

Primary Care Commissioning Committees in Common MINUTES (Part 1)

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

Date	13 September 2019	Time	09:00 – 11.30
Venue	Board Room, Third Floor, NHS G&W CCG, Dominion House, Woodbridge Road, Guildford, Surrey, GU1 4PU		

Members/ Attendees

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Voting Members				
Jonathan Perkins (JP)	Lay Member, General, (Convenor)		A	
Sue Tresman (ST)	Deputy Lay Member, General, (Vice Convenor, in the Chair)		✓	
Jacqui Burke (JB)	Lay Member, Audit		✓	
Matthew Tait (MT) Deputy for MT: Nikki Mallinder (NM)	Integrated Care System (ICS) Chief Officer		A	
Karen McDowell (KM) Deputy for KM: Andy Law (AL)	ICS Director of Finance Associate Director of Finance (North West Surrey CCG)		✓	
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) / Giles Mahoney	Integrated Care Partnership (ICP) Director	A ✓		
Jack Wagstaff (JWa)	ICP Director		A	
Colin Thompson (CT)	ICP Director			✓
Lynda MacDermott (LM)	Patient Lay Representative	✓		

Name (initials)	Title	Attendance (✓) or Apologies (A)		
		G&W	NWS	SD
Catherine Brunton-Green (CB)	Patient Lay Representative		A	
TBA	Patient Lay Representative			-
Ruth Hutchinson (RHu)	Surrey County Council (SCC) Deputy Director of Public Health		✓	
Dr Clare Sieber (CSi) / Dr Karthiga Gengatharan	Surrey & Sussex Local Medical Committee (LMC) Medical Director		✓ ✓	
Non-Voting Members				
Caroline Cameron (CC)	NHS England (NHSE) Representative		✓	
Kate Scribbins (KS)	Surrey Healthwatch Representative		✓	
Sinead Mooney (SM) / Alison Griffiths (AG)	SCC Cabinet Member for Adults and Public Health SCC Deputy Cabinet Member for Health		✓ ✓	
Dr Jonathan Inglesfield (JI)	GP Representative (Cranleigh Medical Practice)	✓		
Dr Susan Denton (SDe)	GP Representative (Guildowns Group Practice)	✓		
Dr Paul Sodhi (PS)	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 Njaimeh 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)			A

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				
Helen Snelling (HS)	Head of Primary Care Contracts		✓	
Rachael Graham (RGr)	Deputy Director of Non-Acute Contracts		✓	
Shelley Eugene (SE)	Head of Primary Care Commissioning and Development			✓
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 12	
Nina Crump (NC)	Interim Communications and Engagement Manager, Online Consultation Programme, Big Sky Marketing Ltd		✓ Item 12	
Donna Derby (DD)	Transformation Programme Director			✓ Item 13
Adrian Brown (AB)	Lay Member, East Surrey CCG		✓	
Steve Sollitt (SS)	Lead Manager – Primary Care Delegated Commissioning, North Directorate of Central Sussex and East Surrey Commissioning Alliance		✓	
Sara Brine (SB)	Head of Primary Care Commissioning, North Directorate of Central Sussex and East Surrey Commissioning Alliance		✓	
James Stanton (JS)	(Minute-Taker) Governance Manager		✓	

Item No.	Discussions and New Actions	Who	When
1	<p>Welcome, Introductions and Apologies</p> <p>The Vice Convener welcomed members and attendees including the members of the public in attendance. 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.</p> <p>No further declarations of interest pertinent to items on the agenda were made.</p>		
3	<p>Quorum</p> <p>The Vice Convener noted that the required quorum had been met for each CCG and declared the meeting open.</p>		
4	<p>Minutes from previous meeting held on 12 July 2019</p> <p>It was noted that the references to the declaration of interest made by Dr Shiel at the previous meeting should be amended to clarify that it was in relation to her husband's practice and the subsequent wording around the potential for it to become a direct interest be removed.</p> <p>RESOLVED that, subject to the above amendment, the minutes from the meeting held on 12 July 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"> • 27/19 – Close. • 28/19 – Close. • 29/19 – Close. • 30/19 – Close and add CQC update to next agenda. • 31/19 – Close. • 32/19 – Close. • 33/19 – Close and add item to next agenda on financial details relating to potential CCG merger. • 34/19 – Close. • 35/19 – Close. • 36/19 – Close. 	<p>JP</p> <p>CF</p>	<p>Nov 19</p> <p>Nov 19</p>

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6	<p>Primary Care Transformation Board Terms of Reference</p> <p>Colin Thompson presented the terms of reference for the Primary Care Transformation Board.</p> <p>The Primary Care Transformation Board (PCTB) was in place to support Primary Care Network (PCN) development. Primary Care development would be driven at a local ICP/CCG level with the PCTB providing the opportunity for development and assurance when operating at scale.</p> <p>Members noted that the PCTB would act in an advisory capacity and would be a forum for sharing good ideas. It was confirmed that East Surrey CCG would be part of the PCTB. The diagram showing the links between bodies and the proposed ways of working within the system was welcomed by Members.</p> <p>Action: In response to a query, it was agreed that the Contracts Lead would be included in the PCTB meetings.</p> <p>RESOLVED that:</p> <p>The Terms of Reference be NOTED.</p>	CT	Nov 19
7	<p>2019/20 Month Four Finance Reports</p> <p>Andy Law introduced the item.</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>During a discussion on financial issues affecting the system, Members noted the above inflation increase in service charges in relation to NHS Property Services. This was considered to be a significant issue that had been raised across the NHS.</p> <p>Action: Finance to follow up on issues arising from the non-agreement of rental charges at Cobham Health Centre.</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 4 be NOTED. 	AL	
8	<p>Risk Register</p> <p>Helen Snelling introduced the paper.</p>		

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	<p>The Committee considered the Primary Care Risk Register and the risks captured within Surrey Heartlands CCGs' Primary Care.</p> <p>Members noted that the risk relating to Workforce demographics had been closed by the owner on the Datix system and would be managed via the Issues Log going forward and included in the Primary Care Programme of Works document. The Committee discussed the importance of the workforce, its central significance in terms of delivery and the associated need to keep on top of any issues that arise. It was noted that the underlying issues were also being considered at the national level. Should the Workforce issue increase in the future so as to become a risk to the local system, this would be reported via the quarterly Workforce report as part of business as usual.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. The Risk Register summary and report be NOTED; and 2. The Risks proposed for closure be AGREED as set out in the paper. 		
9	<p>Issues Log</p> <p>Helen Snelling introduced the Issues Log.</p> <p>The Committee considered the update on Issues as follows:</p> <ul style="list-style-type: none"> • Issue 007 - PCSE service delivery concerns: Ongoing • Issue 011 - NHSE/NHSPS Non-Reimbursable/Reimbursable service/rent charges: Ongoing • Issue 013 - GP Workforce: Ongoing • Issue 020 - NHSPS Leases: Ongoing <p>In response to a query as to the calculation of the RAG ratings, it was agreed that further error correction was required when extracting the raw data from the Datix system.</p> <p>Action: Further checks to be introduced on data from the Datix system to remove errors prior to reporting.</p> <p>RESOLVED that:</p> <p>The Issues set out in the paper be NOTED.</p>	HS	
10	<p>Primary Care Contracting Tracker</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</p>		

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	<p>application was made by only those appointed as members of the relevant individual PCCC for the respective CCG area.</p> <p>a) New Inn Surgery – Termination Notice (Guildford and Waverley CCG PCCC Members)</p> <p>The Guildford and Waverley PCCC considered an update on the application to review the long term future of New Inn Surgery. The Committee was advised of recent material developments which meant that the information in the paper had been superseded and the verbal update was the most up to date position.</p> <p>Members noted that notification had been received on 12 September 2019 signalling that the landlord maybe prepared to enter into negotiations for an extension to the lease on the surgery premises. In response to this development, the practice had requested that the termination notification previously submitted by its partners be rescinded. Strong support had been received by patients to explore all options in keeping the surgery open.</p> <p>The Primary Care team advised the Committee that the principle of enabling a new solution to be explored was supported, however it was noted that the agreement to rescind the termination notification at this stage contained an element of risk. This risk, it was suggested, would need to managed through conditions with a fixed deadline. The proposed conditions included:</p> <ul style="list-style-type: none"> • A commitment in writing from the landlord against eviction and for the intent to agree a two year lease with the practice; • The Primary Care Team and practice to work very closely together to ensure systems were in place with regard to vulnerable patients and a business continuity plan; and • The Patient Participation Group and CCG to work together on a communication strategy. <p>The Committee expressed strong support for the practice at the New Inn Surgery remaining open and therefore facilitating an opportunity to further explore the new opportunity for a positive resolution. Members discussed the proposed conditions and whether further assurances might be sought to mitigate the risks of a potential closure on short notice if the termination notification was rescinded and no new agreement was reached.</p> <p>Members noted the landlord’s recent willingness to engage and the support from the LMC for the proposed conditions and the offer of continued facilitation. The protection of patients whilst also supporting the practice was stated as the Committee’s main concern. For this reason, whilst every support was to be given for the opportunity for an agreement to be reached between the</p>		

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	<p>parties, it was agreed that the termination notification should only be formally rescinded once written assurances had been received. Given the short timescales involved, a formal letter of commitment and intent would be required from the landlord as a matter of urgency.</p> <p>It was therefore agreed that, to enable further time for negotiations and assurances to be received, the Committee would agree to the revised proposal in principle, with the final authorisation to agree that the termination be rescinded to be issued via a Chair's Action following consultation with the wider Committee and LMC.</p> <p>RESOLVED by Guildford and Waverley CCG Primary Care Committee that:</p> <ol style="list-style-type: none"> 1. The Committee's support for the practice at the New Inn Surgery to remain open be NOTED; 2. Negotiations continue between parties to deliver the following assurances and mitigating actions in the interests of protecting patients: <ul style="list-style-type: none"> • As a matter of urgency, a commitment in writing from the landlord against eviction and for the intent to agree a two year lease with the practice; • The Primary Care Team and practice to work very closely together to ensure systems were in place with regard to vulnerable patients and a business continuity plan; and • The Patient Participation Group and CCG to work together on a communication strategy. 3. Subject to the conditions set out in 2. above, the final authorisation to agree that the termination notification be rescinded to be determined via a Chair's Action following consultation with the wider Committee and LMC. <p>b) Interpreting Services – (All PCCC Members)</p> <p>Members noted the receipt of the paper.</p> <p>RESOLVED that:</p> <p>The actions and assurances be NOTED.</p>		
11	<p>Care Quality Commission (CQC) Report</p> <p>Helen Snelling introduced the paper.</p>		

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	<p>The Committee noted that the CQC had recognised the hard work which had been put in and the partnership work which this reflected locally.</p> <p>RESOLVED that:</p> <p>The paper be NOTED.</p>		
12	<p>General Practice (GP) Online Consulting Procurement Process</p> <p>Members noted that a paper had not been circulated with the agenda.</p> <p>Following an update on the proposal, the Committee discussed the potential opportunities for continuing and maximising learning following the procurement. This could include opportunities for lessons to be shared with colleagues in Adult Social Care services.</p> <p>As a decision on this matter was time sensitive, it was agreed that the paper should be circulated to Committee Members for consultation and the final decision would then be taken under a Chair's Action.</p> <p>RESOLVED that:</p> <p>It was AGREED that a decision be taken under the Chair's Action procedure following consultation with Committee Members.</p>		
13	<p>Locally Commissioned Service (LCS) for Antipsychotic Drug Administration in Primary Care</p> <p>The Committee noted that the LCS had been considered by each Primary Care Operational Group (PCOG) in Surrey Heartlands. Whilst the LCS had been broadly welcomed, the PCOG had requested some additional information. This information related to CCG level budgets, clarity on a mechanism for the transfer of drug costs from Surrey and Borders Partnership into the Primary Care prescribing budget and consideration of the LCS by the local Medicines Optimisation Groups (MOG).</p> <p>Consideration by MOG had since taken place, with MOG endorsing the LCS. Work was underway on the financial matters. The Committee was asked to approve the LCS subject to the provision and agreement of the remaining information via a Chair's Action.</p> <p>Members discussed the LCS and noted that it related to patients who had chosen to be cared for via their GPs. The importance of</p>		

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	<p>monitoring was noted to ensure the effectiveness of the LCS for a potentially vulnerable patient group. These represented stable patients who chose this method of treatment.</p> <p>RESOLVED that:</p> <p>The LCS be AGREED subject to the provision of the financial details requested by PCOG and their agreement under a Chairs Action.</p>		
14	<p>Primary Care Programme of Work (POW) – September 2019</p> <p>Nikki Mallinder introduced the item.</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>Members received individual CCG briefings on delivery and achievements. It was also noted that the Performance Dashboard showed upwards movement towards national targets.</p> <p>RESOLVED that:</p> <p>The report be NOTED.</p>		
15	<p>Fort House Appeal Report</p> <p>Nikki Mallinder introduced the paper.</p> <p>The Committee noted that the appeal was due to start on 18 November 2019.</p> <p>RESOLVED that:</p> <p>The appeal timetable be NOTED.</p>		
17	<p>Any Other Business</p> <p>East Surrey update</p> <p>The Committee received a verbal update on East Surrey and note the involvement of the CCG at the meetings going forward.</p> <p>Sue Tresman</p> <p>The Committee noted that this was Sue Tresman's last meeting in her role as Lay Member and thanked her for her years of help and input with the CCGs.</p>		

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18	Meeting Close The meeting closed at 11.30am.		
Signed and agreed by: <p style="text-align: right;">Date: DD MMM YYYY</p> Jonathan Perkins, Lay Member General (Convener)			
Minutes agreed for publication by: <p style="text-align: right;">Date: DD MMM YYYY</p> Jack Wagstaff, NWS ICP Director (Exec Lead)			
Minutes agreed for publication by: <p style="text-align: right;">Date: DD MMM YYYY</p> Vicky Stobbart/Giles Mahoney, G&W CCG ICP Director (Exec Lead)			
Minutes agreed for publication by: <p style="text-align: right;">Date: DD MMM YYYY</p> Colin Thompson, SD CCG ICP Director (Exec Lead)			