

**PRIMARY CARE COMMISSIONING COMMITTEE****22 May 2015****9.00-10.30am****Sedgefield Parish Hall****CONFIRMED MINUTES**

Present:	Annie Dolphin Dr Stewart Findlay Gillian Findley Mark Pickering Sarah Burns Nicola Bailey Dr Jonathan Smith Anna Lynch	Lay Chair Chief Clinical Officer Director of Nursing Chief Finance Officer Director of Commissioning Chief Operating Officer Locality Lead, Easington Health and Wellbeing Board representative
In Attendance:	Joseph Chandy Gail Linstead Christine Keen Margaret Wells Sue Humpish	Director of Primary Care, Partnerships & Engagement Head of Primary Care Development & Engagement Director of Commissioning, NHS England Area Team Governance Administrator Executive Assistant (minutes)
Apologies:	David Taylor-Gooby Judith Mashiter Dr Helen Moore Dr Nari Pindolia Sarah Lambert	Lay Member, Patient and Public Engagement Healthwatch, County Durham Locality Lead, Sedgefield Locality Lead, Durham Dales Head of Corporate Services

Item No		Action
PCC/15/001	Apologies for Absence All were welcomed to the meeting and apologies were noted. Members of the committee had participated in a joint training session with North Durham in April and this was the first meeting in public.	
PCC/15/002	Declarations of Conflicts Interest It was pointed out that the Declarations of Conflicts of Interest Register was a live document and all members were asked to check the register to ensure their entries were up to date as a matter of routine. There were no decisions to make at the meeting, therefore no voting member with a conflict of interest would need to withdraw or desist from taking part in a discussion throughout the agenda that day. Under item PCC/15/005 NHS England Primary Care Commissioning	

	<p>handover documents, JCh who was in attendance declared an interest when discussions took place about APMS contracts because he was involved with the Jupiter House practice. However, there were no decisions to be made on this item as it was purely part of the handover information from NHS England.</p>	
<p>PCC/15/003</p>	<p>Primary Care Commissioning Committee Terms of Reference <i>Nicola Bailey, Chief Operating Officer</i></p> <p>Colleagues discussed the Terms of Reference for the committee which were presented to the DDES Governing Body in January 2015. Attention was drawn to key areas and these were noted or amended as necessary. This was a committee of the DDES CCG Governing Body, and joint meetings could take place with North Durham CCG's committee if required at any point. Once the Terms of Reference document was finalised, it would be signed off by the CCG and NHS England.</p> <p><u>Membership</u> Clarification was given as to which were voting members and which were in attendance (non-voting). This would be identified in the Terms of Reference.</p> <ul style="list-style-type: none"> • Voting: Lay Chair, Lay Member, Chief Operating Officer, Chief Clinical Officer, Chief Finance Officer, Director of Commissioning, Director of Nursing, clinical leads. • In attendance (non-voting): Director of Primary Care, Partnerships and Engagement, Health and Wellbeing Board representative, Healthwatch representative. <p>The Audit and Assurance Committee chair would not be a member of the committee for governance reasons and a discussion took place about whether the Health and Wellbeing Board and/or Healthwatch representatives should be voting members to aid quoracy where the clinicians on the committee were conflicted. As far as the vice chair position was concerned this should not be a clinical colleague or an executive officer of the CCG.</p> <p>ACTION: CK to send to NB an NHS England policy note which would provide answers to queries that the committee might have regarding membership of the group and voting status of attendees.</p> <p>ACTION: NB to amend the Terms of Reference to identify the Health and Wellbeing Board representative as a voting member. The Healthwatch representative would remain a non-voting member.</p> <p>ACTION: NB to amend the Terms of Reference to state that the vice chair would be non-medical and a non-executive.</p> <p>ACTION: NB to ensure that the Terms of Reference stated that NHS England representatives would not be voting members of the group, but in attendance.</p>	<p>CK</p> <p>NB</p> <p>NB</p> <p>NB</p>

	<p><u>Quoracy</u> It was agreed that in order for the meeting to be quorate, in attendance should be the Chair or Vice Chair, Chief Finance Officer, Chief Operating Officer and one other non -conflicted voting member.</p> <p>ACTION: NB to amend the Terms of Reference section on quoracy.</p> <p><u>Frequency of meetings</u> ACTION: NB to amend the document to state that meetings would be bi-monthly as a minimum.</p> <p>ACTION: SH to send out an updated meeting schedule to reflect the new bi-monthly pattern of meetings.</p> <p><u>Accountability of the Committee</u> ACTION: MP, NB, AD and Audit Committee Chair to update the Terms of Reference to include new information on financial instructions and standing orders and report back to the meeting at the next meeting in July.</p> <p><u>Decision Making</u> It was important to note that decisions made by the Primary Care Commissioning Committee were binding on NHS England and DDES CCG. It was noted that an update from the committee would be provided to the CCG's Governing Body meetings.</p> <p>ACTION: NB to amend the Terms of Reference and the DDES CCG Constitution to confirm that this was called the 'Primary Care Commissioning Committee'.</p> <p>The Primary Care Commissioning Committee;</p> <ul style="list-style-type: none"> • Noted and discussed the content of the Terms of Reference; • Agreed that NB would make a number of amendments to the document; • Agreed that the amended Terms of Reference would be brought to the committee meeting in July. 	<p>NB</p> <p>NB</p> <p>SH</p> <p>MP, NB, AD, AC Chair</p> <p>NB</p>
PCC/15/004	<p>Delegation agreement for commissioning primary care medical services <i>Nicola Bailey, Chief Operating Officer</i></p> <p>The committee discussed a report which presented for information the agreed and signed legal delegation agreement for the commissioning of primary care medical services. This was signed and returned to NHS England on 26 March 2015 to allow the legal framework to be put in place by 1 April 2015. In case of any further clarifications, an addendum to the agreement would be signed off and attached to the document.</p> <p>Although the committee was not at liberty to change the delegation agreement, the document was discussed and points of clarification raised around some of the wording. It was noted that a query had already been raised about reserved functions under 8.8 and that once clarity had been provided, it would be included in an addendum.</p>	

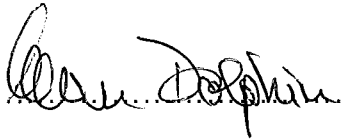
	<p>Questions and clarification points were discussed, including the assignment of NHS England staff and levels of support provided to CCGs with different levels of delegation; inclusion of items relating to primary care commissioning on the Risk Register; regular meetings of the local CCGs with level 3 delegation; and work underway on producing a plan for primary care commissioning within two months of the CCG taking on the delegation, to be completed using the current CCG planning framework.</p> <p>The Primary Care Commissioning Committee:</p> <ul style="list-style-type: none"> • Received and discussed the delegation agreement for commissioning primary care medical services; • Agreed that the Primary Care Commissioning Plan would be brought to the meeting in July. ACTION: SH to add to the agenda. 	SH
PCC/15/005	<p>NHS England Primary Care Commissioning handover documents <i>Nicola Bailey, Chief Operating Officer</i></p> <p>JCh declared an interest when discussions took place about APMS contracts including Jupiter House because he was involved with this practice. However, there were no decisions to be made on this item.</p> <p>DDES CCG submitted an application and was accepted by NHS England as a level 3 (full delegation) commissioner of primary care services as from 1 April 2015. The committee received a report which shared the handover information provided by NHS England relating to the CCG's delegated responsibilities.</p> <p>Attention was drawn to key items that the committee would need to focus upon, including: practice and GP contracts and the year on year reduction for some practices and increase for others relating to the PMS review; primary care estates/premises; enhanced services such as extended access and extending patient choice; the national quality outcomes framework (QOF); the assurance framework and primary care web tool process; patient experience, quality and safety; and the funding allocations.</p> <p>ACTION: JCh to publish the list of 17 practices registered under the extending patient choice scheme that applied to patients registered in an area outside where they live.</p> <p>ACTION: MP to provide an update to a future development session on financial allocations.</p> <p>ACTION: CK to send an update on friends and family data to the CCG which could be shared at the next meeting.</p> <p>The Primary Care Commissioning Committee:</p> <ul style="list-style-type: none"> • Received the report and handover documents; • Considered and discussed the content of the primary care commissioning handover documents provided by NHS England. <p><i>GF left the meeting</i></p>	<p>JCh</p> <p>MP</p> <p>CK</p>

PCC/15/006	<p>DDES Primary Care Strategy and Implementation Plan <i>Joseph Chandy, Director of Primary Care, Partnerships and Engagement</i></p> <p>The report presented shared an update on the progress made in delivery of the primary care strategy through the implementation plan which underpins the primary care strategy. Attention was drawn to the successes to date that were outlined in the delivery plan e.g. the GP Career Start programme and it was suggested that in light of the CCG's new delegated commissioning responsibilities, the strategy itself may benefit from being refreshed. The government currently had a greater focus on primary care than for some significant time and as such it was likely that CCGs would come under increased scrutiny regarding the quality and capacity of primary care services in its area.</p> <p>ACTION: JCh to commence a refresh of the Primary Care Strategy in light of the changes to the national direction and the CCG's new delegated commissioning authority.</p> <p>ACTION: CK and JS to discuss the NHS England GP retainer scheme and how this could be revitalised and used in a co-ordinated way with the CCG GP Career Start Programme.</p> <p>The Primary Care Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the content of the Primary Care Implementation Plan with updates and new Red, Amber, Green (RAG) ratings; • Discussed and commented upon the progress thus far, the direction of travel and any commissioning decisions required to progress with the implementation plan. • Requested that the Strategy be refreshed. 	<p>JCh</p> <p>CK/JS</p>
PCC/15/007	<p>Future agenda planning for the committee <i>Nicola Bailey, Chief Operating Officer</i></p> <p>The following items would be added to future agendas for discussion:</p> <ul style="list-style-type: none"> • Update on primary care commissioning planning • Finance update • Baseline report on the primary care services already commissioned by the CCG • APMS practices • Friends and Family test • Terms of Reference of the Primary Care Commissioning Committee <p>ACTION: CK to share with NB a time line that set out the commissioning cycle for NHS England to assist with the next planning update report.</p>	<p>CK</p>
PCC/15/008	<p>Any other business</p> <p>There was no further business.</p>	

Next meeting

The next meeting will be held on 7 July 2015 1.00pm until 2.30pm at
GlaxoSmithKline Sports and Social Club, Barnard Castle

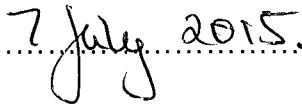
Signed:

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Name:

Annie Dolphin, Lay Chair

Date:

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