

Primary Care Commissioning Committees in Common MINUTES (Part 1)

Guildford and Waverley CCG	✓
North West Surrey CCG	✓
Surrey Downs CCG	✓

Date	12 July 2019	Time	09:30 – 12:10
Venue	Meeting Rooms 2, 3 and 4, First Floor, NHS NWS CCG, 58 Church Street, Weybridge, Surrey, KT13 8DP		

Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Voting Members				
Jonathan Perkins (JP)	Lay Member, General, (Convenor)		✓	
Sue Tresman (ST)	Deputy Lay Member, General, (Vice Convenor)		✓	
Jacqui Burke (JB)	Lay Member, Audit		✓	
Matthew Tait (MT)	Integrated Care System (ICS) Chief Officer		✓	
Karen McDowell (KM)	ICS Director of Finance		A	
Deputy for KM: Claire Fuller (CF)	Deputy Chief Finance Officer and Chair of NWS PCOG		✓	
Clare Stone (CSt)	ICS Director of Quality and Surrey Heartlands CCGs Chief Nurse		A	
Dr David Ratcliffe (DR)	Independent General Practitioner (GP)		✓	
Dr Jane Dempster (JD)	Independent GP		✓	
Vicky Stobbart (VS)	Integrated Care Partnership (ICP) Director	✓		
Jack Wagstaff (JWa)	ICP Director		A	
Colin Thompson (CT)	ICP Director			✓
Lynda MacDermott (LM)	Patient Lay Representative	✓		
Catherine Brunton-Green (CB)	Patient Lay Representative		✓	

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		G&W	NWS	SD
TBA	Patient Lay Representative			-
Ruth Hutchinson (RHu)	Surrey County Council (SCC) Deputy Director of Public Health		✓	
Dr Clare Sieber (CSi)	Surrey & Sussex Local Medical Committee (LMC) Medical Director		✓	
Non-Voting Members				
Samantha Harris (SHa)	NHS England (NHSE) Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		A	
Sinead Mooney (SM)	SCC Cabinet Member for Adults and Public Health		A	
Alison Griffiths (AG)	SCC Deputy Cabinet Member for Health		✓	
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)	✓		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)	A		
Deputy for SDe: Dr Abhiljit Hosangady (AH)	GP Representative (Guildowns Group Practice)	✓		
Dr Seda Boghossian- Tighe (SB)	GP Representative, Stanwell, Ashford, Staines, Shepperton and Egham (SASSE) Locality (St David's Family Practice)		✓	
Dr Deborah Shiel (DSHi)	GP Representative, Woking Locality (Hillview Medical Centre)		✓	
Dr Njaiameh Asamoah (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)		✓	
Dr Robin Gupta (RGu)	GP Representative, Dorking Locality (Brockwood Medical Practice)			✓
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)			✓
Dr Jill Evans (JE)	GP Representative, East Elmbridge Locality (Esher Green Surgery)			✓

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Isata Green (IGr)	Operational Practice Manager (Fairlands Medical Practice)	✓		
Liz Reynolds (LR)	Operational Practice Manager (Wey Family Practice)		✓	
Claire Yarborough (CY)	Operational Practice Manager (Cobham Health Centre)			✓
In Attendance				
Nikki Mallinder (NM)	Associate Director of Primary Care Development		✓	
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts		✓	
Shelley Eugene (SE)	Head of Primary Care Development		✓	
Jules Wilmshurst-Smith (JWi)	Head of Estates		✓	
Hannah Yasuda (HY)	Head of Primary Care Commissioning and Development	✓		
Dan Shelton-Smith (DShe)	Interim Technical Specialist / Project Manager, ELS Consulting Associates Limited (Ltd)	✓ (Item 13)		
Adrian Brown (AB)	Lay Member, East Surrey CCG		✓	
Lucy Ing (LI)	Communications Manager		✓	
James Stanton (JS)	(Minute-Taker) Governance Manager		✓	
Rian Hoskins (RHo)	(Minute-Taker) Corporate Administrator		✓	

***Freedom of Information:** Those present at the meeting should be aware that their name will be listed in the agenda and action notes of this meeting, which may be released to members of the public on request under Freedom of Information requirements.*

Item No.	Discussions and New Actions	Who	When
1	<p>Welcome, Introductions and Apologies</p> <p>The Convener welcomed members and attendees. Apologies were received as detailed above.</p>		
2	<p>Declarations of Interest</p> <p>Members and attendees confirmed that their entry in the Register of Interests was up-to-date, accurate and complete. It was noted that PCN Clinical Director roles would needed to be added to the Register of Interest.</p> <p>The following declarations of interest pertinent to items on the agenda were made:</p> <ul style="list-style-type: none"> • Dr Deborah Shiel declared an indirect interest in the Greenfield Contractor Termination Notice (item 9 - Primary Care Contracting Tracker Report July 2019) by virtue of her practice. The Chair agreed that Dr Shiel could remain in the meeting subject to any further level of conflict becoming apparent. • Vicky Stobbart advised of her role as Director of Clinical Integration at Royal Surrey Hospital in relation to items which might include discussion of the Trust. 		
3	<p>Quorum</p> <p>The Convener noted that the required quorum had been met for each CCG and declared the meeting open.</p>		
4	<p>Minutes from previous meetings held on 8 March 2019 and 10 May 2019.</p> <p>RESOLVED that the minutes from the meetings held on 8 March 2019 and 10 May 2019 be AGREED as a correct record.</p>		
5	<p>Action Log</p> <p>The Committee considered updates and agreed that the following actions be closed:</p> <ul style="list-style-type: none"> • 07-19 Committee Effectiveness Review • 20-19 Terms of Reference • 21-19 Interpretation and Translation Services • 22-19 Chair's Report • 23-19 Primary Care Core GP Contract • 24-19 Primary Care Core GP Contract • 25-19 Improved Access Data Review • 26-19 Improved Access Data Review 		

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6	<p>Convenor's Report</p> <p>The Convenor noted that it had been an exceptionally busy period for primary care. In addition to the work on the development of Primary Care Networks (PCNs), a very large number of applications had been received from practices in relation to requests for changes in their contracts and ways of working.</p> <p>Practices were independent and could ask to change the way they work at any time. The role of the Committee was to consider the impact on services arising from these proposals. Some applications had been received from practices seeking to close and it was noted that this had been the subject of understandable interest from local patients and the wider community.</p> <p>Each application for a contractual change received from practices was the subject of very careful consideration. The CCGs' Primary Care team looked very closely at the consistency of service to patients and spent a significant amount of time supporting GP practices in exploring all available options. The CCGs were committed to working with all practices to secure the best outcomes. As a result of this support and negotiation, the CCG and practices had worked cooperatively to develop solutions to avoid the closures of the practice and branch which had originally been requested and would have been due to be considered at the meeting.</p> <p>The report was NOTED.</p>		
7	<p>Risk Register and Issues Log</p> <p>Helen Snelling introduced the paper.</p> <p>Risk Register The Committees considered the Primary Care Risk Register and the risks captured within Surrey Heartlands CCGs' Primary Care.</p> <p>It was noted that a number of risks which had been proposed for closure at the last meeting were progressing through the closure process. Elements of previous risks had been captured as issues as appropriate.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The new Risk Register summary and report be NOTED; and 2. The Risks proposed for closure be AGREED as set out in the paper. 		

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	<p>Issues Log</p> <p>The Committee considered the update. Members noted the work which had taken place with practice managers to gain a better understanding of local circumstances. It was noted that the number of issues had reduced and the backlog cleared.</p> <p>Action: Members were advised to inform HS of any issues of which they were aware that should be added to the escalation log.</p> <p>The situation with NHS Property Services was noted to have improved and support was available for practices to escalate serious issues.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Issues set out in the paper be NOTED; and 2. Issue 022 - Transfer of Clinical Waste to new provider be CLOSED as proposed. 	ALL	Ongoing
8	<p>Primary Care Networks – Update & Configuration</p> <p>Nikki Mallinder introduced the paper.</p> <p>Members noted the work which had taken place to establish Primary Care Networks across Surrey Heartlands. The size and geography of the proposals had been assessed and reviewed by both NHS England and the LMC. All Networks were noted to have an elected director.</p> <p>Action: Maps would be made available as Word documents to aid with clarity. The reference to ‘Cooper’ in the documentation would also be corrected to ‘Gupta’.</p> <p>The Committee discussed the scale of the proposed networks and the arrangements when these crossed neighbourhoods. It was noted that whilst most work would take place collaboratively at the network level, provision would also break down to certain delivery points within neighbourhoods. Members welcomed the opportunities the developments presented to work with commissioners to provide improvements for patients.</p> <p>The amount and standard of work which had been carried out by clinical directors within a very short timeframe was recognised. The level of cooperation and agreement which had been reached was welcomed and all involved were to be congratulated.</p>	NM	Sept 19

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	<p>It was noted that the additional roles referenced were presented as an option and complete provision would be subject to funding. A proposal would need to be made as to how to support the additional costs involved. It was noted that the work and its outcomes would link directly into the Health and Wellbeing Strategy.</p> <p>RESOLVED that:</p> <p>The report and position on all PCNs in Surrey Heartlands be NOTED.</p>		
9	<p>Primary Care Contracting Tracker Report July 2019</p> <p>Helen Snelling introduced the item.</p> <p>The updates and recommendations were considered on an individual CCG basis. The determination of each practice application was made by only those appointed as members of the relevant individual PCCC for the respective CCG area.</p> <p>a) Guildford Rivers – Branch Closure (Guildford and Waverley CCG PCCC Members)</p> <p>The Guildford and Waverley PCCC considered the application to close the part time Murrayfield site and continue to provide services from the Milford branch. Members noted that the Murrayfield branch was only open in the mornings and the building was in poor condition. The majority of patients were noted to use the Milford site.</p> <p>Although de-registration would not take place for a branch closure, the location meant that some patients may choose to re-register with other practices. Engagement had taken place with other practices and it was noted that one of the neighbouring providers had capped its numbers. There would be a cost pressure on the CCG should the space be left void and the opportunity to look at the delivery of alternative uses could be explored. It was proposed that primary care options would be looked at initially and the cost pressure would be kept under review.</p> <p>Members noted the work taking place more generally to look at estates and the support that could be provided as part of the development of PCNs. The retention of flexible space might be beneficial and this could be considered.</p> <p>Talk about what is opportunity and retaining flexibility of space could be helpful – would be first time we tried this.</p>		

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	<p>RESOLVED by Guildford and Waverley CCG Primary Care Committee that:</p> <p>The recommendation be AGREED.</p> <p>b) Greenfield – Contractor Termination Notice (North West Surrey CCG PCCC Members)</p> <p>Dr Deborah Shiel declared an indirect interest in this item by virtue of her practice. The Chair agreed that Dr Shiel could remain in the meeting (noting that should it become apparent during the discussion that a direct conflict of interest may exist, Dr Shiel would declare this and leave at that point).</p> <p>Helen Snelling advised Members of the background to the application and the engagement which had taken place with the practice, neighbouring practices and local community.</p> <p>The Primary Care Team had continued to explore options and very positive discussions had taken place with a neighbouring practice which had expressed an interest in a merger which would take on the existing contractors' practice. The contractor had subsequently written to say they would like to withdraw their application for termination and proceed with the merger proposal.</p> <p>The Committee was therefore recommended to formally accept the withdrawal of the application and the proposed merger. The Committee noted that the contractor had confirmed that they would restart the six month process for termination from the beginning if the merger did not proceed.</p> <p>Members expressed support for a good outcome.</p> <p>RESOLVED by North West Surrey Primary Care Committee that:</p> <p>The recommendation to accept the withdrawal of the application for termination be AGREED.</p> <p>c) Molebridge – Fetcham Branch Closure Update (Surrey Downs CCG PCCC Members)</p> <p>Helen Snelling updated the Committee on the application which had previously been submitted to close the Fetcham branch site. Members noted that the application, which had prompted local concern, had been withdrawn.</p> <p>Members expressed support for the outcome and the continuation of work by the Primary Care Team to support the practice to address their concerns about unsustainability. The learning from this case would also be captured in terms of developing a potential future resilience offer for practices.</p>		

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	<p>RESOLVED by Surrey Downs CCG Primary Care Committee that:</p> <p>The withdrawal of the application be AGREED.</p>		
10	<p>Primary Care Surrey Heartlands Dispersal Policy</p> <p>Helen Snelling introduced the paper.</p> <p>The Committee considered the proposed policy to help support receiving practices manage the increased and pressing workload associated with incoming patient registrations and health reviews following practice dispersals and site changes. A payment of £22.47 per patient would be made to a receiving practice for eligible patients during the dispersal period. The policy would be activated by agreement of PCCC when applications were being considered.</p> <p>Members welcomed the development of the support arrangements. It was noted that the arrangements would not only apply to full dispersal of a list but would also support branch closures or movements across Surrey Heartlands.</p> <p>The LMC advised that the funding contribution was in line with other areas and supported formalising the arrangements. Funding would be provided from the delegated budget.</p> <p>Action: The wording of the policy would be amended to reflect that it would not apply to agreed mergers.</p> <p>The policy would be reviewed after a year to assess its effectiveness and the impact on local practices.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The policy, as amended above, be AGREED. 2. The use of the policy with regard to the branch closure at Guildford Rivers be AGREED. 	HS	Sept 19
11	<p>Care Quality Commission (CQC) Report</p> <p>Helen Snelling introduced the paper.</p> <p>The Convenor thanked all involved for the hard work that underpinned the ratings and improvements.</p> <p>Members discussed the rating and review arrangements. It was noted that ratings were only reassessed following full inspections</p>		

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	<p>and that annual reviews having taken place were recorded on the CQC website.</p> <p>The Committee discussed future arrangements for inspections and reviews. It was noted that PCNs would not be subject to CQC inspection as they would not be registered with them individually. There was a general issue with how regulators would look at Systems in future or consider patient pathway based assessments.</p> <p>Action: The CQC would be requested to provide the detailed definitions used for 'Good' and 'Outstanding' ratings for inclusion in future reporting.</p> <p>RESOLVED that:</p> <p>The paper be NOTED.</p>	JP	
12	<p>General Practice (GP) Online Consulting Procurement Process</p> <p>Dan Shelton-Smith introduced the paper.</p> <p>Members noted that a short contract of two years was being proposed as PCNs would start to deliver this themselves. Two years was considered the minimum term that would attract a bidder. NHS England had advised to progress the process and build in break clauses and specifications to address the risk of a move to the local level. Further consideration could be given once expressions of intent to bid had been received.</p> <p>The Committee was advised that pilot sites had been used to gather information on practice requirements however there was some concern that national requirements were not in place and not all practices might want to use the software. Members noted that work was taking place to future proof the specification around the core framework eg by including video consulting offer and the need for suppliers to keep up with any national specification.</p> <p>Support was expressed for the two year contract proposal as representing a sensible middle ground. The team was thanked for the consultation arrangements, including an excellent workshop, and the responsiveness with which the feedback had been incorporated into the specification.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The procurement process for online consulting across Surrey Heartlands & East Surrey be APPROVED; and 		

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	<p>2. The proposed procurement approval process for Surrey Heartlands be APPROVED, recognising the need for approval of the final procurement specification outside of the normal PCCC meeting schedule and agreeing that the Chair may agree this under delegated authority as a Chair's Action.</p>		
13	<p>Primary Care Programme of Work (POW) – July 2019</p> <p>Nikki Mallinder introduced the report.</p> <p>The Committee noted the receipt of the minutes and recommendations of the Surrey Heartlands' Primary Care Operational Groups' (PCOG) and minutes of the Primary Care Transformation Board.</p> <p>Action: Primary Care Transformation Board Terms of Reference to be brought to future PCCC meeting.</p> <p>Members discussed the Commissioning & Development Assurance Report. It was noted that work was ongoing in terms of the presentation of the information in the report however feedback from Members was that the content was very useful and the level of detail was appropriate. The work which had taken place to pull out issues arising from primary care operational groups was well received.</p> <p>Action: Future reports would include the action being taken to address where targets were not being met eg annual healthchecks.</p> <p>RESOLVED that:</p> <p>The report be NOTED.</p>	<p>NM</p> <p>NM</p>	<p>TBC</p> <p>Ongoing</p>
14	<p>Fort House Appeal Report</p> <p>Nikki Mallinder introduced the paper for noting.</p> <p>RESOLVED that:</p> <p>The appeal response be NOTED.</p>		
15	<p>2019/20 Financial Framework</p> <p>Claire Fuller introduced the item.</p> <p>Delegated Co-Commissioning Financial Framework 2019/20 - G&W, NWS, SD CCGs</p>		

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	<p>The Committee received the Month Two Finance Reports for the Surrey Heartlands CCGs.</p> <p>It was noted that PMS release funds were to be highlighted within the funding stream. This reflected the agreement made with NHS England and presented the higher income per head PMS for clarification.</p> <p>Action: It was agreed that Finance reports would be taken at the start of the agenda future.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The risks and assumptions described within the reports be NOTED; and 2. The forecast position as reported to NHSE at Month 2 be NOTED. 	JS/RH	Ongoing
17	<p>Any Other Business</p> <p>No other business was raised.</p>		
18	<p>Meeting Close</p> <p>The meeting closed at 12.10pm.</p>		
<p>Signed and agreed by:</p> <p style="text-align: right;">Date: DD MMM YYYY</p> <p>Jonathan Perkins, Lay Member General (Convener)</p>			
<p>Minutes agreed for publication by:</p> <p style="text-align: right;">Date: DD MMM YYYY</p> <p>Jack Wagstaff, NWS ICP Director (Exec Lead)</p>			
<p>Minutes agreed for publication by:</p> <p style="text-align: right;">Date: DD MMM YYYY</p> <p>Vicky Stobbart, G&W CCG ICP Director (Exec Lead)</p>			
<p>Minutes agreed for publication by:</p> <p style="text-align: right;">Date: DD MMM YYYY</p>			

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	Colin Thompson, SD CCG ICP Director (Exec Lead)		