

**Primary Care Commissioning Committee – In Public****8 March 2016****1.00 – 1.30pm****Hornden Social Welfare Centre, Peterlee****CONFIRMED MINUTES****Present:**

David Taylor-Gooby	Chair - Lay Member, Patient and Public Involvement
Dr Stewart Findlay	Chief Clinical Officer
Nicola Bailey	Chief Operating Officer
Sarah Burns	Director of Commissioning
Dr Jonathan Smith	Clinical Chair
Mark Pickering	Chief Finance Officer
Anna Lynch	Director of Public Health
Dr Helen Moore (part)	Locality Lead, Sedgefield

**In Attendance:**

Joseph Chandy	Director of Primary Care, Partnerships and Engagement
Matt Brown	Head of Primary Care, NHS England Area Team (for Christine Keen)
Judith Mashiter	Chair, Healthwatch County Durham
Sue Humpish	Executive Assistant – Minutes
Mags Wells	Governance Administrator

**Apologies:**


Gill Findley	Director of Nursing
Christine Keen	Director of Commissioning, NHS England Area Team
Carol Hardy	Locality Lead, Easington

Item No		Action
PCCC/15/041	<b>Apologies for absence</b>  Colleagues were welcomed to the meeting and apologies noted.	
PCCC/15/042	<b>Declarations of conflicts of interest</b>  JS and JCh declared a conflict of interest relating to item PCC/15/046 QIS Scheme 2016/17. As they worked in DDES practices, they were conflicted in terms of the content of the report, though there was no decision to be made so they would participate in discussions.	
PCCC/15/043	<b>Minutes of the meeting held on 12 January 2016</b>  The minutes were accepted as a true record.	

PCCC/15/044	<p><b>Matters arising from the meeting held on 12 January 2016</b></p> <p>Support for vulnerable practices would be picked up later in meeting.</p>	
PCCC/15/045	<p><b>Review of action log</b></p> <p><u>PCC/15/007 Future agenda planning for the committee</u>  <b>ACTION: CK had shared the “Annual Cycle of Business” with NB and this would be circulated to the Governing Body.</b></p>	SH
PCCC/15/046	<p><b>QIS Scheme 2016-17</b>  <i>Joseph Chandy, Director of Primary Care, Partnerships and Engagement</i></p> <p>JS and JCh declared a conflict of interest relating to the item. As they worked in DDES practices, they were conflicted in terms of the content of the report, though there was no decision to be made they would participate in the discussion.</p> <p>A presentation was delivered (a copy of which was included in the meeting papers). The QIS funding was split into two sections i.e. “gateway” and “quality” and the content of each section was discussed.</p> <p>It was highlighted that 111 access to GP appointments was working well and patients could be directed to appropriate hubs on Saturdays. The number of appointments reserved for 111 was relatively small, and if practices managed this sensibly, they could release the time slots if unused. All patients that contacted 111 were triaged before a GP appointment was made, so the group was assured that this was not a short cut for patients who felt that they could not obtain an appointment as quickly as they might wish.</p> <p>It was recommended that patients should always ring their surgery in hours as the first port of call and a Patient Education Plan was being developed to help members of the public to access health services appropriately.</p>	
PCCC/15/047	<p><b>Primary Care Commissioning update</b>  <i>Nicola Bailey, Chief Operating Officer</i></p> <p><u>Sustainability and Transformation Plan (STP)</u>  DDES CCG was part of the STP footprint for Durham, Darlington and Tees and was now in receipt of information setting out what should be included in the STP document which would link to other strategies e.g. Primary Care, Urgent Care, Enhanced Services etc.</p> <p><u>Annual Cycle of Business</u>  Attention was drawn to the Annual Cycle of Business and the key content contained therein such as work that bordered the CCG area, premises updates, performance reports, workforce data, surge management, financial arrangements, governance, assurance and information updates. As mentioned earlier in the meeting, this would be circulated.</p>	

	<p><u>Procurement update</u> Further to approval to proceed at a previous meeting, an APMS contract procurement process for Wingate Practice took place and the contract was awarded to Intrahealth. The CCG was in the process of procuring a branch surgery and the Committee would be kept up to date on progress.</p> <p><i>HM joined the meeting</i></p> <p><u>Support for vulnerable practices</u> In December 2015, £10m was made available to support vulnerable practices which were expected to provide matched funding. In the DDES area, four practices self-nominated and would now meet with the CCG and NHS England to discuss how to move forward.</p>	
PCCC/15/048	<p><b>Outcome of 2016/17 GMS contract negotiations</b> <i>Nicola Bailey, Chief Operating Officer</i></p> <p>A copy of the NHS England letter about the outcome of 2016-17 GMS contract negotiations was shared with the Committee and attention was drawn to the key changes identified in the annex to the letter.</p>	
PCCC/15/049	<p><b>National GP Survey</b> <i>Dr Jonathan Smith, Clinical Chair</i></p> <p>The patient survey (a copy of the findings were in the meeting papers) had resulted in the CCG as a whole coming out above the national average, with some practices in the top 10%.</p> <p>Within the CCG there was a variation between practices, and there would be lessons practices could share and learn from each other. Healthwatch would be looking at the findings in more detail with a view to contributing to lessening the gap between those deemed to be good and those practices requiring some development. It was anticipated that a number of problems were caused due to the difficulties in recruitment in some parts of the primary care workforce.</p>	
PCCC/15/050	<p><b>Any other business</b></p> <p><u>Primary Care Capital Bids</u> This item was moved from the agenda of the confidential meeting in the interests of transparency, as it was asking for agreement to a process and no confidential information was held within the report. .</p> <p>The report outlined the difference between the improvement grant process and the Primary Care Transformation Fund (PCTF) process and identified the next steps in developing a CCG-wide PCTF bid for submission by April 2016 (e.g. funding sources, processes, assessment criteria).</p>	

	<p>The Primary Care Commissioning Committee:</p> <ul style="list-style-type: none"><li>• agreed to the process for reviewing improvement grant bids;</li><li>• agreed to the process for prioritising investment in primary care with the aim of submitting a CCG-wide bid into the PCTF by April 2016;</li><li>• agreed to delegate the decision for PCTF bids to non-conflicted members of the Executive Committee if the deadline for submissions was prior to the next meeting of the Primary Care Commissioning Committee.</li></ul>	
	<p><b>Next meeting</b></p> <p>10 May 2016 at 1pm at Sedgfield Parish Hall</p>	

Signed: 

Name: David Taylor-Gooby – PCC Chair

Date: 