

Primary Care Joint Commissioning Committee

Committee in Common

**The Windsor Race Course, Maidenhead Road, Windsor, Berkshire, SL4 5JJ**  
**Tuesday 10<sup>th</sup> January 2017**  
**13:30 – 16:30**

<b>PRESENT: Voting Members</b>	
Clive Bowman (CB)	Lay Primary Care Representative, WAM CCG
Sally Kemp (SK)	Lay Governance Representative Bracknell & Ascot CCG
Mike Connolly (MC)	Lay Member Patient Representative, Slough CCG
Nigel Foster (NF)	Director of Finance & Performance, Berkshire East CCG
Debra Elliot (DE)	Director of Commissioning, NHS England
Colin Hobbs (CH)	Assistant Head of Finance, NHS England

<b>PRESENT: Wider Members</b>	
Lalitha Iyer (LI)	Medical Director, Berkshire East CCG
Fiona Slevin – Brown (FSB)	Director of Strategy & Operations, Berkshire East CCG
Sarah Bellars (SB)	Director of Nursing & Quality, Berkshire East CCG
Alex Tilley (AT)	AD of Operations & Primary Care, WAM CCG
Karen Maskell (KM)	Lay Member for Patient & Public Involvement, Bracknell & Ascot CCG
Dr Jim O'Donnell (JOD)	Clinical Chair Slough CCG
Dr Jackie McGlynn (JMG)	GP Director Bracknell & Ascot CCG
Dr Annabel Buxton (AB)	Primary Care Clinical Lead, Bracknell & Ascot CCG
Dr Judith Kinder (JK)	GP Director, WAM CCG
Nicky Wadely (NW)	Programme Manager Co-Commissioning, NHS England
Gargi Caur (GC)	Healthwatch WAM
Mark Sanders (MS)	Healthwatch B&A
Cllr David Coppinger (DC)	Adult Service & Health, RBWM
Cllr Dale Birch (DB)	Bracknell Forest Council
Jacky Walters (JW)	Programme Lead, Slough CCG

<b>APOLOGIES RECEIVED:</b>	
John Lisle (JL)	Accountable Officer, Berkshire East CCG
Dr William Tong (WT)	Clinical Chair, Bracknell & Ascot CCG
Siva Sithirapathy (SS)	GP Director, Slough CCG
Jan Fowler (JF)	Director of Nursing & Quality, NHS England
Dr Asif Ali (AA)	GP Director, Slough CCG
Gill Vickers (GV)	Local Authority Representative, Dir of Adult Health and Social Care, BFC
Cllr Sabia Hussain (SH)	Commissioner for Health & Wellbeing Slough Borough Council
Mike Copeland (MC)	Healthwatch, WAM CCG
Robert Cooper (RC)	Lay Member PPI, WAM CCG

Bracknell and Ascot Clinical Commissioning Group  
Slough Clinical Commissioning Group  
Windsor, Ascot and Maidenhead Clinical Commissioning Group  
*'Thinking locally, working together'*

<b>IN ATTENDANCE:</b>	
Zara Devine (ZD)	Personal Assistant, Berkshire East CCG
Helen Single (HS)	Interim AD of Strategy & Operations, Berkshire East CCG

Item No	Item	Action
1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed members of the committee and public to the meeting, with formal introductions.</p> <p>The Chair confirmed the meeting is quorate with the following voting members:</p> <ul style="list-style-type: none"> <li>• 2 members from NHS England</li> <li>• 1 CCG Accountable Officer</li> <li>• 1 Lay Chair/Vice Chair from each of the three CCGs</li> </ul>	
2	<p><b>Conflicts of Interest / Declarations of Interest</b></p> <p>The Chair asked the committee members to update the conflicts of interest register which will be circulated during the meeting. Committee members were asked to notify the Chair if at any stage they are conflicted, each committee member has 28 days from the date of the meeting to inform the CCG and Chair of the meeting of any items they felt they were conflicted on.</p> <p>Bracknell &amp; Ascot CCG <a href="http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/06/22.12.16-Declarations-of-Interest-Register-v1.pdf">http://www.bracknellandascotccg.nhs.uk/wp-content/uploads/2015/06/22.12.16-Declarations-of-Interest-Register-v1.pdf</a></p> <p>Slough CCG <a href="http://www.sloughccg.nhs.uk/about-us/primary-care-co-commissioning/joint-commissioning-committee-meetings">http://www.sloughccg.nhs.uk/about-us/primary-care-co-commissioning/joint-commissioning-committee-meetings</a></p> <p>Windsor Ascot &amp; Maidenhead CCG <a href="http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/06/22.12.16-Declarations-of-Interest-Register-v1.pdf">http://www.windsorascotmaidenheadccg.nhs.uk/wp-content/uploads/2015/06/22.12.16-Declarations-of-Interest-Register-v1.pdf</a></p>	
3	<p><b>Minutes</b></p> <p>The minutes of the last meeting held on Tuesday 11<sup>th</sup> October 2016 were agreed by the committee as an accurate record.</p> <p><b>Action Log</b></p> <p>The committee were informed that all actions on the action log have been completed.</p>	
4	<p><b>Decision to be ratified</b></p> <p>Paper 4ii outlined decisions taken since October 2016 meeting of JCC. The committee were asked for any comments before the final ratifications, the committee at this point did not express any comments. Decisions ratified were</p> <ol style="list-style-type: none"> <li>1) Extension of extended hours contracts for General Practice Access Fund pilots in Slough CCG and WAM CCG.</li> <li>2) Submission of applications for delegated responsibility of Primary Care (medical) commissioning.</li> <li>3) Update Terms of Reference for the Joint Operations Group for co-</li> </ol>	

	commissioning of primary medical care.	
5	<p><b>Delegation update</b> FSB updated the committee on the delegation submissions. To date, WAM CCG and Bracknell &amp; Ascot CCG have submitted full delegation applications to NHS England, a review of the submission from NHS England will be sent accordingly. It was noted a process will need to be agreed to close down this committee and start a new delegated Primary Care Commissioning Committee (PCCC/CIC) for April 2017 provided NHS England approve the submissions. The committee agreed to start the meeting on Tuesday 10<sup>th</sup> April 2017 with closing down the Joint Co-Commissioning Committee.</p> <p><b>ACTION: Incorporate an agenda item for Aprils meeting to close down the Joint Co-Commissioning Committees.</b></p>	ZD
6	<p><b>Slough Colnbrook Surgery Decision</b> The committee were asked for decisions today around the Colnbrook Surgery site closure. NW provided an overview of the current situation facing the Colnbrook practice. The practice is leased from a private landlord who provided the surgery with a new lease in which the rent was substantially increased. The practice has explored other options through negotiations with the landlord to no avail. The “break clause” has been actioned and the premises will need to be restored to the original state in March 2017.</p> <p>No alternative solution has been found and thus submission to close the practice was submitted to NHS England in December 2016. Arrangements are in place for the registered patients to attend the Langley practice. Transport arrangements have been agreed with Slough Borough Council for those patients who cannot access the Langley practice.</p> <p>We are asking for a decision from the Slough voting members to support the application. The chair asked for questions from the Slough Voting members.</p> <p>MC- informed the committee, consultations have taken place with patients and Colnbrook community members, this has been recorded and is exceptional and evidence based decisions. The Committee would like to know the cost implication associated with restoring the building back to its original state. NW informed that the practice have taken on the costs associated as this is a requirement of the lease agreement. The exact figure at this point is unknown.</p> <p>SK – asked NW what is the future for the cohort of patients who cannot access the Langley site. NW informed that alternative options are still being explored with the option of temporary buildings on a temporary site, the CCG, community and Slough Borough Council will continue to monitor and review the situation.</p> <p>KM- asked how are we capturing the learning through Primary Care Transformation, to learn and improve to prevent future issues arising.</p>	

	<p>AT- Langley Health Centre received increase in funds to extended buildings for predicted new patients and the new site will serve the public well.</p> <p>The Chair informed the Committee there is neither, conflicts of interest nor inappropriate gain on this matter. NF- asked if there will be regular updates to the committee on possible alternatives and the progression made.</p> <p><b>ACTION: An update to be provided at the meeting in July 2017 on the progression of the Colnbrook Practice.</b></p> <p>DE informed the committee the closure will come into effect at the end of February 2017 due to the refurbishments needing to be carried out before handing back to the landlord in April 2017.</p> <p>JOD- agreed with comments, however would like to see patient feedback monitored along with the monitoring of any significant events which may occur out of this situation at a 6 monthly interval to demonstrate the adverse effects or benefits to patient's.</p> <p>NW- informed the committee the Colnbrook practice are putting measures in place for patient feedback to be submitted through the website. <b>ACTION: incorporate learning points from the surgery in the July 2017 update.</b></p> <p>Discussions took place around the learning that can be shared on practices leases, it was suggested to explore the current leases and highlight the potential practices at risk. <b>ACTION: Within the estates strategy work, capture lease hold status of practices and carry out a risk assessment.</b></p> <p>The Chair asked for Slough voting members to vote on the proposal to close the Colnbrook site, there was an unanimous vote from Debora Elliot, Nigel Foster, Colin Hobbs and Mike Connolly supporting the proposal to close the Colnbrook practice.</p>	<p>ZD/NW</p> <p>AT</p> <p>AT</p>
7	<p><b>Primary Care Transformation</b> AT presented the Primary Care Transformation plans for approval . The Community Education Partnership Network (CEPN) have ensured the workforce data is accurate, which is demonstrating a risk around workforce.</p> <p>The committee were notified the new 111 service will be in place by October 2017, the final business case will be presented at this committee with co-design and lessons learnt around the pilot services.</p> <p>Concerns were raised around the timelines for papers being circulated that require decisions, along with the use of acronyms used in public meetings and minutes. <b>ACTION: To write the full word followed by the acronym in brackets in minutes.</b></p>	<p>ZD</p>

	<p>Discussions took place around public involvement in CCG meetings, and it was suggested to implement a more strategic approach to encompass community champions to feed back to the community.</p> <p>Concerns were raised around the uncertainty within practices on the future plans for Primary Care, It was suggested to inform practices of how services will be delivered in 2020 highlighting the infrastructure, workforce development plans along with self-management, management of complex cases and integrated care approaches.</p> <p><b>ACTION: AT would work with JOD and representatives from WAM CCG and B&amp;ACCG to develop a guide for practices to align with the 2-5year vision.</b></p> <p>The Committee approved the approach and timelines set out in today's presentation.</p> <p>Discussions took place around the extended access funds, it was noted these will be reduced in 18/19 to circa £3.50 per head. For 17/18 the budgets will come from the core extended general practice access funds, figures will remain the same as 16/17.</p> <p><b>Estates Update</b> The estates strategy will go to the Joint Governing Body in February 2017 for approval. The paper highlights the development process for the three acute estates along with Primary Care options exploring increasing services in community with individual site proposals.</p> <p><b>ACTION: Take the One public Estates strategy to the System Leaders meeting and into steering groups for review.</b></p>	<p>AT</p> <p>NF/FSB</p>
<p><b>8</b></p>	<p><b>GP Practice Outcomes Framework (GPOF)</b> This paper has had clinical input from member practices, the committee are asked to support the Framework to give notice to the current providers of their current local enhanced services to March 2017. The Business Case will be presented at the Joint Operation Group (JOG) on Friday 13<sup>th</sup> January 2017.</p> <p>It was noted the Quality Premium Indicator listed in the paper is one of several options and is for an illustrative purpose only and not the chosen indicator for 17/18. The indicators for considerations are:</p> <ul style="list-style-type: none"> <li>• Cancer</li> <li>• Cardiology</li> <li>• Dementia</li> <li>• Hypertension</li> </ul> <p>The CCG will need to decide upon the three indicators to take forward into the framework, the remaining indicators will be encouraged by the CCG but pose no financial reward.</p> <p>The Committee approve the approach subject to the final business case which will be delegated to the Joint Operational Group (JOG).</p>	
<p><b>9</b></p>	<p><b>NHS England Update</b> DE summarised the paper noting the GP Forward View is now on one space on</p>	

	<p>the NHS England internet. It was asked if NHS England will continue to provide updates when CCGs become delegated. DE confirmed if the committee feels it is helpful for NHS England to attend they will continue to do so with colleagues under delegation. It was noted that when CCGs have applied for full delegation, NHS England will provide support for at least 12months whilst under transition and will attend this committee.</p> <p><b>ACTION: From July 2017 have NHS England update as a standing agenda item.</b></p>	<b>ZD</b>
<b>10</b>	<p><b>Quality Report</b> SB summarised the report and noted, since the report was written that the final practice has been inspected in Slough on 5<sup>th</sup> January 2017, with practices working to improve their CQC inspection rating across the 3 CCGs.</p> <p>It was noted that since text messaging within 2 hours was introduced the Friends and Family Test have seen a significant increase in the number of responses as well as positive feedback.</p> <p>The Quality Team are working with Bracknell &amp; Ascots Infection Control Team and Medicines Optimisation Team to reduce the prevalence of C-Difficile in antibiotic prescribing.</p>	
<b>11</b>	<p><b>Finance Report</b> CH summarised Month 8, noting a favourable variance of £475K for East Berkshire CCG NHSE commissioned services and this will become a break even for the year due to awaiting a back log of premises reviews which will be completed by March 2017 resulting in arrears to be paid.</p> <p>There is a £19k adverse variance on the CCG commissioned services NF informed the Committee the forecast for 16/17 is an overspend with additional investments into Primary Care. The Locally Commissioned Services (LCS) activity invoices from 15/16 are still being received.</p> <p>Other areas of overspend by the CCGs is as follows: Bracknell &amp; Ascot are in excess of the locum spends. Slough have an overspend on enhanced services minor surgery claims that are in excess of historical Personal Medical Services (PMS) contract payments. WAM have an overspend on patient growth and locum payments.</p> <p>It was asked for Section 96 payments stated within the report to be explained to the committee. "Section 96" is an extraordinary payment and relates to financial support to practices in exceptional circumstances.</p>	
<b>12</b>	<p><b>JOG update</b> AT summarised the update, noting the Communications and Engagement Team have established a weekly communication bulletin to all practices within Berkshire East CCG. The Key Performance Indicators (KPI) for 16/17 delegation has been</p>	

	<p>reduced to amber.          Discussions took place around the interpretation service who gave minimum notice to withdraw their service. There is now re-commissioned with a contractual arrangement in place to prevent this happening in the future.</p>	
<b>13</b>	<p><b>CCG updates</b>  <b>WAM</b>          WAM CCG support the meeting to continue once delegated.          Royal Borough of Windsor &amp; Maidenhead will present at the members meeting to inform members of opportunities and risk around their future plans.</p> <p><b>Bracknell &amp; Ascot</b>          A monthly meeting will be held on Primary Care Delegation with both members and Patient Representatives. Bracknell &amp; Ascot CCG support being part of this committee once delegated.</p> <p><b>Slough</b>          Slough CCG is still considering the position to move towards delegation.</p>	
	<p><b>AOB</b>          No formal questions were raised by the public.</p> <p><b>ACTION: To confirm the date of the next meeting as this falls in the Easter break.</b></p>	<b>AT</b>

**Next meeting:  
 Tuesday 11<sup>th</sup> April 2017, 1:30-4:30pm  
 Bracknell Open Learning Centre, Rectory Lane, Bracknell,  
 RG12 7GR**