

Primary Care Commissioning Committee
Unadopted minutes of the meeting held in public on Thursday 23 January 2020
1.30 pm, 722 Boardroom

- Present:** Professor Mark Gamsu, Lay Member (Chair)
(Voting Members) Ms Amanda Forrest, Lay Member
 Ms Jackie Mills, Interim Director of Finance
 Mr Alun Windle, Acting Chief Nurse
- (Non voting members)** Dr Nikki Bates, CCG Governing Body GP Elected City-wide Representative
 Dr Duncan Couch, Local Medical Committee Representative
 Mr Greg Fell, Director of Public Health, Sheffield City Council
 Dr Anthony Gore, Clinical Director, Care Outside of Hospital
 Ms Victoria Lindon, Assistant Head of Primary Care Co-Commissioning, NHS England/NHS Improvement
 Dr Zak McMurray, Medical Director
- In Attendance:** Ms Lucy Ettridge, Deputy Director of Communications, Engagement and Equality
 Ms Roni Foster-Ash, PA to Medical Director
 Ms Abby Tebbs, Deputy Director of Strategic Commissioning and Planning
 Ms Joanne Ward, Primary Care C-Commissioning Manager

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

01/20 Welcome

The Chair welcomed members of the NHS Sheffield Clinical Commissioning Group (SCCG) Primary Care Commissioning Committee (PCCC) to the meeting.

02/20 Apologies for Absence

Apologies for absence from voting members had been received from Ms Nicki Doherty, Director of Delivery, Care Outside of Hospital, Ms Chris Nield, Lay Member, and Ms Lesley Smith, Accountable Officer.

Apologies for absence from non-voting members had been received from Ms Sarah Burt, Deputy Director of Delivery, Care Outside of Hospital, Dr Trish Edney, Healthwatch Representative Sheffield, and Mr Brian Hughes, Deputy Accountable Officer and Director of Commissioning and Performance.

The Chair declared the meeting was quorate.

03/20 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 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>

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

It was agreed that the PCCC register of interests and would be amended to reflect two changes in membership:

- Dr Amir Afzal, GP Locality Representative, Central was now a voting member of the Primary Care Commissioning Committee replacing Dr Terry Hudson.
- Mr Alun Windle was now Acting Chief Nurse replacing Ms Mandy Philbin.

PCCC register of interests to be updated.

RFA

04/20 Questions from members of the public

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

05/20 Minutes of the meeting held on 21 November 2019

The minutes of the meeting held on 21 November 2019 were agreed as a true and accurate record.

06/20 Matters Arising

a) Minutes 88/19 - GP Patient Survey 2019

This had been added to the forward planner to be brought to the Committee once completed.

b) Minutes 97/19 and 86/19 - West 5 Primary Care Networks Local Incentive Scheme

This had been added to PCCC Forward Planner for April 2020 (public).

The Healthwatch Representative had agreed to provide examples of public confusion about how to access services provide by PCNs once permission had been gained from individuals concerned.

TE

c) Minute 98/18 - Matters Arising - Care Home LCS

- The Deputy Director of Strategic Commissioning and Planning advised that the draft Primary Care Network DES included a draft Care Home specification as set out in a paper for noting (8a). Once this had been finalised it would be necessary to align this with ongoing plans.

The Chair advised that the paper for noting in private (11a) outlined the response given by SCCG on the Primary Care Network DES Service Specification Consultation.

- The Deputy Director of Strategic Commissioning and Planning confirmed that a list of locally commissioned services and review dates had been added to the Primary Care Update Report.

d) Minute 100/19 - Digital Programme Update - Online Consultations

The Deputy Director of IT had agreed to provide a position statement to the next meeting of the Committee following a question about the accuracy of the information within this report. The Deputy Director of Strategic Commissioning and Planning told the Committee that once information had been received this would be reported to members.

AL

07/20 Wave 4 Capital Allocations for Primary Care

The Deputy Director of Strategic Commissioning and Planning informed the Committee that paper C presented the current position of the programmes and sought approval for the proposed governance arrangements suggested for SCCG.

Key points for noting:

- the complexity of the schemes in Sheffield means that the CCG needs a local Programme Board. This would feed into the newly established, ICS Programme Board. The Director of Finance confirmed that PCCC would provide formal oversight for the Sheffield programmes as agreed by the SCCG Governing Body.
- Resourcing requirements for the programme are being finalised. There was an opportunity to draw down on the monies in advance to support this process but the Director of Finance added that this process was unclear and, given the complexity of plans, the CCG would need to invest some resource at risk to enable schemes to progress. She emphasised the level of

complexity of the Sheffield programmes, with multiple stakeholders, but that this held very significant benefits that justified this risk.

The Deputy Director of Strategic Commissioning and Planning told PCCC that appendix one to paper C set out the approach that would be taken across South Yorkshire and Bassetlaw (S&B). A SY&B Programme Business Case was being drafted that would set the overarching context. It was hoped that this would make the progress of the individual project business cases more straightforward. It is anticipated that the programme business case will be brought to PCCC in April 2020 for approval. At the same time, work will continue to develop the Sheffield schemes and the benefits realisation would be added into the SY&B Programme Business Case.

The Director of Finance said that how practices could be supported to work differently and identifying opportunities for integrating other services was key to realising benefits. She told the Committee that the local authority had been involved in discussions and were currently looking at opportunities to include social care and other services in these developments. Many of the Sheffield schemes were based in areas of high deprivation and would play a part in addressing health inequalities for these populations.

Dr Bates declared an interest as a partner in a practice that has a scheme within the programme. The chair advised that Dr Bates could contribute to the discussion as there was nothing that related directly to this interest within the paper and as a non-voting member of the committee.

Ms Forrest asked if the CCG had the resources to manage this very complex programme of work and the Director of Public Health advised that the Local Authority Capital Programme Team would be happy to be involved in this.

The Director of Finance replied that the resourcing plan being developed would identify those additional skills required and how best to secure them and confirmed that the Local Authority Capital Team were developing an offer of support. She reminded the Committee of existing CCG capacity in this area and that current priorities were to secure legal and project management support. The CCG recognises that it may not have all the required skills internally, and is also keen to ensure that internal colleagues do learn from this programme. A report will be brought back to PCCC to give assurance

Ms Forrest noted that although PCCC will receive regular reports on the programme, she would like to better understand how this fits into the wider Primary Care Strategy to avoid developing spaces just being used in the same way.

The Director of Finance responded that the CCG wished to learn from mistakes made in the design of buildings previously by keeping the focus on service delivery and what is required to support this and plans

to better utilise void space would align to this.

The Clinical Director, Care Outside of Hospital commented that taking a wider view of neighbourhood needs and joint working with the council and local voluntary sector and community while making delivery more complex would support this approach..

It was agreed to use part of a future PCCC development session to enable the Committee to develop a greater understanding of the programme and plans to progress it.

The Deputy Director of Strategic Commissioning and Planning confirmed that the Primary Care Network Clinical Directors and other members of the Networks would be part of the project teams.

The Primary Care Commissioning Committee:

- **Approved the proposed governance process for SCCG**
- **Considered the contents of paper C and the progress outlined**
- **Agreed to add Wave 4 Capital Bids Programme to forward planner for future development session** **AT**

08/20 Financial Report at Month 9

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

The following points were highlighted:

- The forecast outturn position is in line with previous forecasts.
- Delegated budgets - The Additional Roles Reimbursement Scheme
The CCG had forecasted that it would spend this money to budget this year. The CCG has written out to networks and asked them for their forecasts on what they will spend. A level of slippage has been identified. There is an expectation from NHS England that the funding for this scheme will be fully spent. The Director of Finance confirmed that there are strict regulations on how the CCG can utilise this slippage.

Conversations have been initiated around what the level of slippage is likely to be and how this may be recycled to support Networks. Further conversations are being held with NHS England colleagues to determine the level of flexibility that is possible. Networks have ideas around what how they would like to utilise this funding, discussions continue.

- Other Risks
The GPIT continues to be the main area of risk. The CCG have fully identified all funding commitments for this year and also going forward into next year.

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

09/20 Reports circulated in advance for noting

The Primary Care Commissioning Committee noted the reports:

- a) Neighbourhood Transformation Phase Two Update
- b) Primary Care Network DES Service Specification

10/20 Any Other Business

There was no further business to discuss this month.

11/20 Key Messages to Governing Body

The Chair confirmed the following key messages for Governing Body:

- **Wave 4 Capital Allocations for Primary Care (07/20 – Paper C)**
Capacity and capability to manage the programme is being addressed.

This programme links to the broader strategic ambition and the integration and transformation across the city.

12/20 Date and Time of Next Meeting

The next formal meeting of the Primary Care Commissioning Committee will take place on Thursday 20 February 2020, 1.30 pm in 722 Boardroom.