



Minutes of Primary Care Commissioning Committee PART A

Tuesday 12th November 2019
12.30 – 13.30pm
Copthorne Hotel, Slough

Chair – Clive Bowman

Present	Initials	Job Title & Organisation
Clive Bowman	Chair	Lay Member for Governance, Slough Locality, East Berkshire CCG
Sarah Bellars	SB	Director of Nursing and Quality, East Berkshire CCG
Fiona Slevin-Brown	FSB	Director of Strategy and Operations, East Berkshire CCG
Dr William Tong	WT	Clinical Chair, East Berkshire CCG
Dr Jim O'Donnell	JOD	Clinical Lead for Slough Locality, East Berkshire CCG
Alex Tilley	AT	Associate Director for Primary Care, East Berkshire CCG
Arthur Ferry	AF	Governance Member, East Berkshire CCG
Debbie Fraser	DF	Director of Finance, East Berkshire CCG
Melissa Fitzgerald	SM	Minute Taker - Primary Care Team, East Berkshire CCG
Phillip Kelley	PK	Frimley ICS, GP Transformation Programme Manager
Wishav Goel	WG	Clinical Chair, East Berkshire IM&T Steering Group, East Berkshire CCG
Anshu Varma	AV	Head of Corporate Affairs & DPO, East Berkshire CCG
Hayley Edwards	HE	Senior Commissioning Manager, Primary Care, East Berkshire CCG
Huw Thomas	HT	Clinical Lead for WAM Locality, East Berkshire CCG
Apologies:		
Dr Jackie McGlynn	JmG	Clinical Lead for Bracknell and Ascot Locality, East Berkshire CCG
Mike Connolly	MC	Lay Member Slough CCG, East Berkshire CCG
Sally Kemp	SK	Lay Governance Member, East Berkshire CCG
Nick Spence	NS	Contract Manager, NHS England

Item No	Item	Action
1	Welcome and Apologies	
	The meeting commenced at 12.30 p.m. The Chair welcomed four members of the public Apologies were received from NS, MC, SK The Chair declared the meeting quorate.	
2	Declarations of interest	
	WT declared that he was an ex GP-partner. JO'D declared an interest as a Slough GP.	
3	Notice of Any Other Business	
	None	
4a	Minutes of the Last Meeting & Action Log	



	<p>The minutes were agreed as a true reflection of the meeting subject to below changes.</p> <p>Action: Back page of the agenda, many titles not correct and need amendments.</p> <p>Action: Page 1 – incorrect job titles, must be changed.</p> <p>Action Log: 21 – Public Health representative. Due to capacity, this is not currently possible – action to be left open.</p> <p>24 – Wording to be changed to reflect GPFV money distribution.</p> <p>31 – Infrastructure Plan. This will be coming back to the Committee in January.</p> <p>Action: Minutes of PART 2 September 2019 PCCC – to be circulated and agreed on email confidentially</p>	<p>AT/ HE</p> <p>AT/ HE</p> <p>MF</p>
4b	Terms of Reference	
	The committee accepted the Terms of Reference	
5	Primary care Commissioning Operational Report	
	<p>CB formally congratulated the Primary Care Team on the new reporting dashboard, which covers the requirements of the Committee.</p> <p>The PCCC was asked to approve the appropriate governance in relation to the following recommendations has been followed:-</p> <ul style="list-style-type: none"> • Winter Pressures Scheme 2019/2020 • Lower Limb Service • Procurement Prior Information Notice (PIN) for Blue Mountain • Network Changes Within Slough Place <p>FSB asked for assurance on the Network Changes Within Slough Place, that the agreement of the two Slough applications is subjected to the terms being met – and if this does not happen, the next opportunity to apply is April 2020. AT confirmed and advised that the applicants are aware of this.</p> <p>CB asked for assurance that last year’s Winter Pressure allocation was similar to last years. AT confirmed this.</p> <p>The committee approved and ratified the four recommendations.</p>	
6	ICS Primary Care Strategy	
	<p>PK presented the paper on the ICS Primary Care Strategy, highlighted the future vision of the system over 5 years, and the process of engagement with localities, acknowledging the NHS Long Term Plan and the priorities relevant to Primary Care over the next 5 years, and the delivery of these. Resilience and sustainability; integration and partnerships (covering PCN and Contract DES); improving access and specific service specifications.</p> <p>JOD asked about the commitment to realising access is needed in multidiscipline, to cover a range of services outside of GP/Nurses, and how this would be communicated</p>	



	<p>to residents. FSB added the question of consistency in the use of terms ‘general practice’ and that of ‘primary care/primary community’. AT advised that the document was a first draft and will be continually reviewed and updated through the ICS GP Transformation Steering Group.</p> <p>CB highlighted page 48, advising of a shortfall equivalent to approximately £127k, and would this be likely to happen again. PK advised that he would need to check this against frequency of budgets, and will clarify this. FSB added that this may be misleading narrative, and that this figure reflected a shortfall when teamed against a national average and showed benchmarking, rather than an actual shortfall.</p> <p>Action: Final review of presentation of the financial information to be completed prior to submission</p> <p>CB also highlighted page 61, on estates, which seemed to suggest that there would be major expenditure in the small improvements in 2019/20, and the large parts of expenditure would be in 20/21, and questioned if this was sensible given that the baseline and the aspiration of the PCN maturity staging that has been offered. PK advised that the PCN are not necessarily stage dependant. AT advised that this was also highlighted in an early draft considered by the ICS Management Team, and that estate and infrastructure would need to be added to in the new iteration.</p>	<p>PK</p>
<p>7</p>	<p>General Practice IT: Digital First</p>	
	<p>WG presented a presentation on general practice It, highlighting Patient Enablers including Electronic Repeat Prescriptions and patient access to their full record by April 2020. Skype consultations have a target date of 2021, and the benefits of digital transformation to all the practices across East Berkshire.</p> <p>WT queried the low uptake in Slough for the Check-in Screens, and equally the Docman 10. AV advised that with regards to Check-in Screens, the roll out was delayed due to procurement on a specific type of screen, but procurement was ongoing. With Docman 10, delay is due to two practices using Visio.</p> <p>FSB asked if every practice was actively engaged and accepting what was on offer and expected of them from a technological perspective. WG advised there was good contact with all practices, and this is planned for in 2020. AV added that there is a mandatory requirement from NHSE for these projects, and the CCG are confident that these will be delivered.</p> <p>CB questioned the Patient Enabler slide of the presentation, highlighted three projects that had yet to be delivered, by April 2020 – and asked specifically of P003, would this be achieved by April 2020 (Patient Access to their Full Record).WG advised that the CCG are working with EMIS on this, and contact would be made with suppliers. CB asked for this to go to the IM&T Committee, and reflect upon what’s needed to be and the migration if this is not hit by April 2020. This should be added to the Risk Register.</p> <p>Action: CB requested a standing invitation for WG to attend PCCC every six months</p>	<p>MF</p>
<p>8</p>	<p>Primary Care Finance Report</p>	



	<p>DF advised that the actions from the last committee on the variances, has been actioned. Advising, that variances are articulated in the paper, and the action on out-of-hours – the report shows at year to date variance of 80 and in the forecast its 61 – the forecast has got an additional amount forecast in it, to cover additional educational half-days this year.</p> <p>There were no questions.</p>	
9	Primary Care Risk Register	
	There were no comments and no changes from previous registers	
10	AOB	
	<p>Question from public : agreed verbally and published on CCG website</p> <p>Meeting closed at 13:30</p>	

Next meeting: Tuesday 14th January, Easthampstead Baptist Church, Bracknell