



DRAFT minutes of the NHS East Surrey CCG Primary Care Commissioning Committee (PCCC) held in public on Tuesday 17 September 2019, from 14.30, in Conference Room 5, Tandridge District Council, Oxted

- Present:** David Congdon - Lay Member, Chair (DC)
Yvette Robbins – Lay Member (YR)
Adrian Brown - Lay Member (AB)
Carol Pearson - Lay Member (CP)
- In attendance:** Nina Crump - Communications and Engagement Manager, Big Sky Marketing Ltd (NC)
Dan Shelton-Smith - Project Manager, NHS North West Surrey CCG (DSS)
Helen Snelling - Head of Primary Care Contracts, Surrey Heartlands (HS)
Sam Kennett - Head of Finance, North Place CCGs (SK)
Steve Sollitt - Primary Care Commissioning Manager, NHS East Surrey and NHS Horsham Mid Sussex CCGs (SS)
Sara Brine - Head of Primary Care Commissioning, North Place CCGs (SB)
Tina Sey - Contracts Manager, NHS East Surrey CCG (TS)
Nikki Mallinder – Associate Director of Primary Care, Surrey Heartlands (NM)
David Hill – GP and Senior Partner at Oxted Health Centre (DH) – from item 23/19
Paul Pallister - Governance Adviser (PP)
- Apologies:** Wendy Carberry - Executive Director of Primary Care (WC)
Sarah Henley - Director of Primary Care (SH)
Karen Devanny – Director of Nursing for Sussex and East Surrey (KD)
Charlotte Rippon – NHS England Representative (CR)
Peter Kottlar – Managing Director (PK)
Debbie Stubberfield – Governing Body Independent Nurse Member (DS)
Deborah Mechaneck - Non-executive Director, Healthwatch (DM)

Item No.	Item	Action
10/19	Meeting Opening Items	
	<p data-bbox="231 241 715 275">Welcome, apologies, and quoracy</p> <p data-bbox="231 277 1347 342">David Congdon welcomed the members and attendees to the meeting and apologies were noted as above.</p> <p data-bbox="231 376 1294 441">It was noted that the meeting was not quorate, and therefore any decisions taken would be made subject to the approval of one of the non-voting members.</p>	
11/19	Declaration of any Conflicts of Interest	
	<p data-bbox="231 560 1321 663">The Chair reminded the Committee's members of their obligation to declare any interests which they have on any issues arising at committee meetings which might conflict with the business of NHS East Surrey CCG.</p> <p data-bbox="231 696 1321 799">The declarations previously made by members of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests. The register is available on the CCG's website via the following link:</p> <p data-bbox="231 801 858 866">https://www.eastsurreyccg.nhs.uk/about-us/publications/?categoryesctl10633035=21292</p> <p data-bbox="231 900 871 934">Declarations of interest from today's meeting</p> <p data-bbox="231 967 1315 1032">There were no further declarations made in respect of the specific items on today's agenda.</p>	
12/19	Questions submitted by the public	
	<p data-bbox="231 1108 890 1142">There were no questions received from the public.</p>	
13/19	Draft minutes of the previous meeting held on 16 July 2019 for approval	
	<p data-bbox="231 1211 930 1245">The Committee members reviewed the draft minutes.</p> <p data-bbox="231 1279 1342 1382">It was noted that there could be an additional action (to provide a key to the acronyms used within the meeting papers) which would be helpful to members of the public).</p> <p data-bbox="231 1415 1329 1518">The Chair asked the position regarding the accelerator sites; Sara Brine explained that this initiative is not being progressed for East Surrey. An alternative offer will be made to the practices at a future date.</p> <p data-bbox="231 1552 1217 1617">The Committee approved the minutes as an accurate record subject to the agreement of a non-voting member.</p>	SS
14/19	Action Log and Matters Arising	
	<p data-bbox="231 1686 1326 1751">The Committee Body reviewed the Action Log and agreed that the following actions were updated as follows subject to the agreement of a non-voting member:</p> <p data-bbox="231 1785 1209 1850">Action 1: the Committee noted that there were no members of the public in attendance. There will be further work done to publicise the meetings</p> <p data-bbox="231 1883 1251 1948">Action 5: this work is in progress and a report will be brought to the meeting in November setting out which practices offer which LCSs</p> <p data-bbox="231 1982 1299 2016">Action 6: the Committee noted that the risk register is included on today's agenda</p> <p data-bbox="231 2049 1326 2083">Action 8: the Committee was informed that there is work underway to present to the</p>	

	<p>Committee a report setting out the totality of funding for primary care</p> <p>Action 9: The Committee noted the update received regarding the Care Quality Commission (CQC) ratings of three East Surrey GP practices and asked for a further, detailed report explaining how the CQC had come to these assessments and setting out the actions that are being taken to address the issues raised by the CQC</p> <p>Action 10: this report is in progress and will be brought to the meeting in November.</p> <p>The Committee agreed to the closure of actions 2, 3, 4, 7, 11, and 12 subject to the agreement of a non-voting member.</p> <p>The Committee approved the update on matters arising and recommendations for closure of actions subject to the agreement of a non-voting member.</p>	
15/19 Director's Report		
	<p>Sara Brine provided a verbal update on behalf of Wendy Carberry.</p> <p>There are conversations underway regarding the proposed merger of East Surrey with Surrey Heartlands. The member practices are in the process of voting regarding the merger.</p> <p>The Committee noted the update.</p>	
Delegated Commissioning of Primary Medical Care		
16/19	<p>Primary Care Commissioning Finance Report</p> <p>The Chair raised his concern that the standard finance report is not sufficiently focused upon primary care and instead contains much detail regarding the overall CCG financial position. Carol Pearson supported this view. Adrian Brown suggested that this matter could be addressed when the work starts to align the Committee's reporting with that for Surrey Heartlands.</p> <p>The Chair questioned if the figures in tables 3 and 4 (on delegated commissioning) are inconsistent. Sam Kennett agreed to look into this outside of the meeting.</p> <p>Sam Kennett informed the members that the financial position is currently looking okay. There is likely to be some slippage in the spend for Locally Commissioned Services (LCSs). There is the funding available to meet the investment standard for primary care.</p> <p>Yvette Robbins stated that, being mindful of the prevention agenda, it was disappointing that the LCSs had not been fully taken up for ambulatory blood pressure monitoring and for anticoagulation. The Chair asked if a report regarding this could be brought to the Committee's next meeting.</p> <p>Helen Snelling explained that the reason for the lower take up for anticoagulation is due to the change in the drug being used; this service is being replaced by the DOAC LCS. The take up of the previous LCS will decrease as more patients move onto the new LCS.</p> <p>Yvette Robbins asked if there was a similar explanation regarding the take up of blood pressure monitoring. Sara Brine agreed to look into this.</p> <p>Carol Pearson noted that the diabetes spend appears to be lower than for some other areas, and asked for clarification on some of the other LCSs. Sara Brine offered to bring to the next meeting a report setting out the full range of LCSs including their objectives, their take up by practices, the spend over the last couple of years, and any learning.</p>	<p>SK</p> <p>SB</p> <p>SB</p>

	<p>Adrian Brown asked if the Committee is confident that the deficit incurred by NHS England last year in regards of primary care will not be passed to the CCG this year; Sam Kennett answered that such a commitment was given by NHS England when the CCG took on delegated responsibility at the start of this financial year.</p> <p>The Committee noted the finance report.</p>	
17/19	<p>GP Online Consulting</p> <p>Nina Crump and Dan Shelton-Smith presented the paper on GP Online Consulting across all of primary care in Surrey Heartlands.</p> <p>The paper was taken as read and Dan Shelton-Smith asked if the members had any questions.</p> <p>Yvette Robbins asked the risk of referrals being 'lost' in the system and if there is any safeguard against this. Dan Shelton-Smith explained that there are quality and safety requirements within the service specification that would address these concerns. It would also be explored through the questions asked of the suppliers during the procurement process.</p> <p>Adrian Brown asked the plans for mobilisation. Dan Shelton-Smith replied that the mobilisation is being planned now; he explained that the project team would be rolling out to approximately five practices per week. Nikki Mallinder assured the members that the team have experience of large scale deployments, and Nina Crump added that approximately 25% of practices are already on this system.</p> <p>The members received assurance that the system would direct patients with urgent needs to a more appropriate pathway such as NHS 111.</p> <p>The Committee approved the proposal subject to the agreement of a non-voting member.</p> <p><i>Nina Crump and Dan Shelton-Smith left the meeting.</i></p>	
18/19	<p>Minutes of the meeting of the Primary Care Operational Group (PCOG) of 27 August 2019</p> <p>The Chair presented the minutes of the meeting of the Primary Care Operational Group of 27 August 2019.</p> <p>There were no questions raised by the members.</p> <p>The Committee noted the minutes of the meeting of the Primary Care Operational Group of 27 August 2019.</p>	
Governance		
19/19	<p>Primary Care Work Plan</p> <p>The Chair introduced the primary care work plan.</p> <p>Yvette Robbins noted that there is no mention of the national GP Survey nor of the National Diabetes Survey. The Chair added that the Committee needs to receive performance reporting. He suggested adding a performance report as a standing item.</p> <p>Sara Brine explained that work has been undertaken regarding the national surveys and that the team could therefore present a report on this topic to the next meeting of the Committee.</p> <p>Paul Pallister added that a standardised quality report is being developed by the</p>	SB

	<p>Quality Team and it is expected that this will be available for the next meeting. Yvette Robbins asked that this report includes local data as well as national indicators. Paul Pallister agreed to feed these comments into the team.</p> <p>The Committee noted the Primary Care Work Plan.</p>	PP
20/19	Terms of Reference	
	<p>The Chair opened the discussion on the draft revised Terms of Reference explaining that these are aiming to standardise the Terms of Reference for the Primary Care Commissioning Committees across Sussex.</p> <p>He suggested that these are not appropriate for this Committee ahead of the move to Surrey Heartlands.</p> <p>Adrian Brown asked that such documents make reference to 'working days' when time periods are being stated.</p> <p>Carol Pearson stated her concern that the proposed quoracy arrangements are less than half of the membership and she considers this to be a potential risk.</p> <p>The Committee did not approve the revised Terms of Reference (on the basis of the move to Surrey Heartlands) subject to the agreement of a non-voting member.</p>	
21/19	Primary Care Risk Register	
	<p>Steve Sollitt presented the Primary Care Risk Register item. This is a draft register and is expected to be developed further. It follows the template of the issues log used in Surrey Heartlands. He asked if the members had any questions on the format or content.</p> <p>Yvette Robbins asked if there is a further risk regarding the efficacy of the new way of working as multi-disciplinary teams. The Committee supported this suggestion.</p> <p>Carol Pearson noted that there is a difference between issues (which have occurred) and risks (which have not occurred), and also identified that the proposal uses a scoring mechanism that is not used elsewhere in the CCG. It was explained that the scoring framework is derived from the proprietary database used for risk management at Surrey Heartlands.</p> <p>Adrian Brown reminded the members that it has previously been agreed that it would be helpful for the Committee to maintain an issues log.</p> <p>Carol Pearson asked why the workforce risk is only rated as 'medium' rather than as 'high'. The Committee agreed that the scoring of this risk could be increased.</p> <p>Adrian Brown challenged the use of a Part Two risk register. Steve Sollitt agreed that it is more likely that in Part Two the Committee would be discussing confidential issues rather than risks. He informed the members that currently there is no separate Part Two risk register.</p> <p>Nikki Mallinder added that many of the confidential issues would be reflected within the general practice vulnerability matrix that is under development.</p> <p>The Committee noted the progress made regarding the risk register and asked for a further update at the next meeting.</p>	<p>SS</p> <p>SS</p>

22/19	<p>Matters referred from the Governing Body or other committees for discussion or action by this committee</p> <p>There are no such items that have been referred to the Committee.</p>	
23/19	<p>Matters to refer to the Governing Body or other committees</p> <p>Yvette Robbins asked to which body the Primary Care Commissioning Committee (PCCC) is responsible. Nikki Mallinder explained that the PCCC is a decision-making body and informs the Governing Body of the decisions made. It was clarified that NHS England colleagues receive the papers and minutes from the PCCC meetings and this provides the opportunity for them to raise any concerns regarding the workings of the Committee.</p> <p><i>David Hill joined the meeting.</i></p> <p>Adrian Brown suggested the Chair could raise to the Governing Body the question of when the Committee starts to align its workings with those of Surrey Heartlands.</p>	
24/19	<p>PCCC Chair's Report to the Governing Body</p> <p>The Chair noted the following items for his report to the Governing Body:</p> <ul style="list-style-type: none"> - The finances are on track - The Committee has asked for further detail on locally commissioned services - The Committee has approved the GP Online Consultation project - There is an issues and risk log being developed. 	
25/19	<p>Any other business</p> <p>There were no further items of business.</p>	
Date of Next Meeting		
<p>It was noted that the next meeting will be held on 8 November 2019 and be 'in common' with Surrey Heartlands.</p> <p><i>Procedural note: subsequent to this meeting the Chair-approved minutes were shared with Dr David Hill who, on 30 October 2019 and as a non-voting member, supported the decisions made.</i></p>		
Resolution of items to be heard in private		
<p>The motion was carried that "In accordance with the provisions of Section 1(2) of the Public Body (Admission to Meetings) Act 1960, it is resolved that the representatives of the press and other members of the public are excluded from the second part of the Primary Care Commissioning Committee meeting on the grounds that it is prejudicial to the public interest due to the confidential nature of the business about to be transacted. This section of the meeting will be held in private."</p>		
<p>The meeting closed at 15.40</p>		

Freedom of Information Act: Those present at the meeting should be aware that their names and designation will be listed in the minutes of this Meeting which may be released to members of the public on request.