



Durham Dales, Easington and Sedgfield Clinical Commissioning Group
North Durham Clinical Commissioning Group

**NHS DURHAM DALES, EASINGTON AND SEDGFIELD
(DDES) CCG AND NORTH DURHAM CCG
PRIMARY CARE COMMISSIONING COMMITTEES
IN COMMON**

Tuesday 16 January 2018

12:15 – 13:30

**Durham County Cricket Club (Emirates), Park Road, Riverside,
Chester-le-Street DH3 3QR**

CONFIRMED MINUTES

DDES CCG Primary Care Commissioning Committee

Present: Andrew Atkin (AA) Lay Member
Nicola Bailey (NB) Chief Operating Officer
Sarah Burns (SB) Director of Commissioning
Dr Stewart Findlay (SF) Chief Clinical Officer
Mark Pickering (MP) Chief Finance Officer

North Durham CCG Primary Care Commissioning Committee:

Present: Andrew Atkin (AA) Lay Member
Nicola Bailey (NB) Chief Operating Officer
Joseph Chandy (JC) Director of Primary Care
Dr Ian Davidson (ID) Medical Director
Amanda Healy (AH) Durham County Council Health and
Wellbeing Board and Public Health
representative
Richard Henderson (RH) Chief Finance Officer
Michael Houghton (MH) Director of Commissioning and
Development
Feisal Jassat (FJ) Lay Member, Patient and Public
Involvement **(Chair)**
Dr David Smart (DSm) Clinical Chair

In attendance: Joseph Chandy (JC) Director of Primary Care (in attendance for
DDES CCG)
Amanda Coates (AC) Corporate Administrator, North Durham
CCG (minutes)
Brian Jackson (BJ) Chair, Healthwatch County Durham
Jenny Long (JL) Primary Care Assistant Contracts Manager,
NHS England
Jill Matthewson (JM) Head of Corporate Services, North Durham

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Apologies:

Helen Reynard	(HR)	Transformation Manager, NHS England
David Steel	(DSt)	Primary Care Business Manager, NHS England
Mike Brierley	(MB)	Director of Corporate Programmes, Delivery and Operations, North Durham CCG
Gill Findley	(GF)	Director of Nursing
Christine Keen	(CK)	NHS England representative
Dr Rushi Mudalagiri	(RM)	Locality Lead – Easington, DDES CCG
Marianne Patterson	(MP)	Healthwatch (Brian Jackson representing)
David Taylor-Gooby	(DTG)	Lay Member – Patient and Public Involvement, DDES CCG
Dr Pat Wright	(PW)	GP Clinical Lead, Durham

	Item	Action
PCCCiC/18/01	<p>Apologies for absence</p> <p>As recorded above.</p>	
PCCCiC/18/02	<p>Declarations of conflicts of interest</p> <p>The Chair reminded members of the Committees of their obligation to declare any interest they might have on any issues arising at the meeting, which might conflict the business of DDES CCG and/or North Durham CCG.</p> <p>Declarations made by members of the Committees are listed in the CCGs’ Registers of Interests. The Registers are available either via the secretary to the Governing Bodies or the CCG websites at the following links:</p> <p>https://www.durhamdaleseasingtonsedgfieldccg.nhs.uk/documents/declarations-conflict-interest</p> <p>http://www.northdurhamccg.nhs.uk/governancecommittees/declarations-of-conflict-of-interest/</p> <p>The following interests were declared with regard to the items on the agenda:</p> <p>PCCCiC/18/08 Primary Care Quality Report (December 2017)</p> <p>The general practice members of the committees declared a non-financial professional interest in the item. Those members were Dr Ian Davidson, Dr David Smart, Dr Rushi Mudalagiri (not in attendance) and Dr Patrick Wright (not in attendance). It was agreed</p>	

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	<p>that those present could remain in attendance for the discussion of the item but would not take part in any decision making.</p> <p>PCCCiC/18/11 Combined Primary Care Delivery Plan The general practice members of the committees declared a non-financial professional interest in the item. Those members were Dr Ian Davidson, Dr David Smart, Dr Rushi Mudalagiri (not in attendance) and Dr Patrick Wright (not in attendance). It was agreed that those present could remain in attendance for the discussion of the item but would not take part in any decision making.</p>	
PCCCiC/18/03	<p>Identification of any other business</p> <p>The following item of other business was requested:</p> <p>CCG Support Package for Administrative Mergers - NB</p>	
PCCCiC/18/04	<p>Minutes and matters arising from the Primary Care Commissioning Committees in Common held on Tuesday 21 November 2017</p> <p>The minutes were agreed as a correct record of the meeting.</p> <p>There were no matters arising.</p>	
PCCCiC/18/05	<p>Action Log</p> <p>The action log was updated.</p>	
	<p><u>ITEMS FOR DECISION</u></p>	
PCCCiC/18/06	<p>Primary Care Commissioning Committee Terms of Reference for review <i>Chief Operating Officer, DDES CCG and North Durham CCG – Nicola Bailey</i></p> <p>The report presented the revised terms of reference that had been updated in line with the annual review.</p> <p>The minor changes to the terms of reference were outlined, which included a change in job titles for some members of the executive teams of each CCG.</p> <p>FJ asked if there could be a standardised approach to the membership to make it more similar across each CCG. It was highlighted that JC would be conflicted for DDES CCG Primary Care Commissioning Committee but would not be conflicted for the North Durham CCG Primary Care Commissioning Committee.</p>	

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	<p>It was agreed that the CCGs would consider standardising some of its committee terms of reference although it was felt that those for the Primary Care Commissioning Committees presented should be approved as presented.</p> <p align="center"><i>Action: both CCGs to consider standardising the content of their committee terms of reference.</i></p> <p>The Primary Care Commissioning Committees:</p> <ul style="list-style-type: none"> • approved the revised terms of reference. <p><i>Post meeting note: it had been highlighted that the Health and Wellbeing Board member on the DDES CCG terms of reference should have been placed in the 'in attendance' section rather than the 'member' section and that has been approved by the Chief Operating Officer and the Chairs of the Primary Care Commissioning Committees out with the meeting.</i></p>	NB
	<p><u>ITEMS FOR DISCUSSION</u></p>	
<p>PCCCiC/18/07</p>	<p>Risk Management Update <i>Chief Finance Officer, DDES CCG – Mark Pickering</i> <i>Chief Finance Officer, North Durham CCG – Richard Henderson</i></p> <p>The report was presented by MP. It provided a risk management update and included a summary of the corporate risks facing each CCG.</p> <p>It was noted that there was one corporate 'red' risk for each CCG relating to delivery of constitutional standards, focussed on delivery of the accident and emergency (A&E) waiting times, ambulance response times and cancer 62 day targets.</p> <p>One new risk had been added to each CCG's register relating to potential legal challenge on commissioning decisions, given the nature of the business of the CCGs.</p> <p>MP reported that there had been no risks closed since the previous meeting and highlighted the link with the assurance document that would be presented to the Governing Bodies later in the day.</p> <p>The Primary Care Commissioning Committees:</p> <ul style="list-style-type: none"> • received the report and appendices, • noted the current risks facing the CCGs, • agreed that assurance had been received that mitigating actions had been put in place to ensure all CCG risks were being appropriately managed. 	

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<p>PCCCiC/18/08</p>	<p>Primary Care Quality Report (December 2017) <i>Director of Nursing, DDES CCG and North Durham CCG – Gill Findley</i></p> <p>The general practice members of the committees declared a non-financial professional interest in the item. Those members were Dr Ian Davidson, Dr David Smart, Dr Rushi Mudalagiri (not in attendance) and Dr Patrick Wright (not in attendance). It was agreed that those present could remain in attendance for the discussion of the item but would not take part in any decision making.</p> <p>The report was presented by ID in the absence of GF. It provided a summary of the key points in relation to quality assurance in primary care in DDES CCG and North Durham CCG areas between 27 October 2017 and 21 December 2017.</p> <p>The following key areas were highlighted:</p> <p>Bowburn Medical Centre had received a rating of 'inadequate' from the Care Quality Commission (CQC), following a recent inspection. The CCG would continue to work with the practice to improve future CQC ratings.</p> <p>It was noted that the CCGs had completed a number of submissions to NHS England (NHSE) relating to the '<i>General Practice Forward View</i>' and updates had been provided in the report.</p> <p>The work on international recruitment continued and would be going live imminently.</p> <p>The Rapid Specialist Opinion scheme in North Durham CCG had seen a reduction in referrals of 12% for the first six months of use. The use of clinical support information (CSI) had also increased.</p> <p>FJ highlighted the work underway to develop the primary care navigation scheme. He said that the primary care teams of each CCG had attended various meetings to promote the work. He asked if any of the Area Action Partnerships (AAPs) had provided any feedback about the scheme. JC reported that he had attended an AAP meeting the previous day but had not yet received any feedback. It was noted however, that the Patient Reference Groups (PRGs) had been positive about the scheme and a number of patients had agreed to be part of a task group to develop the work. It was noted that the care navigation scheme was aimed at upskilling receptionists in general practices to signpost patients to the most effective services. It was highlighted that the navigating service would not replace clinical triage.</p> <p>The Primary Care Commissioning Committees:</p> <ul style="list-style-type: none">• received the report,	
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	<ul style="list-style-type: none"> discussed the content of the report. 	
<p>PCCCiC/18/09</p>	<p>Primary Care Finance Report for the eight months ending 30 November 2017 <i>Chief Finance Officer, DDES CCG – Mark Pickering</i> <i>Chief Finance Officer, North Durham CCG – Richard Henderson</i></p> <p>The report was presented by RH. It outlined a summary of the financial position of primary care budgets for the eight months ending 30 November 2017, including primary care budgets delegated from NHS England (NHSE) and other elements of primary care spend.</p> <p>It was noted that with regard to the delegated budgets, both CCGs continued to forecast an underspend in relation to the Personal Medical Services (PMS) premium funding which was being reinvested in primary care within the other primary care budgets in both CCGs. There was also an underspend in relation to premises cost reimbursement across both CCGs. The underspends had been partially offset by a small overspend on the Quality Outcomes Framework (QOF), which had been higher than anticipated.</p> <p>The Primary Care Commissioning Committees:</p> <ul style="list-style-type: none"> received the report, noted the current and forecast financial position in respect of primary care budgets. 	
<p>PCCCiC/18/10</p>	<p>Timeline for Primary Care Sustainability and Transformation Plan (STP) Delivery Plan Updates – Durham Dales, Easington and Sedgefield CCG and North Durham CCG <i>Chief Operating Officer, DDES CCG and North Durham CCG – Nicola Bailey</i></p> <p>A verbal update was provided by NB. She reported that the CCGs had completed a significant number of templates, setting out the current position and continued to contribute to the work ‘at scale’. Some of that work included GP recruitment and retention.</p> <p>It was noted that an STP working group had been established to consider primary care and community services including frail elderly models such as teams around patients (TAPs) and primary care home (PCH) models that the CCGs would continue to be involved in.</p> <p>JC reported that work was underway to consider how primary care could be delivered across the CCGs of County Durham, Darlington and Tees.</p> <p>It was agreed that the item would remain on the agenda items log for the meeting and NB would advise whether there was an update to bring to each meeting.</p>	

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	<p align="center"><i>Action: NB to advise the meeting administrator prior to each meeting whether the item needs to be included on the agenda.</i></p> <p>The Primary Care Commissioning Committees received the update.</p>	NB
<p>PCCCiC/18/11</p>	<p>Combined Primary Care Delivery Plan <i>Director of Primary Care, DDES CCG and North Durham CCG</i> <i>- Joseph Chandy</i></p> <p>The general practice members of the committees declared a non-financial professional interest in the item. Those members were Dr Ian Davidson, Dr David Smart, Dr Rushi Mudalagiri (not in attendance) and Dr Patrick Wright (not in attendance). It was agreed that those present could remain in attendance for the discussion of the item but would not take part in any decision making.</p> <p>The report provided an update on the delivery against the primary care delivery plan across DDES CCG and North Durham CCG, which had been centred on the requirements of the ‘<i>General Practice Forward View</i>’ (GPFV).</p> <p>The following key areas were highlighted:</p> <ul style="list-style-type: none"> • Care navigation – as noted above, the work across County Durham continued. • TAPs and PCHs – the work continued to develop those teams. • Federated GP – a new model of employment was being developed using resilience funding. The recruitment had commenced. <p>AA highlighted the success of the GP Career Start Scheme across the CCGs. He asked if the success of the scheme had been publicised. JC responded that a report would be presented to Executives in Common in February 2018, which would outline how the scheme could be continued using funding from Health Education North East (HENE).</p> <p>A query was raised by FJ about the ‘RAG’ rating within the GPFV action plan and why some of those remained ‘red’. JC explained that some of the actions would remain red as NHSE had not given approval for those areas to be developed. Those areas included medical assistants. However, it was noted that the CCGs had agreed to continue the work with regard to the care navigation model, based on the work of West Wakefield CCG.</p> <p>BJ provided an update about physiotherapy appointments. He said that patients could access physiotherapy exercises via a new mobile application or online from their own home. He said the work supported the access agenda when it was not necessary for patients to have a face to face contact.</p>	

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	<p>The Primary Care Commissioning Committees:</p> <ul style="list-style-type: none"> received the report and noted its contents. 	
PCCCiC/18/12	<p>Primary Care Commissioning Update <i>Director of Primary Care, DDES CCG and North Durham CCG</i> - Joseph Chandy</p> <p>It was noted that there were no further updates to be provided, over and above those already mentioned. It was agreed that the item would be removed from the business cycle as it was felt it was no longer required. <i>Action: item to be removed from the business cycle in future.</i></p>	NB
PCCCiC/18/13	<p>Estates Technology Transformation Funding (ETTF) Improvement Grants 2016/17 <i>Director of Corporate Programmes, Delivery and Operations</i> - Mike Brierley</p> <p>JC provided an update in the absence of MB.</p> <p>It was noted that a number of estates and information technology (IT) bids had been submitted but the CCG had not yet been made aware of the outcome of those by NHSE. There was concern that only a short window remained in which to use the funding should the bids be approved as the funding would need to be utilised by 31 March 2018.</p> <p>JL reported that there had been an issue nationally and she was unable to provide advice on the timescales. It was agreed that JL/DSt would clarify the position, which the CCG would escalate if necessary.</p> <p><i>Action: JL/DSt to clarify the position with regard to the ETTF bids that had been submitted and whether those had been approved.</i></p> <p><i>Action: CCG to consider escalating the issue if assurance had not been provided by NHSE with regard to the current bids.</i></p> <p>The Primary Care Commissioning Committees received the update.</p>	JC/JL/ DSt JC
	<u>FOR INFORMATION</u>	
	There were no items for information.	
PCCCiC/18/14	<p><u>QUESTIONS FROM THE PUBLIC</u></p> <p>No questions had been submitted for consideration prior to the meeting. The Chair asked those members of the public present if they had any questions for the committee.</p> <p>One member of the public reported that they had used the</p>	

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	<p>physiotherapy application and had found it very helpful.</p> <p>A 'Wellbeing for Life' representative from Public Health County Durham asked about care navigation. They felt the work would fit in well with the services provided by the public health team and asked about the training being provided to reception staff.</p> <p>JC responded that there was an opportunity to make the best use of the knowledge that receptionists in general practices already had using several areas for navigation focussed on prevention. He said that the wellbeing for life service would be used as one of the services that patients could be navigated to.</p> <p>Discussion took place about how the recruitment drive for GPs would fit in with care navigation and a question was raised by a representative of the Citizen's Advice Bureau (CAB) about how new GPs would be made aware of such services available to the public locally. JC said he felt that care navigation, via a receptionist, could be more consistent across practices in signposting patients to organisations such as the CAB. He said he felt that the knowledge of new GPs would improve as a result of the care navigation work with receptionists.</p> <p>It was suggested that the CAB attend a future time out session for practices across County Durham to do a short presentation about the support available from that service.</p> <p>The Primary Care Commissioning Committees received the above questions.</p>	
<p>PCCCiC/18/15</p>	<p>Other Business</p> <p>PCCCiC/18/15-1 CCG Support Package for Administrative mergers <i>Chief Operating Officer, Nicola Bailey – DDES CCG and North Durham CCG</i></p> <p>NB reported that the executive committees had been working on a process to support stability in primary care in terms of workforce and support for practices and partnership arrangements. A support package had been drafted for practice mergers and partnership succession to ensure robust primary care services in County Durham in the future.</p> <p>The package would enable the CCGs to provide financial support for mergers and to support practices that had been deemed as 'inadequate' by the CQC. The funding would enable a contribution to legal costs, human resources (HR) services and premises rationalisation costs among others.</p>	

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	<p>It was noted that in August 2017 the executive committees received a report outlining a proposed package. Further work had been suggested and NHSE had been asked to provide a view. The package was being amended and would be presented to Executives in Common (non-conflicted members only) in January 2018.</p> <p>NB highlighted that eligibility and exclusion criteria was being developed with regard to the use of CCG resources as it was felt that a clear application process would be necessary. The CCG had worked with NHSE and the Local Medical Committee (LMC) to agree criteria whereby practices could be considered as vulnerable.</p> <p>NB asked the Committee to agree that the executive committees could consider the support package on behalf of the Primary Care Commissioning Committees to ensure any vulnerable practices could be stabilised as soon as possible.</p> <p>It was agreed that the package should be presented to the Executives in Common meeting on 23 January 2018 for consideration prior to being submitted to the Chairs and Vice Chair of the Primary Care Commissioning Committee for approval by email. A final version of the scheme would be presented to the next meeting of the Primary Care Commissioning Committees in Common for information.</p> <p><i>Action: CCG support package for practice mergers to be presented to Executives in Common for consideration on 23 January 2018.</i></p> <p><i>Action: Chairs and Vice Chair of the Primary Care Commissioning Committee to be asked to approve the support package, following the meeting of the Executives in Common by email.</i></p> <p><i>Action: final version of the support package to be presented to the next meeting for information.</i></p>	<p align="right">NB</p> <p align="right">NB</p> <p align="right">NB</p>
<p>PCCCiC/18/16</p>	<p>Standing item: Risk Round Up</p> <p>No new areas of risk had been highlighted during the meeting.</p>	
<p>PCCCiC/18/17</p>	<p>Date and time of next meeting The next meeting would be held on: Tuesday 20 March 2018 at Barnard Castle (venue to be confirmed).</p>	
	<p>Contact for the meeting: Susan Parr, Executive Assistant, North Durham CCG Tel: 0191 389 8621 Email: susan.parr@nhs.net</p>	

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A handwritten signature in black ink, appearing to read 'Feisal', written in a cursive style.

Signed:

Chair: Feisal Jassat

Date: 4 April 2018