

**Notes of the Co-commissioning/Primary Care Leads meeting
held on 14th September 2017**

Attendees:		Apologies = A			
Jackie Forshaw (Chair)		Paula Gibson		Peter Sellars	
Sheena Wood		Jan Charnock		Lisa Cunliffe	
Sarah Bloy		Donna Roberts		Lorraine Boyd	
Stephen Gough		Hazel Smith	A	Kate Pavlidou	
Emma Bellamy		Mark Lindsay			
Glenn Harrison		Stephen Toulmin		In attendance: Declan Hadley	
				Notes: Helen Davies	

		Action
1	<p>Welcome and Apologies JF opened the meeting and introductions were made.</p> <p>Apologies were noted from Hazel Smith and David Bonson.</p>	
2	<p>Notes From Last Meeting of the Co- Commissioning Management Group The minutes were agreed as an accurate record.</p>	
3	<p>Matters Arising It was agreed to re-arrange the NECs Co-Commissioning event and to have it as Part Two of the next CCMG meeting in November.</p>	SB
4	<p>GPFV Digital developments DH gave an overview on developments to date. It was suggested that CCGs work together to complete the GPFV online return.</p> <p>DH and JF suggested that DH, CCG Primary Care leads, CCG IT leads and NHSE colleagues meet to share good practice, develop plans for potential funding from ETTF and in general ensure we are all aligned in our plans.</p>	JF/SB
5	<p>Atypical populations – Patients whose first language is not English LC talked through the Service Specification which has been developed by Andy Lavery at ELCCG, working in conjunction with a practice and the data quality team to look at the number of languages spoken by patients, length of appointments and if interpreters are used.</p> <p>Based on identified indicators, the specification proposes a tariff in order to compensate GP practices that have a high level of patients that do not speak English as a first language.</p>	

	<p>The methodology/approach has been passed on to other areas such as university populations.</p> <p>Discussion in the group around whether it should be run as a pilot to allow for evaluation of the service and, particularly, the pricing mechanism.</p> <p>It was agreed that the specification would be shared with the national team for comments.</p> <p>The specification will be presented to the Primary Care Delegated Committee at ELCCG.</p>	ML
6	<p>Terms of Reference The Terms of Reference were agreed by the group. SB confirmed she will meet with the CCG lay chairs and offer invitation to be members of group.</p> <p>ST queried LMC representation at the meeting and JF advised will discuss outside of the meeting.</p>	SB JF/ST
7	<p>MOU update It was advised that the CCGs would meet to look at the MOU together in order to agree a consistent approach. CCGs to feedback at the next meeting.</p> <p>JF queried the Task and Function list which had been received from East Lancashire, as unable to open the comments. LC to resend.</p> <p>SB will summarise all CCG responses once East Lancs have been received.</p>	CCG leads LC SB
8	<p>Co-commissioning</p> <p>Equality Impact Assessments The national guidance has been circulated to the group.</p> <p>SB advised that multiple requests for EIAs had been received, which the team do not have capacity to undertake. The group discussed options for training staff on undertaking EIAs. DR suggested that where the practice has requested the change, the ownership should be on them to complete the initial screening and that the NHS guidance covers the EIA process. It was agreed to use the NHS standardised template contained within the guidance.</p> <p>CCG admin (letterheads) It was agreed that following the delegated/joint committees, NHSE would draft any decision letters, and the CCGs would then put on their own letterhead and send out.</p> <p>Information Governance compliance JF clarified that Information Governance is a CCG responsibility but it is incorporated in the SLA with the CSUs. The new Data Protection regulations which come into force in May 2018 will offer individuals more protection. Any issues, please speak to JF.</p> <p>Project 600 – The CMR Verification Programme Guidance in relation to Project 600 – The CMR Verification Programme has</p>	CCG leads

	<p>been circulated to the group.</p> <p>In order to achieve the market rental value approach, NHSE will need to inspect 48 premises.</p> <p>CSUs now have the responsibility for rents and rates, any queries or issues please speak to ML.</p> <p>Update of contract status in respect of registration with CQC The group were advised that where there are any changes to a GP partnership, until the CQC registration has been amended to reflect the change, then the Contract Variation would not be valid.</p> <p>DR queried what that would mean contractually, and SB agreed to seek legal advice.</p> <p>Zero Tolerance update SW advised that following the introduction of PDS Medical to manage zero tolerance patients, there had been a few teething problems. However these have now been worked through. A letter is due to be sent out to CCGs detailing the recharging process. JF to hold a tele-conference with Blackpool CCG to provide assurance that they will not receive any extra charges.</p> <p>Atypical populations working group update ML provided an update on the progress of the working groups which have been set up to look at practices with a high number of patients who do not speak English as a first language, university populations, rurality and high tourism levels. Draft specifications are anticipated to be ready by October 2017.</p> <p>A telephone conference has been scheduled with Richard Harrety (NECS) who is leading on the national work.</p> <p>SB advised that she had been to meet with the Ambleside practice and was working on a bespoke specification in conjunction with the CCG. Timescales for completion – end of October.</p> <p>JF requested a progress report in a months' time.</p> <p>APMS contract extensions – CEG process It has been confirmed that if a CCG is fully delegated, there is no requirement for APMS contract extensions to be submitted to CEG for approval.</p>	<p>CCG leads</p> <p>SB</p> <p>SW</p> <p>ML/SD</p>
<p>9</p>	<p>GPFV Team Update SG advised that the deadline for data submission for the strategic Data Collection Service is the 15th September 2017 and requested CCGs to share their submissions with NHSE.</p> <p>SG outlined the timetable for the regional submission of the STP primary care delivery plan, 28th November, and the submission date for the STP Board on 18th October.</p> <p>To ensure the plan is reflective of CCGs ambitions and is co-produced, CCG colleagues have been invited to the Task and Finish group on the 22nd September 2017.</p>	

13	<p>Individual CCG updates No updates provided.</p>	
14	<p>Any other business JF confirmed that the DES directions have been amended and as a result any practice who still close for half a day, are now no longer eligible to participate in the DES. Letters have gone out to practices and NHSE are compiling a list of practices who this relates to.</p>	
15	<p><u>Date of Next Meeting:</u></p> <p>9th November 2017 10-12.00pm Room 231 at Preston Business Centre</p> <p>Please note: This meeting has been extended until 2pm to include the NECs Co-commissioning event.</p>	

DRAFT