

## PRIMARY CARE COMMISSIONING COMMITTEES IN COMMON PART ONE

### MINUTES

<b>NHS East Surrey CCG</b>	✓
<b>Guildford and Waverley CCG</b>	✓
<b>North West Surrey CCG</b>	✓
<b>Surrey Downs CCG</b>	✓

<b>Date</b>	10 January 2020	<b>Time</b>	09:00 - 11:05
<b>Venue</b>	NW Surrey CCG offices, 58 Church Street, Weybridge.		

### Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
<b>Voting Members</b>					
Jonathan Perkins (JP)	Lay Member, General (Convener)			✓	
David Congdon (DC)	Lay Member for Primary Care Commissioning (Co-Convener)	✓			
Jacqui Burke (JB)	Lay Member, Audit			✓	
Adrian Brown (AB)	Lay Member, Audit	✓			
Matthew Tait (MT)	ICS Chief Officer			✓	
Carol Pearson (CP)	Lay Member for Finance	A			
Karen McDowell (KMc) Deputy for KMc: Andy Law (AL)	ICS Director of Finance Associate Director of Finance, NWS CCG			A ✓	
Debbie Stubberfield (DSt)	Governing Body Independent Nurse Member	A			
Clare Stone (CSt)	ICS Director of Quality and Surrey Heartlands CCGs Chief Nurse			✓	
Dr David Ratcliffe (DR)	Independent GP			✓	

Reviewed by: JP / HS

### Working together across Surrey Heartlands

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Dr Jane Dempster (JD)	Independent GP			✓	
Sumona Chatterjee (SC) Deputy: Jeanette Hucey (JH)	Integrated Care Partnership Director	A ✓			
Vicky Stobart (VS) Giles Mahoney (GM)	ICP Director		A ✓		
Jack Wagstaff (JW) Deputy: Nikki Mallinder (NM)	ICP Director			A ✓	
Colin Thompson (CT)	ICP Director				✓
Yvette Robbins (YR)	Lay Member for Patient and Public Engagement	✓			
Lynda MacDermott (LM)	Patient Lay Representative		✓		
Catherine Brunton-Green (CB)	Patient Lay Representative			A	
Jacky Oliver (JO)	Patient Lay Representative				✓
Ruth Hutchinson (RH)	Interim Director of Public Health, Surrey County Council			A	
Dr Karthiga Gengatharan (KG)	Surrey Local Medical Committee Medical Director			✓	
<b>Non-Voting Members</b>					
Caroline Cameron (CC)	NHS England Representative			A	
Kate Scribbins (KS)	Surrey Healthwatch Chief Executive			✓	
Sinead Mooney (SM)	SCC Cabinet Member for Health and Wellbeing			A	
Deputy for SM: Alison Griffiths (AG)	Deputy SCC Cabinet Member for Health and Wellbeing			A	
Caroline Farrar (CF)	Programme Director for Integrated Care		A		
Dr Howard Cohen (HC)	GP Member of the GB (Elizabeth House Medical Practice)	A			
Dr David Hill (DH)	GP Member of the GB (Oxted Health Centre)	A			
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)		A		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)		✓		
TBA	GP Representative for Stanwell, Ashford, Staines, Shepperton and Egham (SASSE) Locality			-	
Dr Njaimah Asamoah-Owusu (NA)	GP Representative, Thames Medical Locality (Crouch Oak Family Practice)			✓	

Name (initials)	Title	Attendance (✓) or Apologies (A)			
		ES	G&W	NWS	SD
Dr Deborah Shiel (DS)	GP Representative, Woking Locality (Hillview Medical Centre)			✓	
Dr Robin Gupta (RGU)	GP Representative, Dorking Locality (Longcroft Clinic)				A
Dr Nazila Toumadj (NT)	GP Representative, East Elmbridge Locality (Capelfield Surgery)				A
Dr Nicky Kirby (NK)	GP Representative, Epsom Locality (Longcroft Clinic)				A
TBA	Operational Practice Manager	-			
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)				✓
<b>In Attendance</b>					
Helen Snelling (HS)	Head of Primary Care Contracts			✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts			✓	
Nikki Mallinder (NM)	Associate Director of Primary Care Commissioning and Development			✓	
Sara Brine (SB)	Head of Primary Care Commissioning and Development	✓ (part)			
Hannah Yasuda (HY)	Head of Primary Care Commissioning and Development		✓		
Kate Laverty (KL)	Head of Primary Care Commissioning and Development			✓	
Shelley Eugene (SE)	Head of Primary Care Commissioning and Development				✓
Jules Wilmshurst-Smith	Head of Estates			✓	
Georgia Laws (GL)	Primary Care Project Manager			✓ (for item 20/13)	
Paul Mitchell (PM)	(Secretary) Interim Governance Manager			✓	

Item No.	Discussions and New Actions	Who	When
P1/ 20/ 01	<p><b>Welcome, Introductions and Apologies</b></p> <p>The Committees confirmed JP as Convener for this meeting.</p> <p>The Convener welcomed members and attendees; apologies were received as detailed above.</p>		
P1/ 20/ 02	<p><b>Declarations of Interest</b></p> <p>Members and attendees confirmed that their entry in the Register of Interests was up-to-date, accurate and complete.</p> <p>AB confirmed that he was also Lay Member for Crawley CCG and Horsham and Mid Sussex CCG.</p> <p>There were no declarations of interest pertinent to items on the agenda.</p>	PM	31/01
P1/ 20/ 03	<p><b>Quorum</b></p> <p>As the required quorum was met for each CCG, the Convener declared the meeting open.</p>		
P1/ 20/ 04	<p><b>Minutes from previous meetings</b></p> <p>The minutes from the previous meeting were agreed as an accurate record of the meeting subject to:</p> <p>Ref: item 18, para 4, line 1 – amend “PCNs” to “Practices”.</p> <p><b>Arising:</b></p> <p>Ref: item 10, para 4 – The delegated reserve has been approved by the ICS Executive.</p>	PM	17/01
P1/ 20/ 05	<p><b>Action Logs</b></p> <p>The updates on the actions were noted and closed as follows:</p> <p>38/19 Add item to next agenda on financial details relating to potential CCG merger. On agenda – close.</p> <p>42/19 East Surrey CCG Members’ register to be updated for future meetings. Done – close.</p> <p>43/19 Delegated Reserve Budget Underspend paper to be brought to the next meeting. On agenda – close.</p> <p>44/19 Audit taking place in Dorking to obtain data in relation to patients of working age who were utilising A&amp;E. CT reported that</p>	PM	06/03

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	<p>this had completed the first stage and he would distribute outside the meeting. Close.</p> <p>45/19 BI CQC assessments of practices are going through a new regime. Need more assessments before any lessons can be considered. Keep open.</p>		
<p><b>P1/20/06</b></p>	<p><b>2019/20 Month 8 Finance Reports</b></p> <p>The Committee received the Month Four Finance Reports for the Surrey Heartlands CCGs and noted the updates on CCG specific issues.</p> <p>JD asked why expenditure on locums was higher in Surrey Downs. AL replied that more analysis was required and he would report back. YR asked whether this issue had been discussed with East Surrey GPs. It was agreed that the East Surrey PCC meeting would provide a suitable forum and this should be considered as an agenda item for a future meeting.</p> <p><b>The Committees:</b></p> <ol style="list-style-type: none"> <li><b>1. NOTED the risks and assumptions described within the report;</b></li> <li><b>2. NOTED the forecast position as reported to NHSE at Month 8.</b></li> </ol>	<p><b>PM</b></p>	<p><b>31/01</b></p>
<p><b>P1/20/07</b></p>	<p><b>Delegated Allocations</b></p> <p>AL introduced the report. He explained that each of the Surrey Heartlands CCGs received a separate primary care financial allocation in order to discharge its responsibilities under delegated co-commissioning arrangements.</p> <p>The purpose of the paper was to explain the difference in size of the financial reserves between each CCG and to consider how any future reserve could be allocated in the event of CCG mergers from April 2020. AL confirmed that views had been taken from the PCOGs and four different options had been developed as listed in the paper.</p> <p>MT advised that in earlier discussions it had been agreed that significant changes had been reserved to the membership and this decision had been included in the constitution of the new CCG accordingly. PCCCIC can therefore only recommend an agreed option to the membership. He suggested that the proposed allocations should shadow the existing CCG/ICP allocations at least for 2020/21. JP commented that the PCCCIC</p>		

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	<p>must still review any discrepancies so as to help develop a Surrey Heartlands formula and to look at the overall equity of the positions.</p> <p>AL recommended an approach to the new CCG to keep status quo allocations based on the shadow ICP allocation but more work and analysis to be carried out.</p> <p><b>The Committees:</b></p> <ol style="list-style-type: none"> <li><b>1. AGREED TO RECOMMEND the option described on the proviso that further work and analysis be carried out beforehand.</b></li> <li><b>2. NOTED that an update would be brought back to the next meeting.</b></li> </ol>	AL	28/02
P1/20/08	<p><b>Additional Roles Reimbursement Scheme (ARRS).</b></p> <p>NM reported that Primary Care Networks (PCNs) across Surrey Heartlands have received funding this year via the ARRS to employ a social prescribing link worker and a clinical pharmacist for each PCN. This was part of the programme to recruit additional roles into primary care, including first contact physiotherapists, physicians' associates and paramedic practitioners.</p> <p>NM explained that there was a time lag between the funding of clinical pharmacists and the posts being recruited. Whilst some PCNs have recruited directly, the majority have entered into sub-contracting agreements with acute trusts and borough councils. As these have taken some time to arrange, the funding for 2019/20 was significantly underspent. The report estimated the under spend and set out how this can be utilised under the ARRS guidance.</p> <p>NM confirmed that no conflicts of interests had been identified relating to ARRS.</p> <p><b>The Committees NOTED:</b></p> <ol style="list-style-type: none"> <li><b>1. The under spend and approved ongoing work to utilise the under spend in line with NHSE/I guidance to accelerate recruitment for additional roles in PCNs.</b></li> <li><b>2. The Primary Care Team will work with NHSE/I to determine how to utilise the remaining funding in a flexible way.</b></li> <li><b>3. Link future workforce requirements to the Development Support Fund and ensure each PCN has</b></li> </ol>		

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	<p align="center"><b>a costed workforce plan to ensure recruitment is well managed and timely in future years.</b></p>		
<b>P1/ 20/ 09</b>	<p><b>Access Review</b></p> <p>NM reported that NHSE have commenced their national review of access to general practice services in England working with stakeholders. She suggested that locally the review needed to tie in with other important national &amp; local reconfigurations or service developments happening such as the new Community Pharmacy contract and Surrey Heartlands ‘Outpatient Review’.</p> <p>NM recommended that a series of workshops are delivered which are designed to understand current delivery, expedite digital access and integrate other community service provision to report on all appointments/access delivered out of hospital.</p> <p><b>The Committees:</b></p> <ol style="list-style-type: none"> <li><b>1. NOTED the paper and AGREED that a series of workshops should be arranged and to bring the outputs back to the PCCCIC.</b></li> </ol>	<b>NM</b>	<b>28/02</b>
<b>P1/ 20/ 10</b>	<p><b>Delegation Agreement for New Merged Surrey Heartlands CCG After April 2020 and Update on Progress on Merger Issues</b></p> <p>HS introduced the Delegation agreement which will form part of the new Surrey Heartlands CCG constitution. She explained that all CCGs have signed up to working towards a merged CCG and had confirmed accordingly with NHSE/I. Approval was awaited.</p> <p><b>The Committees:</b></p> <ol style="list-style-type: none"> <li><b>1. AGREED to recommend that the most up to date standard form of the Delegation Agreement be adopted by Surrey Heartlands CCG as from 1 April 2020.</b></li> </ol>		
<b>P1/ 20/ 11</b>	<p><b>Risk Register</b></p> <p>HS introduced the updated risk register.</p> <p><b>The Committees:</b></p> <ol style="list-style-type: none"> <li><b>1. NOTED the Risk Register Summary outlining current risks for Part 1 Committees in Common PCCC meeting;</b></li> <li><b>2. NOTED the Risk Register report (appendix) for additional information; and</b></li> </ol>		

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	<p><b>3. AGREED the closure of the East Surrey risk as proposed.</b></p>		
<p><b>P1/ 20/ 12</b></p>	<p><b>Issues Log</b></p> <p>HS introduced the updated issues log.</p> <p>JP commented that the Capita issues had been on the log for over twelve months and that it should be reviewed at the next meeting.</p> <p><b>The Committees:</b></p> <p><b>1. NOTED the Issues Log and that ongoing actions will continue to be reviewed by PCOG.</b></p>	<p><b>HS</b></p>	<p><b>06/03</b></p>
<p><b>P1/ 20/ 13</b></p>	<p><b>Programme of Work</b></p> <p>NM explained that the purpose of report was to provide the PCCCIC with assurance across all areas of Surrey Heartlands Primary Care. The report will be provided routinely for review and feedback at PCOG, and then will be presented at PCCCIC.</p> <p>The following points were raised during the discussion:</p> <ul style="list-style-type: none"> <li>• The report is useful and the highlight reports now include more information.</li> <li>• Focus on workstreams at future meetings.</li> <li>• Need to triangulate information in the report with information being provided to the Quality Committee.</li> <li>• JP asked why some practices items were classified as green when there were outstanding actions.</li> <li>• JP asked how the access changes were publicised. SE replied via newsletters, libraries and winter planning literature.</li> </ul> <p><b>The Committees:</b></p> <p><b>1. NOTED the updated Programme of Work.</b></p>	<p><b>NM PM/ CS</b></p>	
<p><b>P1/ 20/ 14</b></p>	<p><b>Care Quality Commission Report</b></p> <p>HS introduced the updated CQC report.</p> <p>DC commented that a number of Practices in East Surrey were classified as “requiring improvement” and asked how action plans were being implemented. HS replied that she meets quarterly with the CQC which provides an opportunity to raise issues of concern.</p>		



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	<p><b>The Committees:</b></p> <p>1. <b>NOTED the CQC report.</b></p>		
<p><b>P1/20/15</b></p>	<p><b>DOCMAN update</b></p> <p>NM gave a verbal update on the DOCMAN issue previously reported. NM confirmed that no instances of harm had been reported.</p> <p><b>The Committees:</b></p> <p>1. <b>NOTED the DOCMAN update.</b></p>		
<p><b>P1/20/16</b></p>	<p><b>Locally Commissioned Service (LCS)</b></p> <p>NM gave a verbal update on LCS developments.</p> <p><b>LCS for Prostate cancer.</b> This had been developed following an Epsom &amp; St Helier cancer patient's transfer to primary care. The LCS had been approved by PCOG. NM asked for more matrixes to be built in. Audits were being carried out and would be reviewed in June.</p> <p><b>LCS review update.</b> A paper will come back on the financial impact to the March PCCIC, service specs to the new PCCC in May or later.</p> <p><b>Diabetes LCS</b> will be brought to a subsequent meeting.</p> <p><b>The Committees:</b></p> <p>1. <b>NOTED the LCS update.</b></p>	<p><b>NM</b></p> <p><b>AL</b> <b>NM</b> <b>NM</b></p>	<p><b>30/06</b></p> <p><b>06/03</b> <b>01/05</b> <b>01/07</b></p>
<p><b>P1/20/17</b></p>	<p><b>Any Other Business</b></p> <p>NM reported that the Primary Care Networks' service specifications had been released on 23 December 2019. These will be circulated separately. The Primary Care Team will develop a response and feedback via the portal.</p>	<p><b>NM</b></p>	<p><b>17/01</b></p>

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P1/ 20/ 18	<p><b>Meeting administration</b></p> <p>A number of issues had been raised during the meeting to improve the administration of future meetings:</p> <ul style="list-style-type: none"> <li>• Set aside time at the March meeting for preparation for the new arrangements for the PCCC coming into place in April 2020.</li> <li>• Confirm March meeting venue.</li> <li>• Resend diary invitations to confirm 9.00 am start.</li> <li>• Reschedule May meeting (previously chosen date is now a bank holiday).</li> <li>• Ensure potential conflicts of interests are highlighted clearly on the agenda.</li> <li>• Confirm arrangements for Patient representative meeting expenses.</li> <li>• Diligent not retaining user's markings when the meeting file is refreshed.</li> <li>• Bring along hard copies of Excel spreadsheets to future meetings.</li> </ul>	<p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p>	<p>06/03</p> <p>31/01</p> <p>13/01</p> <p>31/01</p> <p>06/03</p> <p>31/01</p> <p>13/01</p> <p>06/03</p>
P1/ 20/ 19	<p><b>Meeting close</b></p> <p>The meeting closed at 11.10 am.</p>		
<p><b>Future meeting dates:</b></p> <ul style="list-style-type: none"> <li>• 13 March 2020 (venue TBC).</li> </ul>			
<p><b>Signed and agreed by:</b></p> <p><b>Date:</b></p> <p><b>Jonathan Perkins, Lay Member General (Convener)</b></p>			
<p><b>Minutes agreed for publication by:</b></p> <p><b>Date:</b></p> <p><b>Sumona Chatterjee, East Surrey ICP Director (Exec Lead)</b></p>			
<p><b>Minutes agreed for publication by:</b></p> <p><b>Date:</b></p> <p><b>Vicky Stobbart/Giles Mahoney, G&amp;W CCG ICP Director (Exec Lead)</b></p>			

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<p><b>Minutes agreed for publication by:</b></p> <p><b>Date:</b></p> <p><b>Colin Thompson, SD CCG ICP Director (Exec Lead)</b></p>			
<p><b>Minutes agreed for publication by:</b></p> <p><b>Date:</b></p> <p><b>Jack Wagstaff, NWS ICP Director (Exec Lead)</b></p>			