

**Notes of the Co-commissioning/Primary Care Leads meeting
held on 17th May 2018**

Attendees:		Apologies = A		Dial in = D	
Jackie Forshaw (Chair)		Paula Gibson		D	Hafiza Ugradar
Sarah Bloy		Jan Charnock			Lisa Cunliffe
Michelle Ashton		Carol Ann McElhone			Michelle Ashton
Barbara McKeowen		Rachel Forster		A	Daniel Hallen
Emma Phillips		Stephen Gough			Catherine Wright
Stephen Toulmin		Glenn Harrison		A	In attendance: Notes: Helen Davies

		Action
PART ONE		
1	<p>Welcome and Apologies JF opened the meeting.</p> <p>Apologies were noted from Daniel Hallen, Tricia Spedding, Rachel Forster, Glenn Harrison and Peter Sellars.</p>	
2	<p>Notes From Last Meeting of the Co-Commissioning Management Group (CCMG) The minutes were agreed as an accurate record.</p>	
3	<p>Action tracker The action tracker was reviewed and updated.</p>	
4	<p>Matters Arising JF advised the group that future meetings would be merged with the Primary Care Quality Forum (PCQF) and the meetings would be extended to three hours. Part One will include the CCMG items and Part Two the PCQF items. CCG Primary Care Leads can swap partway if another colleague usually attends the PCQF meeting.</p> <p>MOU Sign off – The MOU has been agreed by all but one CCG. JF advised that the MOU will not be reviewed for 2018/19 but if CCGs have any issues please raise.</p> <p>SB to issue MOU's for 2017/18 and 2018/19 to CCGs for signoff.</p> <p>LC feedback on East Lancashire's outstanding issues with the MOU in particular in relation to procurement and JF advised that she will contact Colette to discuss.</p>	<p>SB</p> <p>JF</p>

5	<p>Electronic Referral Service (e-RS) DH not present to update.</p>	
6	<p>GDPR JF advised that a number of queries have been received from practices querying whether they needed a Data Protection Officer (DPO).</p> <p>It was clarified that every practice needs a DPO but that DPO could cover a federation of practices or the CCG could commission a DPO on behalf of all its practices. CCG would need to consider how this would be funded.</p> <p>ST advised that Morecambe Bay had commissioned the Partnership Trust to be its DPO for one year and suggested that this approach could be used across Lancashire. ST also suggested that the CSU may offer this service.</p> <p>SB advised that Blackburn with Darwen CCG had contacted the CSU for a quote for the DPO to cover their practices.</p> <p>SG suggested one DPO in each of the ICP areas.</p> <p>JF requested that each CCG consider the options available and inform their practices of the agreed way forward.</p> <p>ST confirmed that the LMC have now delivered GDPR training in all areas.</p> <p>JF confirmed that the CSU have also been commissioned to deliver six training sessions and asked CCGs to feedback if they require any particular areas to be focussed on.</p>	<p>CCG leads</p> <p>CCG leads</p>
7	<p>Co-commissioning</p> <p>Atypical population working group update University populations SB advised that the Morecambe Bay university population's specification is due to be presented to its committee in June 2018.</p> <p>South Cumbria rurality SB confirmed that the specification and change management tool have been agreed by Morecambe Bay's Primary Care committee and agreed to circulate the documents to the group.</p> <p>Changes to NHS England core team and impact to the MOU It was agreed that this item would be included as a 'standing agenda item' in order to keep CCGs informed of any staff issues which may have an impact on the MOU.</p> <p>JF advised that there have been various issues such as sickness, delays in recruitment, not being able to recruit substantively and if there are any items on the agreed task and finish list which aren't able to be fulfilled then this will be communicated to CCGs.</p> <p>JF commented that on the whole relationships are positive between NHSE and the CCGs.</p>	<p>SB</p>

	<p>Summary of 2018/19 GMS Contract Changes A summary of the key changes to the 2018/19 General Medical Services agreement had been circulated to the group. The paper has also been sent to CCG committee's for information.</p> <p>Primary Care Dashboard JF advised the group that the new Primary Care Dashboard had been demonstrated at the recent Heads of Primary Care meeting and information on this is expected to be circulated to CCGs and practices in the next few days. The new dashboard will replace the existing Primary Care web tool and will be updated on a quarterly basis. JF explained that the dashboard contains maps of practices boundaries and there is also the facility to overlay maps. SB added that it would be necessary to cross check the boundary maps with NHSE data on the practice boundaries.</p> <p>BM and JC agreed to send SB their CCG practice boundary maps.</p> <p>JF queried whether the CSU dashboard would still be needed and asked to look at West Lancashire's; this will be presented at the next meeting.</p>	<p>BM/JC</p> <p>JC</p>
<p>8</p>	<p>STP/Primary Care Programme Board</p> <p>GPFV team update</p> <ul style="list-style-type: none"> • Workforce Tool <p>SG advised that a PID will hopefully be signed off by the Director of Finance by the end of May 2018 and then it will be submitted to region for final approval. The PID includes all practices but we would like to include all extended access hubs to ensure all GP activity in primary care is captured.</p> <p>There has been an increase in focus on workforce programmes both nationally and regionally and an acknowledgement that more needs to be done at retaining the existing workforce. To this end a new retention programme is about to be launched, further details are awaited but will be circulated once released.</p> <ul style="list-style-type: none"> • Practice Resilience Program <p>SG explained that the priority is on group bids aligned to Primary Care Networks. Currently a number of group bids have been received developed by federations which far exceed the budget available, but because some of the proposals are transformational we need to look if the proposal, where appropriate, could be funded through other budgets such as CCG LES, of £1ph PCN budgets etc.</p> <ul style="list-style-type: none"> • Primary Care Networks <p>SG advised that CCGs and PCN's are to complete a self-assessment to evaluate their level of maturity of each PCN. Events are due to be held in each of the five ACP's to look at next steps of progression and ideally are to be jointly held between the CCG and the Primary Care Team between now and the end of October 2018. JF added that the event will be tailored to each area and invited CCGs to consider any issues/challenges which they may need assistance with.</p>	<p>CCG leads</p>

	<p>SG added that appropriate engagement needs to be carried out with patients on the development of PCN's.</p> <p>International Recruitment SG advised that a new Workforce Lead has been recruited to in the Transformation Team who has significant experience in the International Recruitment programme.</p> <p>Commissioning Framework JF advised that work is ongoing and as roles are recruited to, changes will start to be made.</p> <ul style="list-style-type: none"> • IT at ICS level <p>MA and EP reported that an initial meeting was held in December 2017, but no further meetings had been held since and requested the re-instatement in order to keep CCG Primary Care/IT leads up-to-date on IT developments.</p> <p>JF suggested contacting Declan Hadley and Daniel Hallen to arrange.</p>	<p>MA/EP</p>
<p>9</p>	<p>Extended Access</p> <ul style="list-style-type: none"> • Fylde Coast <p>BM fed back to the group on the commissioning of PDS to provide an extended access service. Services are currently provided across 3 sites in Freckleton, Fleetwood and Blackpool. Work is ongoing to improve utilisation rates. EP explained that there is an issue with the 111 telephone line being unable to book extended access appointments due to different computer systems.</p> <p>JF advised that all areas need to procure services and will circulate an email received from the national team in relation to this.</p> <p>SG informed the group that there is a WebEx on Procurement for Extended Access scheduled for Thursday 24 May 2018 and encouraged CCGs leads to dial in.</p>	<p>JF</p>
<p>10</p>	<p>Finance Update</p> <p>HU advised that all CCGs had submitted their final co-commissioning financial plans for 2018/19.</p> <p>HU briefed the group that the GP contract settlement was published and this has been reflected in the final planning submission.</p> <p>There will be a change in funding classification from co-commissioning to CCG core budgets. The indemnity money of £1.017 per registered patient that was set aside in the financial plans will non-recurrently transfer to CCG core budgets and will be used for GPFV programmes. The detail has been shared with CCG finance and commissioning leads.</p> <p>Financial positions will be reported to CCGs from month two.</p>	

11	<p>Nursing and Quality Update No representative present to update.</p>	
12	<p>Public Health update CAM provided an update on the breast screening incident which came to light on 2 May 2018 where women aged 68-71 had failed to be called for the routine screening.</p> <p>Public Health colleagues are working with providers on providing extra capacity.</p> <p>All affected women have received a letter informing them of the incident; women under 72 years old who are affected will receive an appointment letter informing them of their time and date. Women aged 72 years old and above will be able to contact a dedicated helpline to discuss whether a screen could benefit them.</p> <p>Daily conference calls are taking place with the regional team.</p> <p>CAM requested that if CCGs/practices have any queries to please contact the Public Health team, not providers.</p> <p>EP requested that any communications are shared with CCG leads.</p> <p>EP raised concerns regarding an email received about the phased delivery of flu vaccines from the recommended supplier. CAM advised she wasn't aware of any delays but will enquire and feedback. EP agreed to forward the email received to CAM.</p> <p>ST queried whether pharmacy's where also receiving a phased delivery.</p> <p>JF advised that the issue was raised at the Heads of Primary Care meeting and that two weekly conference calls are to be held to address.</p>	EP
13	<p>Individual CCG updates CCG leads reported no issues of urgency to update.</p>	
14	<p>Any other business</p> <p>Clinical Pharmacists Scheme – JF reported that the number of applications being received was reducing and asked CCG leads to feedback on any issues. Issues reported were that practices were just under the 30,000 patients needed and also the employment restrictions as the Pharmacists needed to be employed by one practice, not a federation of practices.</p> <p>JC updated the group on the application in West Lancashire where they are also discussing the risk of one practice employing the Pharmacists on behalf of a federation.</p> <p>ST suggested that the issue be raised nationally and JF agreed to do this.</p> <p>Heads of Primary Care meeting – JF advised that she had received a letter from Dominic Hardy regarding an assurance audit for delegated commissioning in 2018/19. JF to circulate letter to CCG leads.</p> <p>Duty of Engagement – JF to circulate information regarding the '10 steps to</p>	<p>JF</p> <p>JF</p>

