

Minutes of Primary Care Co Commissioning Committee
(held in private)
Wednesday 12th September 2018
12.00 – 13.30
Balmoral 2 – De Vere Beaumont Estate

Chair – Clive Bowman

In Attendance:	Initials	Job Title & Organisation
Clive Bowman (Chair)	CB	Lay Primary Care Representative, Slough Locality
Mike Connolly	MC	Lay Member Slough CCG, Lay Member PPI Slough Locality
Debbie Fraser	DF	Deputy Director of Finance - CCG
William Tong	WT	Clinical Chair - CCG
Hayley Edwards	HE	Senior Commissioning Manager – Primary Care
Arthur Ferry	AF	Lay Governance Member, WAM Locality
Sarah Bellars	SB	Director of Nursing and Quality
Nick Spence	NS	Assistant Head of Primary Care - NHS England
Alex Tilley	AT	Associate Director – Primary Care
Priya Kumar	PK	Slough Locality
Jim Kennedy	JK	Local Medical Council Representative
Cllr David Coppinger	DC	RBWM
Mark Sanders	MS	HealthWatch B&A and WAM
Lynn Pringle	LP	Business Manager - Minuting
Danielle Maisey	DM	PA to Alex Tilley - Minuting
Jackie McGlynn	JMcG	Clinical Chair B&A Locality
Arthur Ferry	AF	Lay Governance Member WAM
Dr Jim O'Donnell	JoD	Clinical Chair, Slough Locality
Apologies:		
Cllr Dale Birch	DB	Bracknell Forest Council
Sally Kemp	SK	Lay Governance Representative, B&A Locality
Andrew Brooks	AB	Clinical Chief Officer, East Berkshire CCG

Item No	Item	Action
1	Welcome, Introductions, Apologies and Confirmation of Quoracy	
	<p>The Chair (CB) apologised for the delayed start and welcomed all committee members.</p> <p>Although the meeting was in Private, two members of the public were present. The Chair invited them to stay for Part A but noted that it is essential that the meeting dates on the website must state whether the meetings are 'In Public' or 'In Private'.</p> <p><u>Action: Amend and maintain website details declaring if meetings are held 'In Private' or 'In Public'.</u></p> <p>The meeting was declared quorate.</p> <p>Apologies were received as above and it was noted that Arthur Ferry and Jim O'Donnell will be arriving late to the meeting with Priya Kumar deputizing for Jim O'Donnell.</p>	DM to inform Comms

2	Conflicts of Interest/Declarations of interest	
	<p>The potential conflicts of interest for today's meeting included:</p> <ul style="list-style-type: none"> • This is the first meeting attended by WT who is a retired (2017) local GP. – • JMcG - Clinical Chair, B&A is a member of Berkshire Primary Care 	
3	Notice of Any Other Business	
	None.	
4a	Minutes if the Last Meeting held in July 2018	
	Minutes for July's Meeting were approved.	
4b	PCCC Action & Decision Log	
3	<p>Item is still open – required capacity/availability of attendance to resolve. Item to be marked up ready for the PCCC meeting to be held in January 2019. <u>Action: Item 3 to be prepared for January 2019 meeting.</u></p> <p>Corporate Services will type the minutes with acronyms typed in full. <u>Action No.9: RAG to be set to green</u></p>	<p>AT</p> <p>DM</p>
5	General Practice Transformation and Commissioning: Primary Care Operational Group (PCOG) & 2018 Highlight Report	
	<p>AT explained the basis of the report and talked through various themes within it and about the opportunities to support the practices within our area; there is still a lot of background work still going on and some services still to be put in place. There had been some technical issues with the Docman 7 system which is being investigated but will be moving to a new service.</p> <p>The Highlight report is still showing some RAG red items but this is due to the confirmation of funding decisions.</p> <p>Any notification of contract changes will be recorded on the register.</p> <p>IMT group had not met during the summer but there will be a report for the next PCCC Committee meeting in November.</p> <p>Q: <u>Practice Mergers</u></p> <p>Boundary House Surgery and Forest Health Surgery have recently merged however, this has led to confusion amongst some of the patients as details of this have not been fully disseminated; there are however, details of the merger on the website.</p> <p><u>Action: Surgery to follow this up – Patients need to be made aware of the correct contact numbers and website details.</u></p> <p>Service needs/good news items – how will these be communicated to the practices, Waiting for final pricing but there is money committed for this.</p>	<p>Forest Health Surgery</p>
6	Primary Care Finance Report Month 4	

	<p>The forecast show little variance.</p> <p>Noted an under spend on general practice IT due to the release of prior year accruals.</p> <p>Year to Date (YTD) Quality Outcomes Framework (QOF) pay = £125k overspend</p> <p>Quarter 1: Month 4 will be reviewed at Month 5.</p> <p>£2.9m reserves to end of July</p> <p>It was suggested that the additional funds should be drawn down to spend on Primary Care; the outstanding finance required by Frimley for Bracknell should come from other NHS sources.</p> <p>Finance are working towards financial balance regarding the utilization of delegated Primary Care for non-primary care budgets.</p> <p>PCT talked about ICS systems investment and being conscious about the source of funding; business cases coming in during the next few months would draw off some of the available funds. ICS systems meeting due in October, Primary Care Team committed to making the right investment.</p> <p>The Chair said that we should communicate and make people aware that this year there would be large scale investment in Primary Care.</p>	
7	Estates Report Month 4	
	<p>Application to Estates and Technology Transformation Fund (ETTF), put forward by NHS England to apply for available allocations for Binfield. Fiona Slevin-Brown steered throughout for the criteria and outcomes, although a little more work is still to be done, the application has been submitted and now requesting that the committee support the decision. Emails were sent from the Chair to use the 'Pink Route' for decision making outside of the meeting. As there were no objections received by the Chair, the item has been ratified.</p> <p>The two schemes within The Ascot Plan, Heatherwood and BEN Lynwood are being supported in the development of the future service model; this work will be used to support the business case process to NHSE. The biggest risk for the BEN Lynwood scheme is the planning application to RBWM, which has technical opposition.</p> <p>Britwell, The Avenue, has been escalated up the Estates systems to have capital investment; we would expect to wait for the scheme to be approved but it is the right criteria for an NHS England investment.</p> <p>All applications will be made through the usual routes and any additional business cases should be submitted to NHS England by November.</p> <p>The Chair noted that as this was the first of this type extra effort should be made to ensure that the process is well documented, thoroughly checked through and clarify transparency and fairness.</p>	
8	Any Other Business	
	<p>Covered earlier in the meeting – no further business to be discussed.</p> <p><u>Additional Meeting Notes</u></p> <p><u>Action - The Chair noted that the minutes of the IM&T Committee Meeting would be useful, this would make clear which items need to be brought to the attention of the PCCC attendees. Meeting notes could have, for example,</u></p>	<p>DM to inform Chair of IM&T</p>

	<p><u>'Highlight to PCCC'.</u> <u>Check that the website has new dates and times following the decision by Corporate Services to move the meeting day from Wednesdays to Tuesdays.</u></p>	<p>Committee</p> <p>DM to inform Comms</p>
	<p>Meeting closed at 12.45pm</p>	

**Date of Next Meeting:
Tuesday 13th November 2018 (in public)
12.00 – 13.30
Eton Suite – Copthorne Hotel, Slough SL1 2YE**