

**NHS BOLTON CLINICAL COMMISSIONING GROUP**  
**Public Board Meeting**

**AGENDA ITEM NO:** .....13.....

**Date of Meeting:** .....27<sup>th</sup> April 2018.....

<b>TITLE OF REPORT:</b>	Primary Care Commissioning Committee	
<b>AUTHOR:</b>	Joanne Taylor, Board Secretary	
<b>PRESENTED BY:</b>	Alan Stephenson	
<b>PURPOSE OF PAPER: (Linking to Strategic Objectives)</b>	For the Board to receive and review the minutes of the Primary Care Commissioning Committee meeting held on 12 <sup>th</sup> April 2018.	
<b>LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):</b>	<b>Deliver Year 2 of the Bolton Locality Plan.</b>	
	<b>Ensure compliance with the NHS statutory duties and NHS Constitution.</b>	
	<b>Deliver financial balance.</b>	
	<b>Regulatory Requirement.</b>	
	<b>Standing Item.</b>	√
<b>RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)</b>	<p>The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:-</p> <p>Proposal for an acute visiting scheme.</p> <p>Outcome of the Access audit.</p>	
<b>COMMITTEES/GROUPS PREVIOUSLY CONSULTED:</b>	Primary Care Commissioning Committee	
<b>REVIEW OF CONFLICTS OF INTEREST:</b>	Conflicts of Interest are reviewed at every meeting.	
<b>VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:</b>	Patient views are not specifically sought as part of this report.	
<b>OUTCOME OF EQUALITY IMPACT ASSESSMENT (EIA) AND ANY ASSOCIATED RISKS:</b>	EIA and an assessment is not considered necessary for the report.	

**MINUTES**
**Primary Care Commissioning Committee**
**Date:** 12<sup>th</sup> April 2018

**Time:** 12.00pm

**Venue:** The Bevan Room, 2<sup>nd</sup> Floor, St Peters House

**Present:**

Alan Stephenson (AS)	CCG Lay Member (Chair of Committee)
Stephen Liversedge (SLiv)	CCG Clinical Director, Primary Care & Health Improvement
Su Long (SL)	CCG Chief Officer
Stacey Walsh(SW)	Local Practice Manager representative
Kathryn Oddi (KO)	CCG Head of Primary Care Contracting
Lynda Helsby (LH)	Associate Director, Primary Care & Health Improvement
Ian Boyle (IB)	CCG Chief Finance Officer
Ann Gough (AG)	GM Health & Social Care Partnership, Primary Care Team representative
Jack Firth (JF)	Health Watch Representative

**Minutes by:**

Joanne Taylor (JT)	Board Secretary
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Minute No.	Topic
17/18	<p><b><u>Apologies for Absence</u></b>                      Apologies for absence were received from:-</p> <ul style="list-style-type: none"> <li>• Steven Whittaker, Local GP representative.</li> <li>• Jackie Murray, CCG Deputy Chief Finance Officer.</li> <li>• Sara Roscoe, GMH&amp;SCP Primary Care Team representative.</li> </ul>
18/18	<p><b><u>Declarations of Interest</u></b>                      Stephen Liversedge and Stacey Walsh declared an interest in all the items on the agenda due to potential financial conflicts of interest.</p> <p>The Chair agreed that for each item, views would be taken on the potential conflicts of interest to confirm if these members could take part in any voting or decisions taken.</p> <p>It was noted that declarations declared by members of the Primary Care Commissioning Committee are listed in the CCG's Register of Interest.</p>
19/18	<p><b><u>Minutes from the last meeting held on 8<sup>th</sup> February 2018</u></b>                      Members were informed that the CCG Board has agreed to change the terms of reference of the Committee to include 2 elected members from Bolton Council plus one council officer. The Committee Chair has contacted the Council Leader and is currently awaiting confirmation on the Council membership.</p> <p>The minutes were approved as a correct record.</p>

20/18	<p><b><u>Report of the Primary Care Operational Group meeting held on 8<sup>th</sup> March 2018</u></b>  The last meeting of the Operational Group was cancelled, however an informal discussion was held with GMH&amp;SCP colleagues. The Committee was informed there were no specific items to raise that were not already on the agenda.</p>
21/18	<p><b><u>Bolton Quality Contract (BQC):-</u></b></p> <p><b><u>Update on the funding for the BQC for 2018/19</u></b>  The announcement on the national uplift to the global sum rate was still awaited. It was noted that the CCG now has the information on the % uplift but how this applies to the global sum is not yet known until further information is received.</p> <p><b>A report will be presented to the Committee on options available once further information was received.</b></p> <p><b><u>Proposals for the development of an acute visiting service</u></b>  Further to discussions held at the last meeting, it was agreed that the proposals on the development of an acute visiting service be presented to the Committee at a future meeting.</p> <p>Members were informed that work has developed to review how acute visiting services are provided across the country, this includes a review of the number of home visits currently being carried out in Bolton. The primary care team is also looking at national figures, which is showing that 75% of home visits are for patients over 65. The CCG is also commencing a pilot around ambulance deflections and alternatives to transfer to scope out this proposal further.</p> <p><b>The Committee noted the update and agreed to receive the proposal at the next meeting.</b></p>
22/18	<p><b><u>Special Allocation Scheme (previously Violent Patient Scheme) – Further Detail on the Local Process</u></b>  Further to the previous update received, the Committee was informed of the local process in place to bring consistency across providers on the allocation to the scheme previously known as the violent patient scheme.</p> <p>The CCG is currently liaising with the GMH&amp;SCP to review the new guidance and share progress to date from other CCGs to localise the process. The main difference is that any cases are immediately actioned by Primary Care Support England, with the patient having the right of appeal. Locally, there is a need to establish a panel to enable a review of all referrals onto the scheme and to review appeals should any patient decide to appeal. Kathryn Oddi is the CCG's link with the scheme and will support the process for appeals as and when this is required.</p> <p><b>The Committee noted the update and agreed a further report on the process and appeal panel representatives would be presented to the next meeting.</b></p>
23/18	<p><b><u>Primary Care Investment Agreement – March 2018 Update</u></b>  The Committee received an update on the report as at March 2018. The report detailed progress on each project in the primary care investment agreement and the Committee reviewed each project in detail.</p> <p>Members discussed the remaining five nursing homes that still require a GP link and agreed to review options to ensure these nursing homes were covered.</p>

	<p>Ann Gough also highlighted the GM offer available with regard to the GM excellence programme and supporting CCGs locally to move towards a sustainable model. External facilitation and input from RCGP and a training provider of choice was made available to the CCG.</p> <p><b>The Committee noted the update and agreed to receive a further update at the next meeting.</b></p>
24/18	<p><b><u>Update on the Practice Relocation Application</u></b></p> <p>An update was received, further to previous discussions held by the Committee on the practice relocation application. The Committee has previously approved the application in principle, with the caveat that there is no increase in revenue and full patient consultation is undertaken.</p> <p>Members were informed that a full patient consultation has now been undertaken. However, there is further work to be finalised on current market rental and financial options before the final application can be approved.</p> <p><b>A further update will be reported to the Committee at the next meeting.</b></p>
25/18	<p><b><u>Access Audit Update</u></b></p> <p>The report details the outcome of the access audit undertaken in November 2017. The report details the expectations from this standard. The access audit has highlighted:-</p> <ul style="list-style-type: none"> <li>• On average practices have provided 25,746 contacts per week; this is 83.43 per 1000 population.</li> <li>• 3.6% of appointments are DNA'd.</li> <li>• 7.7% of appointment slots are empty.</li> <li>• Of the 49 practices, 10 practices have not achieved the target of 75 contacts per 1000 population.</li> </ul> <p>The Committee considered whether the penalty be applied to the 10 practices that have not achieved the target to provide 75 contacts per 1000 population and noted the next step is to write to practices informing them of the decision and the right to appeal. The CCG primary care, however, is intending to recount the contacts in these 10 practices for data quality to mitigate any appeals due to data issues.</p> <p>It was noted that one practice refused the access audit in practice due to concerns around patient confidentiality. The practice provided a list of contacts. However the list did not include DNA's.</p> <p><b>The Committee agreed with principle of maintaining the integrity of the Contract and agreed to give notification of a penalty and that an appeals process would be put in place if practices appeal.</b></p>
26/18	<p><b><u>Estates Update</u></b></p> <p>Members were informed that in March three schemes under the ETTF scheme have now been approved. The schemes will now be progressed further. There are also two enhanced PIDs progressing for two health centres, which are now at the design stage.</p> <p>The Committee also received an update on the Horwich development.</p> <p><b>The Committee noted the update.</b></p>

27/18	<p><b><u>Any Other Business</u></b>  There was no further business discussed.</p>
28/18	<p><b><u>Chair Reflection on significant decisions/actions/risks that may need reporting to the Board through these Minutes</u></b>  The main areas to be highlighted to the Board through these minutes were noted as:-</p> <ul style="list-style-type: none"> <li>• Proposal for an acute visiting scheme.</li> <li>• Outcome of the Access audit.</li> </ul>
29/18	<p><b><u>Time and Date of Next Meeting</u></b>  Agreed as 14<sup>th</sup> June 2018 at 12pm in the Bevan Room, St Peters House.</p>
30/18	<p><b><u>Proposed dates/times for meetings in 2018</u></b>  Agreed to hold bi-monthly on the 2<sup>nd</sup> Thursday of the month from 12pm to 2pm in the Bevan Room, SPH (with the exception of August):</p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> August (at 12.30pm)</li> <li>• 11<sup>th</sup> October 2018</li> <li>• 13<sup>th</sup> December 2018</li> </ul>
31/18	<p><b><u>Exclusion of the Public</u></b>  “That publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, and that the public be excluded”.</p>