

**Notes of the Co-commissioning/Primary Care Leads meeting
held on 9th November 2017**

Attendees:		Apologies = A			
Jackie Forshaw (Chair)		Paula Gibson		Hafiza Ugradar	
Sarah Bloy		Jan Charnock		Lisa Cunliffe	
Sarah Danson		Donna Roberts		Michelle Ashton	
Barbara McKeowen		Hazel Smith	A		
Emma Phillips (nee Bellamy)		Mark Lindsay	A	In attendance: Paul Richardson	
Glenn Harrison		Stephen Toulmin		Notes: Helen Davies	

		Action
PART ONE		
1	<p>Welcome and Apologies JF opened the meeting and introductions were made.</p> <p>Apologies were noted from Mark Lindsay and Hazel Smith.</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</p> <p>Digital developments - JF informed the group that there was a meeting scheduled for 7th December 2017.</p> <p>Atypical populations – Patients whose first language is not English – the service specification has been shared with the national team and will be piloted in East Lancashire.</p> <p>Zero Tolerance – SB advised that there are still some teething problems which are being worked through and should be resolved in the next month. SB to contact CSU regarding recharging process.</p>	SB
4	<p>Terms of Reference The Terms of Reference have been updated to reflect LMC membership. PR to consider and feedback if representation from CCG lay chairs would be beneficial.</p>	PR
5	<p>MOU update A final draft of the MOU has been circulated, reflecting the amendments made. A further document has been shared which collates all the comments received</p>	

	<p>from the CCGs. Each comment has been looked at and a response provided. There is a meeting scheduled to discuss the MOU further with East Lancashire CCG towards the end of November.</p> <p>DR queried whether there was any update on the procurement query raised by Fylde and Wyre CCG. JF agreed to re look at.</p> <p>HU informed the group that there was a Procurement working group within NHSE to look at lessons learnt. Discussion took place re whether representatives from the CCGs should attend the working group. DR suggesting holding a workshop for Procurement Leads to discuss APMS contracts. HU agreed to discuss at next Procurement working group.</p> <p>SB advised that the NECs session directly following this meeting was for CCG leads on APMS contract procurement.</p> <p>SB asked the CCGs for agreement for the MOU to go to the Delegated Committee's for approval.</p> <p>PG asked for more time to consider as Morecambe Bay due to go to Level 3.</p> <p>JC will take to West Lancashire committee next week.</p> <p>BM will feedback to colleagues and request approval to take to committee in December.</p> <p>MA agreed to take to Blackpool's committee in December.</p> <p>SB to produce a covering paper for all CCGs to use at their delegated/joint committees.</p>	<p>JF</p> <p>HU</p> <p>SB</p>
6	<p>Co-commissioning</p> <p>Atypical population working group update SB advised that there have been issues with a practice in Ambleside, South Cumbria which the media have reported on. There are a number of problems such as rurality, university population, high tourism levels, patients whose first language is not English.</p> <p>SB advised that a draft specification has been produced by Hazel Smith and a pricing tariff is being considered.</p> <p>SD informed the group that a draft service specification for university populations has been produced. A meeting has been scheduled for the 14th November where it is planned to produce a template for CCGs to complete.</p> <p>IG reports The IG report received from the CSU has not been circulated due to it including all areas such as Medical, Dental, Optom; SD will look into re-producing in a user friendly format. Information will be forwarded to CCGs on which practices haven't yet completed the toolkit.</p> <p>National CV rationalisation exercise SB informed the group that as no national CVs have been implemented since</p>	<p>SD</p>

<p>8</p>	<p>Finance Update HU advised that the Co-Commissioning budgets for all CCGs are on target, with the exception of East Lancashire due to number of issues. All CCGs have had 1% of additional monies to invest but HU was unsure if the monies had been used for the GPFV.</p> <p>SB requested that HU be included on the distribution list for the CCG Delegated Committee minutes.</p>	<p>CCG leads</p>
<p>9</p>	<p>Nursing and Quality Update GH advised that positive feedback on the Quarter 1 report had been received from the CCGs; the additional information included was well received. The Quarter 2 draft is in progress and due to be submitted to SMT in 2 weeks' time. Once signed off, the report will be circulated to CCGs and feedback is welcome.</p> <p>GH advised that the complaints procedure is a lengthy process, and there are issues with getting responses from practices within the timeframes. GH requested that CCGs encourage practices to respond timely to requests.</p>	<p>CCG leads</p>
<p>10</p>	<p>Public Health update No representative from Public Health to update.</p>	
<p>11</p>	<p>Individual CCG updates</p> <p>West Lancashire – JC reported that feedback has been positive for the Viran portakabin and work is ongoing with the procurement for future provision.</p> <p>Chorley & South Ribble and Greater Preston – DR advised that the Christmas Day opening would cause a problem, as it isn't included in the specification and has requested data for A&E for that day.</p> <p>Morecambe Bay – PG advised MB have been encouraged to apply for Level 3.</p> <p>East Lancashire – LC reported 9 PMS contracts have been agreed; 2 APMS contracts mobilised, 1 further APMS contract looking at procurement options. LC proposed that a template is produced with suggested headings for CCGs to provide an update on and JF agreed to do this if CCGs would find this useful.</p> <p>Fylde and Wyre – BM informed the group that a Neighbourhood event was due to be held in December.</p> <p>Blackpool – EP queried the Workflow Optimisation training and discussion took place on the options available such as using an external provider, the Data Quality team from CSU or local GPs.</p> <p>Blackburn with Darwen – no representative present to update.</p>	<p>JF/SB</p>
<p>12</p>	<p>Primary Medical Care Policy and Guidance Manual workshops SB informed the group of the workshops scheduled and encouraged attendance. It was reported that the workshop to be held in Manchester on the 7th December, is now full. SD offered her place to CCG colleagues and JC accepted.</p>	

