

**Unadopted Minutes of the meeting of NHS Sheffield  
Primary Care Commissioning Committee Held in Public  
on Thursday 19 May 2022 at 1.30 pm by Videoconference**

**A**

- Present** Ms Chris Nield (CN), Lay Member (Chair)
- Voting members:** Ms Sandie Buchan (SBuc), Director of Commissioning Development  
Professor Mark Gamsu (MG), Lay Member (Deputy Chair) – from 37/22  
Ms Jackie Mills (JM), Director of Finance  
Mr Alun Windle (AW), Chief Nurse
- Non-voting members:** Ms Victoria Lindon (VL), Assistant Head of Primary Care Co-Commissioning, NHS England and NHS Improvement  
Dr Zak McMurray (ZM), Medical Director – from 35/22  
Ms Abby Tebbs (AT), Deputy Director of Primary Care Contracting Estates and Digital
- In Attendance:** Mr Thomas Cragg (TC), Deputy Director of IT Development and Improvement  
Dr Trish Edney (PE), Healthwatch Sheffield Representative  
Ms Lucy Ettridge (LE), Deputy Director of Communications, Engagement and Equality – from 35/22  
Ms Roni Foster-Ash (RFA), PA to Medical Director (minutes)  
Dr Gareth McCrea (GM), Sheffield Local Medical Committee (LMC) Representative

**Members of the Public:**

Members of the public joined the meeting via the livestream on YouTube

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

**30/22 Welcome, Introductions, Apologies for Absence and Confirmation of Quoracy** **ACTION**

The Chair welcomed members and those in attendance to the Primary Care Commissioning Committee. She welcomed members of the public and explained that due to requirements for social distancing Primary Care Commissioning Committee meetings held in public were being livestreamed.

She asked members of the Committee to raise their hands virtually or through the chat function if they wished to speak and, for the benefit of members of the public and others in attendance, to identify themselves with their name and role the first time they spoke.

The Chair informed the Committee of a change to the planned agenda for the meeting. The Deputy Director of Primary Care Contracting Estates and Digital explained that because of a delay to the completion of the Quality and Equality Impact Assessment (QEIA), agenda item 7 'Application to Merge Stannington Medical Centre with Walkley Medical Centre' (see 36/22 below) had been deferred to the now confirmed PCCC meeting being held in public on 23 June 2022 (see 36/22).

The Chair reported that although it had been envisaged that this would be the last meeting of the Committee before the transition to the ICB a further meeting of PCCC in public and private would now be held on 23 June 2022.

**Apologies from voting members** had been received from Mr Brian Hughes (BH), Deputy Accountable Officer and Ms Judi Thorley (JT), Lay Member

**Apologies from non-voting members** had been received from Dr Amir Afzal (AA) – CCG Governing Body GP Locality Nominated Representative, Central

**Apologies from those normally in attendance** had been received from and Mr Greg Fell (GF), Director of Public Health, Sheffield City Council (SCC).

The Chair declared that the meeting was quorate.

### **31/22 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, 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>

There were no declarations of interests made relating to agenda items at today's meeting.

### **32/22 Questions from Members of the Public**

No questions from members of the public were received for this meeting.

The Chair reminded members of the public that they were welcome to submit questions to the Primary Care Commissioning Committee and that the form to do this was available on the Primary Care Commissioning Committee papers page of the CCG website.

**33/22 Approval of Unadopted Minutes of the Previous Meeting held on 10 March 2022**

The unadopted minutes of the meeting held in public on 10 March 2022 (paper A) were agreed as a correct record and would be signed by the Chair at a later stage.

**34/22 Matters Arising / Actions**

**a) Approval of H1 Opening Budgets for Primary Care 2021/22 and Financial Position at Month 3 2021/22 (minutes 21/22a, 05/22a, 67/21a, 54/21b, 44/21 refer)**

The Deputy Director of Primary Care Contracting Estates and Digital explained that it had been previously agreed that this request was deferred due to other priorities confirmed. She added that, if possible, she would seek to include the trend analysis within the final Primary Care report to be presented to the Committee at the next meeting being held on 23 June 2022.

The Director of Finance said that there were two points in response to this query, first, the ongoing financial pressure and secondly, the workforce pressures highlighted and that the trend analysis would now be included the Primary Care report.

**The Committee agreed that this action could be closed and agreed a new action to present trends in locum spend in the primary care report**

AT

**b) Financial Report at Month 10 2021/22 (minute 24/22 refers)**

The Chair confirmed that the financial plan for 2022/2023 would be presented under agenda item 6 'Financial Report at Month 12 2021/22 and Financial Plan 2022/23 (Quarter 1 April – June 2022)' (paper C for approval) - see 35/22.

**The Committee agreed that this action could now be closed.**

**c) Digital Programme Update (minute 25/22 refers)**

The Deputy Director of IT Development and Improvement explained several ongoing programmes around practice websites and that further information would be given under agenda item 8 'Digital Programme Update' (paper E for consideration) - see 37/22.

**The Committee agreed that this action could now be closed.**

In response to a question from Professor Gamsu at the last meeting about the quality of digital access to primary care across the city the Deputy Director of IT Development and Improvement explained that the CCG was currently gathering data that would be added to IT update report. Further information was provided under agenda item 8 'Digital Programme Update' (paper E for consideration) - see 37/22.

**The Committee agreed that this action could now be closed.**

**35/22 Financial Report at Month 12 2021/22 and Financial Plan 2022/23 (Quarter 1 April – June 2022) (Paper C – for approval)**

**The Medical Director joined the meeting.**

**The Deputy Director of Communications, Engagement and Equality joined the meeting.**

The Director of Finance presented this paper (paper C), updating the Committee on the full year financial position for the 12 months April 2021 to March 2022 in relation to primary care budgets, and summarising the financial arrangements for 2022/23 and initial budgets for primary care.

The Committee approved the revised financial plan for 2021/22 in November 2021, the third version of plan approved recognising the changing financial arrangements in place during the Covid-19 pandemic. The approved plan was developed to deliver an in-year break even position noting that there was a recurrent pressure of £2m within that position that required savings to be identified. The Committee had previously discussed potential savings to manage this position.

The Financial Director reported that, by the end of month 12, a number of mitigations had been secured, mainly non-recurrent, to manage this position resulting in an under spend at year end of £760k on the primary care budgets. Within this, the delegated budget from NHS England was overspent by approximately £0.25m, offset by a sizeable underspend on the CCG additionally commissioned budgets with a large proportion of this underspend relating to some late allocations for IT developments which are unable to be mobilised within the timescales available.

The spend on the additional roles reimbursement scheme (ARRS) was noted at section 2.1 of the report. Whilst the allocation within the CCG's baseline had been spent, the Director of Finance advised that the CCG also had access to additional central funding of just under £3.3m. This was underdrawn by around £1.1m by the end of March. Table 1 within the report sets out the variation of uptake of this funding across the primary care networks. There were many complex reasons why networks had been unable to utilise all of this funding. The CCG is in conversation with the networks regarding their plans for 2022/23. The budget for 2022/23 increases significantly again in order to expand additional roles. The CCG is working with Primary Care Networks (PCNs) help to address some of the problems experienced to date of utilising this funding.

The Director of Finance commented that, as the CCG will only exist for the first financial quarter approval was sought by the Committee for the budgets for quarter 1. She reminded the Committee that PCCC had the responsibility for approving the use of the primary care co commissioning delegated budgets from NHS England with the CCG's Governing Body being responsible for approving the overall financial plan (approved on 3 March 2022) as well as the additional funding that the CCG commissions for general practice.

Referring to table 1, paper C, the Healthwatch Sheffield Representative asked why PCNs were not named. The Director of Finance explained that PCNs were anonymised to indicate position rather than highlighting individual positions.

The LMC Representative asked if the savings in section 3.1 'Financial Plan – Delegated' were correct. The Director of Finance confirmed the table was correct, but the narrative was incorrect. The shortfall in for the first quarter was approximately £600k. In the same way that there was a recurrent overcommitment in 2021/22, the recurrent over commitment for 2022/23 was estimated as £0.6m for Q1 and just under £2m for the full year.

The Director of Finance said that since writing the paper, NHS England had confirmed that further allocations for some of the spend built into the plan. She was hopeful that the level of over commitment could be reduced if these allocations were recurrent. This did not take away the pressure to identify further savings to alleviate the remaining pressure.

The Chair asked why PCNs were unable to fully claim the ARRS funding. The Director of Finance explained several reasons with the key challenge being the workforce availability, competition between networks to recruit to certain roles had resulted in a bidding war in some cases and some networks were more developed and organised in how they managed and supported staff and the CCG were looking at how they could further support and help networks with this. She added that some PCNs with low uptake were in areas of deprivation where it was potentially more challenging to recruit staff.

The Deputy Director of Primary Care Contracting Estates and Digital explained some of the approaches being taken by the CCG were to be discussed in the PCCC meeting being held in private.

The Medical Director reiterated that lack of workforce was a major cause of frustration particularly for practices in areas of deprivation who struggled to recruit. It was disappointing that it had been assumed that workforce was available and that this created unhelpful competition exacerbating inequalities.

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

- **Considered the reported financial position as at month 12.**
- **Noted that the Governing Body has approved an overarching draft financial plan, including assumptions regarding primary care on 3 March 2022.**
- **Approved the primary care budgets for April - June 2022.**
- **Noted that whilst further work is required to review the financial assumptions for primary care, initial estimates indicate a significant over-commitment against primary care budgets.**

#### **36/22 Application to Merge Stannington Medical Centre with Walkley Medical Centre**

**The Deputy Director of Primary Care Contracting Estates and Digital explained that, because of a delay to the quality review of the completed QEIA this item was deferred and would be presented to the PCCC meeting being held in public on 23 June 2022.**

**AT**

**Professor Mark Gamsu joined the meeting.**

### 37/22 Digital Programme Update (Paper E – for consideration)

The Deputy Director of IT Development and Improvement presented this paper (paper E).

A reduction in online consultations since the end of lockdown had been highlighted by NHS England. BBS IT was working with the primary care team to undertake a review of the data around this.

The stock management process was greatly improved, this was evidenced through the recent building audit.

Robotic Process Automation (RPA) plans to discover repetitive work which could be automated by software had several areas with potential for automation:

1. importing structured data from secondary care into primary care systems.
2. automating patient registration (following a national initiative)
3. automated chat-based interaction with patients to provide a 24/7 option for common queries

These are being explored by the Head of Digital Applications Teams) and practices to produce shortlist for further development.

Sheffield CCG have formally approved a programme of work to provide Sheffield GPs with access to the Yorkshire and Humber Care Record.

Rotherham and Doncaster are undertaking an audit and identifying steps to improve PCN web presence. Barnsley, Bassetlaw and Sheffield shared IT service (BBSIT) and Sheffield Primary Care Team will bid to run a similar program in Sheffield utilising learning from Rotherham and Doncaster.

**Further update on programme to be given at next meeting scheduled for 23 June 2022.**

TC

The LMC Representative asked if any targets been set by NHS England for on-line consultation, noting the incongruence with recent messages from NHS England about increasing face-to-face appointments.

The Deputy Director of IT Development and Improvement reported that the increase in online consultations during the pandemic had dropped and this information was being utilised to inform future funding around best use of tools and best use of budget. More information would be available after the review. It was confirmed that there was no target specified for online consultation.

The HealthWatch Representative asked if the Shared Care Record was different from that already known to patients and if consent forms would be different. The Deputy Director of IT Development and Improvement said that the YHCR SCR had been selected from several options. **It was agreed that further information about consent forms would be provided to the Committee.**

TC

The project lead had offered to give a brief update to PCCC on DSOP and digital inclusion (as initially requested by Professor Gamsu). **It was agreed that a more detailed update would be presented to PCCC at the meeting scheduled for 23 June 2022.**

TC/AT

The Primary Care Commissioning Committee considered the contents of the paper.

#### **38/22 Reflection on Primary Care Commissioning Committee – Oral Update**

The Chair explained that Primary Care Annual report presented to the Committee meeting in January 2022 included information on achievements, key areas of work and governance and asked how members wished to capture the achievements of the PCCC.

**It was agreed to share the Primary Care section of the CCG Annual report with Committee members, enabling them to include any additional thoughts, suggestions and comments for a final report recognising the work of the Primary Care Commissioning Committee as part of the transition process into the ICB.**

AT

**This final report would be presented at the next Committee meeting being held in public on 23 June 2022.**

AT

#### **39/22 Any Other Business**

No other business was discussed.

#### **40/22 Escalation of Risks to Audit and Integrated Governance Committee (AIGC)**

No new risks were identified for escalation to AIGC.

#### **41/22 Key Messages to Governing Body**

Alert the Governing Body of work being undertaken by the Committee and have a steer on where it will sit and who will 'own' it over the transition process.

The Director of Finance advised that the next meeting of the Governing Body would be a short exceptional meeting held on 16 May 2022 to consider the adoption of the annual accounts.

The next full meeting of the Governing Body would be held on 30 June 2022 (with the day after being when the new arrangements will be in place). She suggested that the work on future arrangements would need to be taken forward outside the governing body meeting.

#### **42/22 Date and Time of Next Meeting**

The next meeting in public will take place on Thursday 23 June 2022 via Zoom and livestreamed on YouTube (to be confirmed).

There being no further business, the Chair closed the meeting.

## Appendix A: Glossary of Abbreviations and Acronyms

ACP	Accountable Care Partnership
AIGC	Audit and Integrated Governance Committee
ARRS	Additional Roles Reimbursement Scheme
BBSIT	Barnsley, Bassetlaw and Sheffield shared IT service
DES	Directed Enhanced Service
DV	District Valuer
eDec	Electronic Practice Self-Declaration
GMS	General Medical Services
GPIT	General Practice Information Technology
ICE	Pathology Requesting and Reporting software system
ICB	Integrated Care Board
ICS	Integrated Care System
LCS	Locally Commissioned Services
LIFT	Local Improvement Finance Trust
LMC	Local Medical Committee
NHSE/I	NHS England and NHS Improvement
OPEL	Operational Pressures Escalation Levels
PCCC	Primary Care Commissioning Committee
PCN	Primary Care Network
PCS	Primary Care Sheffield
PPG	Patient Participation Group
QAC	Quality Assurance Committee
QEIA	Quality and Equality Impact Assessment
RPA	Robotic Process Automation
SCCG	Sheffield Clinical Commissioning Group
SOP	Standard Operating Procedure
SPIEEC	Strategic Public Involvement, Experience and Equality Committee
SPSYB	South Yorkshire and Bassetlaw
STH	Sheffield Teaching Hospitals
TPP	GP software provider (SystemOne)
YHCR	Yorkshire and Humber Shared Care Records