

**Notes of the Primary Care Commissioning and Quality Forum
held on 12th July 2018**

Attendees:		Dial in = D	
Jackie Forshaw (Chair)		Kate Hudson	Kath Gulson
Sarah Bloy		Catherine Wright	Lisa Cunliffe
Nicki Watson		Carol Ann McElhone	Tracy Riddick
Donna Roberts		Rachel Forster	Lynne Lord
Wayne Kirkham		Margaret Hey	
Stephen Toulmin		Gareth Wallis	In attendance: Notes: Helen Davies

		Action
PART ONE		
PCCQF/01/18	<p>Welcome and Apologies JF opened the meeting.</p> <p>Apologies were noted from Daniel Hallen, Claire Lewis, Paula Gibson, Jan Charnock, Michelle Ashton and Barbara McKeowen.</p>	
PCCQF/02/18	<p>Minutes of Previous Meetings The minutes were agreed as an accurate record.</p>	
PCCQF/03/18	<p>Action tracker The action tracker was reviewed and updated.</p>	
PCCQF/04/18	<p>Matters Arising</p> <p>Patient allocations – DR informed the group that the care homes specification has now gone live in Greater Preston and it is hoped there will be a reduction in the number of allocations. DR requested that NHSE support the CCG in that if a care home rings for an allocation, they should be advised to ring a practice direct. In Chorley and South Ribble, care homes and practices are still in discussion. DR to advise when discussions and issues are resolved.</p> <p>GPFV – JF requested that if CCGs have any further issues re data returns, please let LF know.</p> <p>MOU – West Lancashire and Greater Preston and Chorley and South Ribble have now signed off the MOU. All outstanding CCGs to expedite signoff.</p>	

	<p>Primary Care Dashboard – JF requested that if CCGs have any issues with the dashboard, please let HD know. They will then be passed through to the national team.</p>	
PCCQF/05/18	<p>Electronic Referral Service (e-RS) DH was not present to update.</p> <p>HD to request that DH attends the next meeting.</p>	HD
PCCQF/06/18	<p>GDPR ST informed the group that the Cumbria Partnership Trust are supporting the Data Protection Officer's (DPO) identified within the practices in Morecambe Bay; and not providing a full DPO service as previously advised.</p> <p>ST has a tele-conference scheduled with the IG Lead for the CSU to see if they could provide support for Lancashire. ST to feedback.</p> <p>DR advised that they had been contacted by practices asking for them to be their DPO but the CCG had refused; but added that they would consider funding a service through the CSU.</p>	ST
PCCQF/07/18	<p>Co-commissioning</p> <p>Atypical population working group update</p> <p>Patients whose first language is not English LC reported that the pilot is going well. There have been some issues with practices not recording data correctly but they are working with them on this.</p> <p>Rurality LC advised that the Slaidburn practice is not happy with the specification and are working with the LMC on a revised proposal.</p> <p>University populations DR reported that the specification has been drawn up but payment would be less than the PMS premium so the practice does not want to accept.</p> <p>Changes to NHS England core team and impact on the MOU As previously advised, this item is to 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 requested consideration from the CCGs that there has been significant pressure on the team due to a variety of issues such as sickness and delays in recruitment.</p> <p>SB reported that Yaseen Balamiya from the Transformation team has been appointed to the six month secondment position within the Primary Care team.</p> <p>Proposal for criteria for considering boundary changes SB circulated the draft proposal for considering boundary changes.</p>	

	<p>SB explained that the current regulations pertaining to applications from practices to change their boundaries promotes an isolation approach without considering issues such as the impact on other practices. It is suggested that a Lancashire and South Cumbria wide approach should be considered and for practices to own the problems in their areas and collaboratively propose solutions.</p> <p>It was agreed that a small task and finish group would be set up to review and finalise the proposal. BM had previously volunteered. LC also agreed to participate. It was suggested to also invite EP, MA and JC.</p> <p>West Lancashire Primary Care Dashboard JC was not in attendance to present the dashboard. Deferred to the next meeting.</p> <p>HD to ascertain if the dashboard can be accessed remotely by group members.</p> <p>CW advised that it contains the same data as the CSU dashboard but on Office 365 and it is easier to view and interpret.</p> <p>JF requested that CCG colleagues consider whether the CSU dashboard is still required.</p> <p>JF also described the Practice Resilience dashboard where each practice is scored using various intelligence and agreed to share this with CCG leads.</p> <p>Outcomes of the QOF review SB outlined the key conclusions contained within the review report.</p> <p>SB reported that there are aspects of the current scheme which are valuable but there is a need to refresh the scheme and the report proposes numerous changes.</p> <p>SB encouraged CCGs to read the report and advised she will keep the group updated with any developments.</p>	<p>SB/YB</p> <p>HD</p> <p>CCG leads</p> <p>JF/HD</p> <p>CCG leads/SB</p>
<p>PCCQF/08/18</p>	<p>STP/Primary Care Programme Board</p> <p>GPFV team update</p> <ul style="list-style-type: none"> • Workforce <p>WK advised that £400,000 has been made available to establish an intensive support site to look at GP retention in Blackpool, West Lancashire and Morecambe Bay. A project group has been set up to develop an action plan which will focus on three key areas; personal support, practice and organisational support and system support.</p> <ul style="list-style-type: none"> • Practice Resilience Program <p>WK informed the group that over £1.3 million of bids have been submitted for a budget of £240,000; of which £228,000 has already been approved.</p>	

PCCQF/10/18	Heads of Primary Care update JF outlined the key areas contained within the monthly update.	
PCCQF/11/18	Finance Update RF advised that there were no significant issues to report. CCGs will be asked to outline their investment plans at the joint Finance/CCG leads meeting next week.	
PCCQF/12/18	Nursing and Quality/Complaints update MH advised that the Complaints Annual Report had been circulated to CCGs and asked for any feedback. CCGs reported that they were satisfied with the report. MH informed the group that the complaints team had received a peer review from the national team. Informal feedback highlighted good practice but some areas of improvement had been identified. Once the formal report has been received, MH agreed to feedback further.	MH
PCCQF/13/18	Public Health update CAM provided an update on the breast screen incident where women had failed to be called for the routine screening. Women under 72 affected will have their screening completed by the beginning of August 2018 and women over 72 by October 2018. CAM advised that the Public Health Commissioning Team have invested in a project to improve uptake for cervical screening. The 10 lowest uptake practices in BwD, Blackpool and Greater Preston CCGs have been written to asking them to participate. A mini procurement will take place for a community organisation to co-ordinate the project. TR queried the delay to the childhood immunisations and CAM reported that Intrahealth have commenced vaccinating children this week. CAM informed the group that they were looking at providing extra capacity to deliver flu vaccines to specialist groups e.g. those patients with HIV or COPD. DR agreed to provide a list of the COPD clinics in GP/CSR.	
PCCQF/14/18	Individual CCG updates Covered under PCCQF/17/18.	
PART TWO		
PCCQF/15/18	National Reporting Learning System (NRLS) MH reported that NHSE colleagues had attended all but one Practice Manager Forum meetings to present the system. MH explained that a report is produced by the national team which details any themes, trends and key areas of concern but isn't broken down by CCG. ST queried whether incidents had now to be reported twice, e.g. through the NRLS system and Datix. JF suggested that if the system is being used to produce national patient	

	safety alerts, then we could inform practices of this.	
PCCQF/16/18	<p>CQC update LL updated the group on the three practices where there were concerns.</p> <p>Dr Kapenda's Surgery – a notice to cancel registration has been served.</p> <p>Daneshouse – a follow up inspection showed further deterioration and conditions have now been imposed on the registration.</p> <p>Croston Medical Centre – there have been repeated breaches of regulation 17 and the practice has now applied to de-register with the CQC.</p> <p>LL advised that the annual regulatory review has been delayed until April 2019 due to IT issues. Until then, CQC visits will primarily be conducted for new registrations, where improvements to practices are required and where intelligence has identified potential issues.</p> <p>The new arrangements were presented at the HOPC meeting, and CCGs should have now received letters detailing the new arrangements. JF agreed to share the presentation with the group.</p>	JF/HD
PCCQF/17/18	<p>Quality and Safety reports Discussions took place on whether practices should be named within the reports or anonymised and it was agreed that where the information is already in the public domain, then they can be identified, but where there are current investigations ongoing then the practice should be anonymised.</p> <p>CW requested that the report template is amended to reflect.</p> <p>Blackpool – the group noted the report.</p> <p>Blackburn with Darwen – the group noted the report.</p> <p>East Lancashire – CW presented the report on behalf of East Lancashire CCG. CW highlighted an issue where they have been made aware of a WhatsApp group among GPs where they have been sharing photos and patients details. The group discussed various actions which should be taken such as including in the Information Governance training and raising the issue via a bulletin to GP practices.</p> <p>Chorley and South Ribble and Greater Preston – the group noted the report.</p> <p>Fylde and Wyre – TR presented the report on behalf of Fylde and Wyre CCG.</p> <p>Morecambe Bay – KH gave a verbal update due to being new to the Head of Primary Care post. KH informed the group that the CCG are working towards being level three from April 2019.</p> <p>West Lancashire – no report submitted and no representative in attendance to provide an update.</p>	SD

PCCQF/18/18	<p>Lancashire CSU Dashboard SB advised that SD was arranging for Mark Saul from the CSU to attend the next meeting to demonstrate the dashboard.</p>	SD
PCCQF/19/18	<p>Any Other Business JF requested group member's feedback any comments on the new meeting format.</p>	
	<p><u>Date of Next Meeting:</u> Thursday 13 September 2018 9.30-12.30 Room 231 Preston Business Centre</p>	

DRAFT