

**NHS NORTHCUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE
Thursday, 20 September 2018 14:30 hours
St Michael's Church, Workington**

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair (Chair) (JR)
	Carole Green	Lay Member, Quality & Performance (CG)
	Denise Leslie	Lay Member, Public & Patient Engagement (DL)
	Caroline Rea	Dir of Primary Care & ICC Development (CR)
	Charles Welbourn	Chief Finance Officer CCG (CW)

**In Attendance
(Non-Voting):**

Sue Gallagher	Patient Participation Group Rep (SG)
Andrew Gosling	Primary Care Commissioner CCG (AG)
Peter Higgins	Local Medical Committee (PH)
Helen Horne	Healthwatch (HH)
Niall McGreevy	ICC GP Lead (NM)
Jen Park	Primary Care & ICC Senior Administrator (JP)
Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
Peter Thornton	Cumbria County Council (PT)
Kay Wilson	Primary Care Business Manager NHSE (KW)

PCCC 48/18. AGENDA ITEM 01: Welcome & Apologies

JR welcomed the Committee. Apologies were received from: David Rogers - CCG Accountable Officer, Mark Alban – Local Medical Committee, Alan Edwards – ICC GP Leads.

PCCC 49/18. 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.

Any declarations made by members 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>

Declarations of interest from today's meeting

Declarations of interest were received from CP & NM on agenda item 6 - Extended

Access and agenda item 8 - Primary Care Budget update as they are practicing GP's and may be financially affected. There were no decisions to discuss on these issues as they were for information only. JR decided that CP and NM could be present and partake in any discussion that unfolded.

There were no further declarations of interests received.

PCCC 50/18. AGENDA ITEM 03: Minutes and Action of meetings held on:

12 July 2018

The minutes were agreed as an accurate record.

21 August 2018

The minutes were agreed as an accurate record.

The following comments were received on the action log:

- | | |
|--------|---|
| 17/017 | CR advised that at the first Practice Nurse conference held on 12 September, two nurse roles were launched whose responsibilities would include being members of the Committee. These roles are now out for advert. |
| 17/018 | To be discussed on the agenda. Action complete. |
| 17/021 | CR confirmed the action is complete. |
| 17/022 | Action complete. |
| 17/023 | Action complete. |
-

PCCC 51/18. AGENDA ITEM 04: Matters Arising

There were no matters arising.

PCCC 52/18. AGENDA ITEM 05: Questions from members of the public present

No questions had been received prior to the meeting and none were raised during the meeting.

PCCC 53/18. AGENDA ITEM 06: Copeland APMS Procurement Update

CR advised that at the meeting on 12 July 2018 the Committee agreed to terminate the existing procurement process. The Committee requested that the current provider extend their current contract for 12 months whilst a revised specification and contract value be developed and that this would include the delivery of extended access into the wider APMS contract. The revised contract would then be offered to the open market with a planned commencement date of 01 October 2019.

CR confirmed that the practice have agreed to extend their current contract for 12 months. The CCG and NHS England are developing a detailed workplan for the procurement process.

CR explained the differences in an APMS contract compared to GMS & PMS and

explained that an APMS contract is a time lamed contract.

CR advised that the practice, along with other practices in Copeland, is currently struggling for GP workforce and that the CCG have agreed with the practice that they can remove the requirement for late night and Saturday morning openings currently a part of the existing APMS contract. CR informed the Committee that despite this concession the practice will still have the same number of appointments on offer but that these will be delivered through the core working day.

CW raised a query around a potential reduction in funding for the contract due to the reduction in opening hours. CR advised that the CCG had asked NHS England for advice and had been informed that in the case of a contract being offered in an emergency situation it would be usual for a payment premium to be offered and as such the advice was to continue with contractual payments at their existing level.

JR gave thanks to the team that has worked on the process.

Resolved:

The Committee noted the update.

PCCC 54/18. **AGENDA ITEM 07: Extended Access Procurement Update**

CR advised that the CCG is required to implement GP extended access in accordance with national standards by 1 October 2018.

An initial process to attract proposals from potential providers attracted interest for all ten lots. However, a panel formed to evaluate the proposals agreed unanimously that the proposals did not represent value for money and therefore could not be recommended for adoption.

At the meeting on 20 June 2018 the Committee asked the CCG to enter into direct negotiations where there was one bidder for the lot and both bidders to re-submit bids for the one lot where two bids were received.

An extraordinary part 2 Committee was held on 25 July 2018 to consider the bids for the 10 available lots. The Committee considered revised bids for all 10 lots. CR advised that following debate on all lots the table below records the chosen provider for each lot:

	Lot Title / Provider Name
1	Carlisle Network - Weekday - Cumbria Health On Call (CHoC)
2	Carlisle Healthcare - Weekday - Carlisle Healthcare ICC
3	Carlisle Rural - Weekday - Carlisle Rural ICC
4	Solway, Cockermouth & Maryport Network - Weekday - Castlegate & Derwent plus Maryport Group GP practices
5	Eden & Castlehead Medical Centre - Weekday - Cumbria Health On Call (CHoC)
6	Copeland Network - Weekday - Copeland ICC
7	Carlisle - Weekend and Bank Holiday - Cumbria Health On Call (CHoC)
8	Solway, Cockermouth & Maryport - Weekend and Bank Holiday - Cumbria Health On Call (CHoC)
9	Eden & Castlehead Medical Centre - Weekend and Bank Holiday - Cumbria Health On Call (CHoC)
10	Copeland - Weekend and Bank Holiday - Cumbria Health On Call (CHoC)

CR advised that ahead of 01 October 2018 posters will be displayed in waiting rooms

and on practice websites advising of the forthcoming changes. FAQ sheets will be made available and receptionists will undergo appropriate training.

The CCG remained confident that an extended access service will be in place across North Cumbria, meeting national requirements, by 1 October 2018.

Discussion took place around the potential to make bookings online. CR advised the Committee that at present this is not available across all practices but it may be an option that becomes available in the future.

Discussion took place around temporary residents and how they would be able to access the service.

JR thanked the team for all their work on the procurement process.

Resolved:

The Committee noted the update.

PCCC 55/18. **AGENDA ITEM 08: Primary Care Team Update**

Primary Care Budget Update

CW gave the Committee an update as to the latest position in relation to the GP Primary Care Budget managed by the CCG.

CW advised that the CCG manages the Primary Care budget under two headings:

- Devolved Primary Care (from NHS England)
- Other Primary Care i.e. Local Enhanced Services & Quality Incentive Scheme.

CW advised that the financial position as at 31 August was as set out as below:

	Year to Date Budget £'000	Year to Date Actual Expenditure £'000	Year to Date Variance £'000	Previous Month Variance £'000
Devolved Primary Care (From NHS England)	19,189	19,262	73	1
Other Primary Care	2,663	2,459	(204)	(179)
Grand Total	21,852	21,721	(131)	(178)

Resolved:

The Committee noted the update.

Internal Audit Framework

CW advised the Committee of the recently published Primary Care Internal Audit Framework for delegated CCGs.

CW stated that the practical implications of implementing the framework would be considered by the next meeting of CCG Audit Committee and that any necessary actions will be reflected as part of future audit planning.

Discussion took place around the audit procedures and the possible implications.

Resolved:

The Committee noted the update.

PCCC 56/18. **AGENDA ITEM 09: Any other urgent items of business**

JR advised that an extra Committee meeting is required to consider an application that has been received for a practice list closure. This meeting would take place on 02 October 2018.

There were no other urgent items of business.

PCCC 57/18. **AGENDA ITEM 10: Date and time of next meeting approved:**

Thursday 15 November 2018, 09:30 hours, Botcherby Community Centre, Carlisle

The meeting closed at 15:30 hrs

DRAFT

NHS NORTHCUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE
Tuesday, 2 October 2018 15:00 hours
Conference Room, Rosehill, Carlisle

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair (Chair) (JR)
	Carole Green	Lay Member, Quality & Performance (CG)
	Denise Leslie	Lay Member, Public & Patient Engagement (DL)
	Caroline Rea	Dir of Primary Care & ICC Development (CR)
	David Rogers	CCG Accountable Officer (DR)
	Charles Welbourn	Chief Finance Officer CCG (CW)

In Attendance

(Non-Voting):	Sue Gallagher	Patient Participation Group Rep (SG)
	Andrew Gosling	Primary Care Commissioner CCG (AG)
	Jen Park	Primary Care & ICC Senior Administrator (JP)
	Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
	Kay Wilson	Primary Care Business Manager NHSE (KW)

PCCC 58/18. AGENDA ITEM 01: Welcome & Apologies

JR welcomed the Committee. Apologies were received from: Mark Alban – Local Medical Committee, Alan Edwards – ICC GP Leads, Peter Higgins - Local Medical Committee, Helen Horne – Healthwatch, Niall McGreevy - ICC GP Lead and Peter Thornton - Cumbria County Council.

PCCC 59/18. 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.

Any declarations made by members 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>

Declarations of interest from today's meeting

Declarations of interest were received from CP & NM on agenda item 6 - Extended Access and agenda item 8 - Primary Care Budget update as they are practicing GP's and may be financially affected. JR decided that CP and NM could be present and

partake in any discussion that unfolded.
There were no further declarations of interests received.

PCCC 60/18. **AGENDA ITEM 03: Practice List Closure Application – Eden Medical Group**

KW advised that Eden Medical Group in Carlisle has requested to close their practice list for 12 months. The practice gave various reasons for the request including change in partnership and partner resignation meaning that the partnership has reduced from seven GPs to five with two further partners resigning with effect from December 2018. The practice has raised concern about the clinical risk if the list were to keep growing.

Eden Medical Group has committed to joining the North Cumbria Primary Care Alliance, however the date of transition has not yet been finalised. A temporary list closure would support the challenges leading up to the transition of the alliance.

Discussion took place around comments received by neighbouring practices. No comments had been from the Local Medical Committee at this time but they had been informed.

Patient feedback had been sought through a direct questionnaire with members of the Patient Participation Group with the majority of responses supporting the closure.

The committee noted that the practice had taken a number of steps to address the problem.

CR advised that one of the GPs is now a trainer GP which would help aid recruitment in the practice.

JR advised of the options available:

- Option 1 Approve the application to close the patient list for Eden Medical Group temporarily for 12 months.
- Option 2 Reject the application for a temporary 12 month list closure on the grounds that approving this proposal will increase pressure on neighbouring practices, leading to the possibility of further closure requests.
- Option 3 Approve the application to close the patient list for Eden Medical Group temporarily for a shorter period to be determined by PCCC.

Proposed by CW
Seconded by DR
All in favour.

Resolved: The Committee approved option 3 - approve the application to close the patient list for Eden Medical Group for 6 months.

Action: JR to write letter to Eden Medical Group with the decision.

Action: CR to send letter to wider practices including what we would like to see happening in Carlisle.

PCCC 61/18. **AGENDA ITEM 10: Date and time of next meeting approved:**

Thursday 18 October 2018, 14:00 hours, Conference Room, Rosehill, Carlisle

The meeting closed at 15:30 hrs

DRAFT

**NHS NORTHCUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF PRIMARY CARE COMMISSIONING COMMITTEE**
Thursday, 18 October 2018 13:00 hours
Meeting Room 3, Rosehill, Carlisle

Present

(Voting Members):	Jon Rush	CCG Governing Body Chair (Chair) (JR)
	David Rogers	CCG Accountable Officer (DR)
	Denise Leslie	Lay Member, Public & Patient Engagement (DL)
	Caroline Rea	Dir of Primary Care & ICC Development (CR)
	Charles Welbourn	Chief Finance Officer CCG (CW)

In Attendance
(Non-Voting):

Sue Gallagher	Patient Participation Group Rep (SG)
Andrew Gosling	Primary Care Commissioner CCG (AG)
Helen Horne	Healthwatch (HH)
Colin Patterson	Clinical Lead Primary Care & ICC Devt CCG (CP)
Kay Wilson	Primary Care Business Manager NHSE (KW)

PCCC 62/18. **AGENDA ITEM 01: Welcome & Apologies**

JR welcomed the Committee. Apologies were received from: Carole Green - Lay Member Quality & Performance, Alan Edwards – ICC GP Leads, Niall McGreevy - ICC GP Lead, Peter Thornton - Cumbria County Council and Jen Park - Primary Care & ICC Senior Administrator.

PCCC 63/18. **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.

Any declarations made by members 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>

Declarations of interest from today's meeting

There were no declarations of interest received.

PCCC 64/18. **AGENDA ITEM 03: Practice List Closure Application – Queen Street Medical Practice**

KW advised that the paper was provided to the Committee to seek approval for Queen Street Medical Practice to temporarily close their patient list to new patients for six months. KW advised that the practice had previously successfully applied for a list closure and the practice was given approval in September 2017 to temporarily close the list until March 2018.

The practice gave the following reasons for submitting the application:

- A shortage of clinical resources which presents a risk to the wellbeing of staff and could impact upon the quality and safety of patient care.
- The practice list was closed in 2017 and the practice was about to apply for an extension to this when additional patients were allocated to the practice [following the closure of Whitehaven Medical Practice]; the practice has said in its application that the additional patients transferred from Whitehaven Medical Practice has not been the specific reason for this application.
- As part of the application, the practice has said that it is working with NHS Cumbria Partnership Foundation Trust on the North Cumbria Primary Care Alliance as well as working on the Whitehaven Access and North Cumbria Clinical Pharmacists projects.

The Committee noted that relative to the other 3 practices in Whitehaven the practice was well placed both in relation to patients per wte GP and also patients per wte GP and nurse practitioner.

The views of surrounding practices had been sought as to whether they were in favour of the application. No response had been received from Fellview Healthcare, but other surrounding practices had expressed concern as to the potential impact of a closed list being approved.

In addition a written response from the Local Medical Committee (LMC) was circulated to the Committee who noted the LMC comment that “the LMC would not support the temporary list closure at this stage”. DR suggested that the LMC had succinctly summed up the position.

The Committee noted the content of table illustrating the findings from the GP Patient Survey published in August 2018. HH and SG noted that across each of the four key indicators presented the practice was above the national and CCG average.

The Committee recognized the pressure that the practice was under but felt that a closed list might not be the answer.

JR advised of the options available:

- | | |
|----------|--|
| Option 1 | Option 1 – Approve the list closure application for a period of six months |
| Option 2 | Reject the application |
| Option 3 | Approve the application to close the patient list for Queen Street Medical Practice temporarily for a shorter period to be determined by the Primary Care Commissioning Committee. |

Proposed by CW
Seconded by DR
All voting members were in favour.

Resolved: The Committee approved option 2, to reject the application.

Action: JR to write to the practice to advise of the outcome.

PCCC 65/18. **AGENDA ITEM 10: Date and time of next meeting approved:**

Thursday 18 October 2018, 14:00 hours, Conference Room, Rosehill, Carlisle

The meeting closed at 13:45hrs

DRAFT

Primary Care Clinical Commissioning Committee Action Log					
ACTION REFERENCE	MINUTE REFERENCE	ACTION	OWNER	TARGET DATE	STATUS
17/017	PCCC 4/18	<p>AGENDA ITEM 04: Matters Arising AG to progress a primary care nurse being identified to sit on the Committee July Update - CR advised that Practice Nurse leadership roles are being advertised in the next few weeks and that the job description includes sitting on the Committee.</p>	Andrew Gosling / Caroline Rea	19 July 2018	
17/024	PCCC 60/18	<p>AGENDA ITEM 03: Practice List Closure Application – Eden Medical Group JR to write letter to Eden Medical Group with the decision.</p>	Jon Rush	15 November 2018	
17/025	PCCC 60/18	<p>AGENDA ITEM 03: Practice List Closure Application – Eden Medical Group CR to send letter to wider practices including what we would like to see happening in Carlisle.</p>	Caroline Rea	15 November 2018	
17/026	PCCC 64/18	<p>AGENDA ITEM 03: Practice List Closure Application – Queen Street Medical Practice JR to write to the practice to advise of the outcome.</p>	Jon Rush	15 November 2018	