

A

**Minutes of the meeting of NHS Sheffield Clinical Commissioning Group
Primary Care Commissioning Committee held in public
on 18 March 2021 at 1.30 pm via zoom**

Present:

Voting

members:

Ms Chris Nield (CN), Lay Member (Chair)
Ms Sandie Buchan, Executive Director of Commissioning Development
Professor Mark Gamsu (MG), Lay Member (Deputy Chair)
Mr Brian Hughes (BH), Deputy Accountable Officer
Ms Jackie Mills (JM), Director of Finance
Ms Judi Thorley (JT), Lay Member

**Non-voting
members:**

Dr Nikki Bates (NB), CCG Governing Body GP Elected City-wide Representative
Ms Victoria Lindon (VL), Assistant Head of Primary Care Co-Commissioning, NHS England and NHS Improvement
Dr Zak McMurray (ZM), Medical Director
Ms Abby Tebbs (AT), Deputy Director of Delivery, Primary Care Contracting Estates and Digital

**In
Attendance:**

Dr Alastair Bradley (AB), Sheffield Local Medical Committee Representative
Dr Gareth McCrea, (GMcC), Sheffield Local Medical Committee (observing)
Dr Trish Edney (PE), Healthwatch Sheffield Representative
Ms Lucy Ettridge (LE), Deputy Director of Communications, Engagement and Equality
Ms Dani Hydes, Deputy Director of Quality, (attending on behalf of the Chief Nurse)
Ms. Teresa Tromans – Practice Manager, Abbey Lane surgery (Item 7D)
Mrs Karen Shaw, Executive Assistant (minutes)

*Please see Appendix A for a glossary of abbreviations and acronyms used throughout the minutes

ACTION

17/2021

Welcome

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

18/2021

Apologies for Absence

Apologies for absence had been received from voting members from Lesley Smith, Accountable Officer and Alun Windle, Chief Nurse.

Apologies from non-voting members had been received from Dr Amir Afzal, CCG Governing Body GP Locality Nominated Representative,

Central, and Ms Sarah Burt, Deputy Director of Delivery, Care Outside of Hospital.

Apologies from those normally in attendance had been received from Greg Fell, Director of Public Health.

The Chair declared the meeting was quorate.

19/2021 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>

Dr Gareth McCrea provided the following oral declaration of interests. He is a GP at Sheffield Tramways Medial Centre and his practice is a shareholder in Primary Care Sheffield.

20/2021 Minutes of the Primary Care Commissioning Committee held on 21 January 2021

The minutes of the meeting held on 21 January 2021 were agreed as a true and correct record.

21/2021 Matters Arising

- a) **Minute 5/21(a) (45/20 refers)** – Primary Care Workforce. This information had been circulated to practices. The Primary Care Commissioning Committee agreed the item could be closed.
- b) **Minute 8/21 – Estates – Relocation of York Road Surgery to Darnall Primary Care Centre.** Written confirmation had been provided to the practice and plans for the move are progressing. The Primary Care Commissioning Committee agreed the item could be closed.
- c) **Minute 12/21 – Freeing Up Practices to support Covid Vaccination.** The letter to general practices setting out local arrangements in response to the NHS England letter 'Freeing up Practices to Support COVID Vaccination' is included as a paper for

noting on the private agenda for the meeting on 18 March 2021. The Primary Care Commissioning Committee agreed the item could be closed.

22/2021 Finance Report – Month 11

The Director of Finance presented the paper for consideration.

The information reported was in line with information reported previously in that a small overspend was forecast on primary care budgets, partly due to a forecast overspend on delegated budgets. As reported previously, this had already been factored into the overall CCG's financial position.

The Director of Finance was not requesting any specific actions to be taken by the Committee. As a lot of the information was as previously reported, she did not intend to go into detail. The Director of Finance was happy to respond to any queries/comments.

The Primary Care Commissioning Committee noted the report.

The Director of Finance informed members that the current indication was that the budget information for 2021/22 was expected after the NHSE/I Board meeting on 25 March. Early indications are that current block arrangements will roll forward from the second half of this year into the first half of next year. Whilst a financial plan was taken to Governing Body, based on having some budgets agreed, a Financial Plan would be brought back to PCCC once more information was available.

JM

23/2021 Abbey Lane Surgery (C88046) and Totley Rise Medical Practice (C88068) Merger Application

Teresa Tromans – Practice Manager, Abbey Lane Surgery and Totley Rise Medical Practice attended for this item.

The Deputy Director of Delivery, Primary Care Contracting, Estates and Digital introduced this paper which was a case for change to approve the contractual merger of Abbey Lane Surgery and Totley Rise Medical Practice. The contracts for both surgeries are held by the same single handed GP and there is already a considerable amount of collaboration between the two practices.

The paper covered the key points including what engagement had taken place. It was noted that full consultation had not been conducted as it was not considered, in the current circumstances, to be proportionate as there is no significant change or adverse impact on patients at either surgery; in fact patients at Totley Rise will now have access to additional services and longer opening hours.

The meeting was opened for questions/comments.

While noting that the change largely related to management functions Professor Mark Gamsu, Lay Member, asked if there had been concerns raised by the Practice Participation Group.

Teresa Tromans, Practice Manager, told the Committee that PPG members and many patients were aware of the collaborative arrangements and were fully supportive of this change. For patients she added that patient choice remained central to the practices approach.

The Deputy Director of Delivery, Primary Care Contracting, Estates and Digital told the Committee that one of recommendations which the practice have agreed to is to continue to seek patient input during and following the merger to ensure that any issues that arise can be addressed.

The Assistant Head of Primary Care Co-Commissioning, NHS England and NHS Improvement sought clarification about planned opening hours as it appeared from the paper that the practices do not currently open on Thursday afternoon. She told the Committee that she had previously received assurances that all practices in Sheffield met NHS England opening requirements

Teresa Tromans, Practice Manager, told the Committee that t on Thursday afternoon, Totley Rise phone calls are transferred to the GP Collaborative at 2.30pm but doors at Abbey Lane remain open until 4pm. The vision is that the opening hours for Totley Rise will be aligned with Abbey Lane and that the doors will remain open until 4 pm.

The Assistant Head of Primary Care Co-Commissioning, NHS England and NHS Improvement and the Deputy Director of Delivery, Primary Care Contracting, Estates and Digital agreed to meet separately to discuss compliance with core opening hours.

AT/VL

The LMC Representative noted that core opening hours had been discussed at PCCC previously. He said that the GP Contract is very clear about opening requirements, and if practices wish t to work extended hours they cannot close for a half day however, the contract dose not stipulate opening for a certain number of hours each session. Finally, he told the Committee that the LMC had fully support this merger.

The Healthwatch Representative recognised that this merger was mainly managerial and contractual, but felt that reference to patient care should be given higher priority in the paper. This was noted.

The Primary Care Commissioning Committee approved the merger application subject to the following recommendations :

- The practice would continue to review and measure the impact of change and to work with the Quality and Engagement teams

to further mitigate against these post-merger by implementation of the recommendations set out at section 10.1 of the paper.

- The practice would complete a full and comprehensive IT Checklist template to be signed off by lead GP for appending to the merger application closer to the time of the system merge.

24/2021 Items circulated for noting

(a) Delegated Primary Care Function Audit Report

The Primary Care Commissioning Committee noted the report.

25/2021 Escalation of Risks to Audit and Integrated Governance Committee (AIGC) and Key Messages to Governing Body

The Chair confirmed the following key messages for Governing Body and escalation of risk to the Audit and Integrated Governance Committee (AIGC):

AIGC: No escalations of risk were noted.

Governing Body: To inform Governing Body that the merger application of Abbey Lane Surgery and Totley Rise Medical Practice had been approved.

26/2021 Any Other Business

There was no further business for discussion.

27/2021 Date and Time of Next Meeting

The next meeting will take place on Thursday 15 April 2021 at 1.30 pm via Zoom.

Appendix A: Glossary of Abbreviations and Acronyms

AIGC	Audit and Integrated Governance Committee
CCG	Clinical Commissioning Group
GMS	General Medical Services
ICS	Integrated Care System
LIFT	Local Improvement Finance Trust
LMC	Local Medical Committee
NHSE/I	NHS England and NHS Improvement
PCCC	Primary Care Commissioning Committee
SYB	South Yorkshire and Bassetlaw
PPG	Patient Participation Group