

**Minutes of Primary Care Co Commissioning Committee
(held in public)
Wednesday 14th November, 2018 from 12.00 – 13.30
The Eton Suite, Copthorne Hotel, Slough SL1 2YE**

Chair – Clive Bowman

Present:	Initials	Job Title & Organisation
Clive Bowman (Chair)	CB	Lay Primary Care Representative, Slough Locality, East Berkshire CCG
Mike Connolly	MC	Lay Member Slough CCG, East Berkshire CCG
Fiona Slevin-Brown	FSB	Director of Strategy and Operations, East Berkshire CCG
Debbie Fraser	DF	Deputy Director of Finance , East Berkshire CCG
William Tong	WT	Clinical Chair, East Berkshire CCG
Sarah Bellars	SB	Director of Nursing and Quality, East Berkshire CCG
Nick Spence	NS	Assistant Head of Primary Care, Medical - NHS England
Alex Tilley	AT	Associate Director for Primary Care, East Berkshire CCG
Jackie McGlynn	JMcG	Clinical Chair B&A Locality, East Berkshire CCG
Arthur Ferry	AF	Lay Governance Member, East Berkshire CCG
Sally Kemp	SK	Lay Governance Member, East Berkshire CCG
In Attendance:		
James Earl	JE	Manager, PwC (internal auditor)
Christine Parker	CP	PA to Alex Tilley – minute taker, East Berkshire CCG
Lynn Pringle	LP	Business Manager, Exec Team, East Berkshire CCG
Apologies:		
Cllr Dale Birch	DB	Bracknell Forest Council
Mark Saunders	MS	HealthWatch (Bracknell and Ascot and Windsor, Ascot and Maidenhead)
Hayley Edwards	HE	Senior Commissioning Manager – Primary Care

Item No	Item	Action
1	Welcome, Introductions, Apologies and Confirmation of Quoracy	
	<p>CB welcomed all committee members and introduced James Earle, who is attending in relation to item 9 on the agenda (Internal Audit Framework for Primary Care and Delegated CCGs). There were three members from the public present at the meeting and they were thanked for their attendance. CB informed the meeting attendees that the meeting is no longer in common and all meetings will now be held in the public domain.</p> <p>The meeting was declared as quorate and CB reminded the members that this meeting provided assurance for investment in primary care.</p>	
2	Conflicts of Interest/Declarations of interest	
	<p>Declarations of Interest noted as follows:</p> <p><u>Item 7 - Ben Lynwood</u> SK has facilitated two workshops in February and April 2018. <i>Mitigation - CB clarified that SK does not have the right to vote on Ben Lynwood at this meeting.</i></p> <p><u>Item 7 - Ben Lynwood</u> JMcG declared she is a GP Partner at King's Corner Surgery. WT declared he has been accepted onto the Governing Body for Binfield Academy which affects Blue Mountain.</p>	

	<p>Mitigation – CB clarified that JMcG and WT do not have the right to vote on Ben Lynwood at this meeting should this be required.</p> <p>CB reminded members of the meeting they have up to 28 days to bring any further conflicts of interest to his attention.</p> <p>There are some agenda items for ratification at this meeting; they may be further items requiring further items of ratification between this meeting and the next scheduled meeting.</p>	
3	Notice of Any Other Business and questions from the public	
	<p>There was no any other business noted and no questions were received from members of the public.</p>	
4a	Minutes of the Last Meeting held in September 2018	
	<p>The minutes of the previous meeting were agreed as a true record of the meeting with the following revisions:</p> <p><u>Page 3 – Item 6 – Primary Care Finance Report Month 4</u> Sentence – Finance are working towards financial balance – a concern was raised about a ‘raid’ on GP budgets.....are not protected. This narrative of this sentence should be changed to read ‘the utilising delegated primary care for non-primary care budgets’. Action: CP to change the minute as noted above.</p> <p><u>Page 3 - Item 7 – Estates Report Month 4</u> Second paragraph – There are technical issues on formal planning but confident that this is the biggest risk service beyond Bucks for planning – this sentence is to be changes to: <i>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.’</i> Action: AT to replace this sentence as noted above</p>	<p>CP</p> <p>AT</p>
4b	PCCC Action & Risk Register	
	<p>Action No. 3 – no further update. Action No. 10 – this is due in December, but could come to the January 2019 meeting. Action No. 11 – this is due in January 2019. Action No.12 – the website has been updated with new dates but there is still some additional information that needs to be added to ensure it is clear the meetings are held in public.</p> <p>The members of the public reported that they found the papers on the website comprehensive and helpful.</p> <p><u>Risk Register</u></p> <p>There was a discussion regarding the risk register regarding impact on patients and moderation of effects. SB clarified that for this meeting the risk register is centred around the quality premium and infection control which would always reflect the impact upon patients.</p>	

	<p>Action: SB to send the action plan from infection control to committee members.</p> <p>Page 17 – Risk Ref PCIM8 – There is no residual risk rating on the document.</p> <p>Action: Update Risk Ref PCIM8 to reflect the residual risk rating</p> <p><u>Page 13 - Risk Ref PCC2 – Workforce in General Practice</u> There was a discussion regarding the residual risk rating as workforce is primary care is significant.</p> <p>Action: Investigate workforce as a risk overall to get some better visibility of the specific risks, it may be advantageous to separate current risks and future risks.</p> <p>Action: Move the risk register to the end of the PCCC agenda for future meetings and add an agenda item specifically for questions from members of the public for future meetings – (under AOB).</p>	<p>SB</p> <p>AT/JG</p> <p>AT</p> <p>CP</p>
<p>5.</p>	<p>Primary Care Report</p>	
	<p><u>Primary Care Operations Group (PCOG) Report</u></p> <p>The group delivers the Programme Transformation for Primary Care and successfully secured some additional money through NHS England via the GP forward view (GPFV) which is invested into GP practices.</p> <p><u>Primary Care Estates</u></p> <p>From a primary care estates perspective we aim to secure some capital investments for East Berkshire. The Project Initiation Documents (PID) for all schemes were circulated previously.</p> <p>The Outline Business Case (OBC) have been submitted for the Ben Lynwood and Britwell developments.</p> <p>The CCG is due to submit the Heatherwood OBC next week and Binfield the following week. There has been initial feedback received from the Ben Lynwood OBC - submission has reached the gateway to go to panel.</p> <p>Binfield Surgery has an intention to move to a community development at Blue Mountain in Bracknell. This will be going to panel mid-January 2019 and we are awaiting confirmation for Britwell and Heatherwood.</p> <p>Action: Forward plan a meeting for the second week of December 2018 to consider the three OBCs which were not considered today.</p> <p><u>Serious Mental Illness (SMI) Local Commissioned Services</u></p> <p>There was a query at September and October's PCOG meeting regarding practices carrying out annual health checks on patients with SMI and whether the payments were set at an appropriate level. This has now been addressed as outlined in the paper and members of PCCC are asked to approve the recommendations.</p> <p>Decision: All members of PCCC approved the commissioning to general practice of the SMI service.</p> <p><u>General Practice Access Fund (GPAF)</u></p> <p>We made the decision to offer the contract to the provider (Bharani Medical Centre) in September 2018 and the majority of the teething issues are now resolved. The outstanding issue is for the provider to ensure they have the capacity that was initially requested – three GP sessions in each of the clinics from the two sessions they commenced with.</p> <p><u>Winter Planning for General Practice</u></p>	<p>CP</p>

	<p>The urgent care team have working in partnership with the Out of Hours service to provide a pilot scheme to enable more capacity for young children to be seen in general practice on the day this winter across Slough, Ascot, Windsor and Maidenhead.</p> <p><u>GDPR</u></p> <p>Following the introduction of GDPR in May, the RBWM / WAM Social Prescribing service was reviewed and it was identified the service did not meet GDPR requirements. The model is unique in that the Wellbeing Prescribers are employed by the CCG and have full access to patient records on the practice clinical systems. Hayley Edwards is working with the CCGs GDPR advisors to ensure the GDPR requirements are met and the service is compliant.</p> <p>The Social Prescribing Service is currently funded by the Better Care Fund. Hayley Edwards has written a Business Case for 2019/20 which will go to the Primary Care Operations Group (PCOG) in November and also the Better Care Fund (BCF) Board in December if the BCF budgets for the next Financial Year have been announced.</p> <p>CB commented that the Highlight Report had not been rag rated properly and it was reported that there were issues with the excel spreadsheet. CB asked for this summary report to be rectified.</p>	
6.	Primary Care Network Report	
	<p>Members were requested to send any questions regarding the report to AT outside the meeting.</p>	
7.	Estates Technology & Transformation Fund Update	
	<p>Further BEN Lynwood papers were tabled at the meeting. This is a new build facility which will accommodate Magnolia House and Kings Corner surgeries on the site of the Lynwood Care Village.</p> <p>Decision: All PCCC members ratified the Ben Lynwood OBC.</p>	
8	Primary Care Finance Report Month 6	
	<p>DF gave an overview of the Month 6 report. Overall the YTD position is an adverse variance of £92k. The forecast outturn at month 6 is a favourable variance of £301k.</p> <p>The committee noted the report.</p>	
9	Internal Audit Framework for Primary Care for delegated CCG's	
	<p>Guidance was published in August 2018 which required all CCGs to undertake an annual audit where primary care commissioning was a delegated function. The following areas need to have been covered by 31 March 2021:</p> <ul style="list-style-type: none"> • Commissioning and Procurement of Services • Contract Oversight and Management Functions • Primary Care Finance • Governance <p>It has been agreed that this year's audit will focus on Contract Oversight and Management Functions and the governance arrangements in this area along with a detailed Terms of Reference have been agreed with the Associate Director of Primary care and audit committee.</p>	

	The report will go to the Audit Committee as standard practice but the PCCC should have a lead role in discussing and agreeing the report. The report and action plan will come to January's PCCC then it will go to Audit Committee followed by ratification by Governing Body.	
	The meeting concluded at 12:35.	

**The next meeting will be held on Tuesday 8th January 2019 from 12.00 – 13.30
Easthampstead Baptist Church, South Hill Road, Bracknell RG12 7NS**