provider to resolve practice reported issues. These range from minor connectivity problems to no coverage at all. The Deputy Director of IT added that this would need to be one of the projects that would need to be reviewed in the longer-term plan.

The Director of Delivery, Care Outside of Hospital said that the CCG needed to consider how these programmes were managed to ensure that they supported practices to conduct their business; communication with practice managers and the practices and as much flexibility as possible needed to be afforded to minimise impact during core hours of practice.

The Committee wished to be more informed on the work of the ACP Digital workstream as it affected primary care. – either in a development session or formal meeting. The primary care sustainability and resilience has a big requirement around digital and IT and this requires prioritisation.

Professor Gamsu thanked the Deputy Director of IT for his report, in particular the glossary of terms, commenting that other reports would benefit from a similar approach.

The Committee noted the current status of the key programmes of work and the ongoing work to form a new CCG shared service.

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

**101/19 Any Other Business**

There was no further business to discuss this month.

**102/19 Key Messages to Governing Body**

The Chair confirmed the following key messages for Governing Body:

- Recommended for Governing Body to undertake a review of GP Retention
- Actions highlighted from Digital Programme Update

**103/19 Date and Time of Next Meeting**

A development session will take place on Thursday 19 December 2019 1.30 pm - 5.00 pm, Boardroom, 722 Prince of Wales Road.

As agreed by the Committee, the next formal meeting of the Primary Care Commissioning Committee will take place on Thursday 23 January 2020, 1.30 pm – 3.00 pm, Boardroom, 722 Prince of Wales Road.

The Deputy Director of Strategic Commissioning and Planning advised that, there would be a formal meeting of the Primary Care Commissioning Committee in February in order to approve documentation for key estates projects.

Future meeting dates from April 2020 would be confirmed shortly.

**RFA**