

**NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP  
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE**  
Thursday, 14 September 2017 13:00 hours  
St. Michaels Church, Workington

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair ( <b>Chair</b> ) JR
	Ruth Gildert	CCG Governing Body Nurse Rep (RG)
	Caroline Rea	Director of Primary Care & ICC Devt CCG (CR)
	David Rogers	CCG Accountable Officer (DR)
	Charles Welbourn	Chief Finance Officer CCG (CW) (Items 7-10)
(Non-Voting Members):	Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
Observers		
(Non-Voting):	Sue Gallagher	Patient Participation Group Rep (SG)
	Kay Wilson	Primary Care Business Manager NHSE (KW)
In Attendance		
(Non-Voting):	Andrew Gosling	Primary Care Commissioner CCG (AG)
	Jen Park	Primary Care & ICC Devt Senior Administrator CCG (JP)

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PCCC 23/17. **AGENDA ITEM 01: Welcome & Apologies**

JR welcomed the Committee. Apologies were received from:

Les Hanley - CCG Governing Body Lay Member, Niall McGreevy - ICC GP Lead, Alan Edwards - ICC GP Lead, Mark Alban - Local Medical Committee Chair, Helen Horne – HealthWatch, Stewart Young - Cumbria County Council HWBB, Andrew Gosling – Primary Care Commissioner, Brenda Thomas – Governing Body Support Officer. A Primary Care Nurse has not yet been identified.

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PCCC 24/17. **AGENDA ITEM 02: Declarations of Interest**

JR reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS North Cumbria Clinical Commissioning Group.

Declarations declared by member of the Primary Care Commissioning Committee are listed in the CCG's Register of Interests. The register is available either via the secretary to the governing body or the CCG website at the following link <http://www.northcumbriaccg.nhs.uk/about-us/how-we-make-decisions/declaration-of-interests/declarations-of-interest-register---2016-17-final-version.pdf>

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### **Declarations of interest from today's meeting**

There were no declarations of interest received.

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#### **PCCC 25/17. AGENDA ITEM 03: Minutes and actions of meeting held 11 May 2017**

The following comments were received on the action log:

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|--------|--|
| 17/004 | To be discussed under matters arising  |
| 17/005 | CR/KW to check that the OSC had been informed of the decision around the closure of the Shap branch at Tebay.  |
| 17/006 | JR informed that the Gain Share for 2017/18 and the Workingotn gain share had also been to the Governing Body for information and formal ratification. |

The minutes and actions were then accepted as being an accurate record.

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#### **PCCC 26/17. AGENDA ITEM 04: Matters Arising**

##### Update on Shap Branch Closure

CR gave an overview following the July PCCC where approval was given to Shap Medical Practice to withdraw from providing services from the branch site at Tebay subject to legal issues relating to remote dispensing being resolved.

CCG & NHSE had taken further advice as to whether the practice could continue to let patients collect prescriptions from Tebay. CR advised that the issue was now resolved with patients being able to collect their prescriptions from Tebay as they previously did.

CR informed that all other dispensing practices had been informed of the decision made and the process taken.

Shap Medical Practice had confirmed that it intends to cease providing services from Tebay branch site from 30 September 2017 and had confirmed that further communication with patients and stakeholders will take place. CCG & NHSE would work with the practice to ensure the safe withdrawal of services.

##### **Resolved:**

The Committee noted the update.

There were no further matters arising.

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#### **PCCC 27/17. AGENDA ITEM 05: Questions from members of the public present**

No members of the public were present and no questions had been received prior to the meeting.

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#### **PCCC 28/17. AGENDA ITEM 06: Commissioning of Primary Care GP Service for the population of Glenridding**

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AG gave an overview of the current process being undertaken to procure primary care GP services for the population of Glenridding.

AG informed that the paper was for information and discussion due to a number of steps where the committee would be required to approve.

AG advised that the practice was historically a Personal Medical Services (PMS) contract held by a single handed GP who retired. NHSE subsequently entered into an emergency Alternative Provider Medical Services (APMS) contract with Cumbria Health on Call (CHoC) which is due to end on 31 March 2018.

AG informed that the engagement period had started with the public and the OSC had been informed. Next steps are a market engagement report which the committee would be required to sign it off. An options appraisal report would then be required to be considered by the committee. Both reports are to be received at an extra ordinary Committee on 12 October 2018. The January Committee date to be changed to 18 January 2018 (from 11 January 2018) to fit in with the timescales.

**Resolved:**

The Committee noted the report and the necessary decision dates that will require the support of the Committee.

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PCCC 29/17. **AGENDA ITEM 07: Solway Health Services – Extend List Closure**

CR gave an overview of the report in order for the committee to make a decision in respect of the application by Solway Health Services for an extension to the current list closure.

CR gave the committee an understanding of a closed list as this would be the first time the committee would have to make this type of decision following delegated co-commissioning.

Discussion took place around the national recruitment problem for GP's, with West Cumbria being significantly higher.

The following points were taken into consideration:

- List has been closed for 2 ¼ years already
- The practice has complied with process
- Reduced list size
- Primary reason for closure, lack of staff
- Engagement with their patient participation group in 2015 but nothing since, and had not engaged with neighboring practices
- No comments had been received from James Street Medical Practice
- Beechwood Group Practice are supportive
- No comments received from the LMC
- CCG will be monitoring practice performance

Proposed by DR, seconded by CW.

Four in favor of the decision and one against.

**Resolved:**

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The committee approved option 2 to refuse the practice's application to extend the list closure until 1 July 2018 and approved for 3 months.

JR to formally write to the practice with the outcome.

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PCCC 30/17. **AGENDA ITEM 08: Oxford Street Surgery – Extend List Closure**

CR gave an overview of the report in order for the committee to make a decision in respect of the application by Oxford Street Surgery for an extension to the current list closure.

The following points were taken into consideration:

- No action plan had been received at commencement of initial list closure and no evidence of any changes made
- Patient list increased since closed, CR advise this would be current patients family members
- Application not received in timescales
- List size increased
- Performance being monitored by the CCG
- No engagement with their patient participation group
- Engagement with neighboring practices

Proposed by RG, seconded by CR.

**Resolved:**

The committee approved option 2 to refuse the practice's application to extend the list closure until 1 July 2018 but approved the closure until 31 March 2018.

KW to call practice and inform them of the decision as the list is due to open 15 September 2017. JR to formally write to the practice with the outcome.

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PCCC 31/17. **AGENDA ITEM 9: Queen Street Medical Practice – List Closure**

CR gave an overview of the report in order for the committee to make a decision in respect of the application by Queen Street Medical Practice for a list closure.

The following points were taken into consideration:

- Application received early September
- Only 1 GP on the contract, practice did have salaried GP who has now left.
- Practice had tried to resolve problem i.e. contacting CHOC.
- As didn't apply for maximum list closure this expresses intent to sort problem
- Wider context of area
- Action plan to be received

Proposed by CW, seconded by RG.

**Resolved:**

The Committee approved option 1, list closure until 31 March 2018.

JR to formally write to the practice with the outcome.

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PCCC 32/17. **AGENDA ITEM 10: Date and time of next meeting approved:**

9 November 2017, 13:00 hours: Botcherby Community Centre, Carlisle.

With an extra ordinary part 2 meeting to be held on:

12 October 2017, 11:00 hours: CCG Offices, Rosehill, Carlisle.

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The meeting closed at 14:55 hours.

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Primary Care Clinical Commissioning Committee Action Log					
ACTION REFERENCE	MINUTE REFERENCE	ACTION	OWNER	TARGET DATE	STATUS
17/005	PCCC 16/17	Decision around Shap branch closure at Tebay to be reported to OSC.	Caroline Rea	04 October 2017	
17/008	PCCC 28/17	January committee date to be changed to fit in with Glenridding procurement timescales	Jen Park	09 November 2017	
17/009	PCCC 29/17	JR to formally write to Solway Health Services with the outcome of their request to extend the practice list closure	Jon Rush / Kay Wilson	09 November 2017	
17/010	PCCC 30/17	KW to call Oxford Street Surgery with the outcome of their request to extend the practice list closure	Kay Wilson	14 September 2017	
17/011	PCCC 30/17	JR to formally write to Oxford Street Surgery with the outcome of their request to extend the practice list closure	Jon Rush / Kay Wilson	09 November 2017	
17/012	PCCC 31/17	JR to formally write to Queen Street Medical Practice with the outcome of their request to close the practice list.	Jon Rush / Kay Wilson	09 November 2017	