

NHS EL CCG Primary Care Committee

**Minutes of the meeting held on Wednesday, 10 October 2018
2pm at Walshaw House**

PRESENT:

Naz Zaman	Lay Member - Equality & Inclusion: Chair
Kirsty Hollis	Chief Finance Officer
Kathryn Lord	Interim Director of Quality and Chief Nurse
Dr Tom Mackenzie	GP Locality Lead
Michelle Pilling	Lay Member - Quality & Patient Engagement/Deputy Lay Chair
David Swift	Lay Member – Governance
Collette Walsh	Head of Commissioning - Integrated Care
Mark Youlton	Chief Officer
Dr Aliya Bhat	GP Representative
Melanie Crabtree	Practice Manager Representative

IN ATTENDANCE:

Lisa Cunliffe	Primary Care Development Manager
Sarah Danson	Assistant Contracts Manager, NHS E
David Massey	LMC
Caroline Marshall	Head of Quality (Shadowing)
Debbie McCann	Executive Support (Notes)

Min Ref:		ACTION
18:197	Welcome & Chairs Update The Chair welcomed all members to the meeting.	
18:198	Apologies Apologies were received from Alex Walker, Debra Atkinson, Jackie Forshaw and Peter Higgins	
18:199	Governance <ul style="list-style-type: none"> ▪ Declarations of Interest: There were no additional declarations to note for Part 1 of the meeting. ▪ Quoracy: The meeting was quorate [5 members required] 	
18:200	Minutes of the meeting held on 12 September 2018 It was noted that at item 18:176, Governance, more detail was required with regard to the recording of Declarations of Interest and at item 18:182, Hyndburn Care Home Nurses, Melanie Crabtree declared an interest and not Michelle as recorded. With these amendments, the minutes of the meeting held on 12 September 2018 were approved as an accurate record.	

18:201	<p>Action Matrix</p> <p>The Action Matrix was reviewed as follows:</p> <p>17:136: Memorandum of Understanding Collette Walsh (CW) to check responses received and forward the MOU to Alex Walker, Interim Director of Performance for sign off.</p> <p>18:185: GP Quality Rationale Sarah Danson (SD) confirmed that the £400,000 GP Quality Rationale would be intensive support for GP retention in Blackpool, West Lancashire and Morecambe bay, identified areas of significant need. A further £217,000 will be made available to the remaining five CCGs for this financial year for GP retention.</p>	CW
18:202	<p>Matters Arising</p> <p>There were no matters arising.</p>	
18:203	<p>Extended Access Progress/Update</p> <p>Lisa Cunliffe updated the Committee in relation to GP Extended Access. NHS England have accelerated the deadline to 1 October 2018 from April 2019 and have seven core requirements:</p> <ul style="list-style-type: none"> ▪ Pre-bookable and same day provision on week days after 6.30pm and weekends. ▪ 30 minutes per thousand population minimum which equates to 191 hours per week in East Lancashire. ▪ Measurement of appointment activity ▪ Ensure advertising and ease of access ▪ Ensure use of digital approaches ▪ Address inequalities ▪ Integrate with wider whole system developments <p>The programme has been rolled out across East Lancashire as follows:</p> <ul style="list-style-type: none"> ▪ Hyndburn – 17 September 2017 due to the closure of the HAC: <ul style="list-style-type: none"> - pre-bookable appointments with GPs and Nurse Practitioners, Monday to Friday, 6.30pm - 8.30pm - pre-bookable and same day appointments (via 111) with GPs and Nurse Practitioners, 10am – 4pm on a Saturday - pre-bookable and same day appointments (via 111) with GPs, 10am – 4pm on a Sunday. ▪ Burnley – 10 September 2018 ▪ Pendle – 17 September 2018 ▪ Rossendale – 24 September 2018 ▪ Ribblesdale – 1 November 2018 but can book at any of the hubs until then <p>All localities have pre-bookable appointments Monday to Friday and Saturday and Hyndburn and Burnley have weekend same day access (via 111).</p>	

	<p>Appointments are pre-bookable via a GP Practice or same day via OoH/111 and patients can access at more than one site. There are an additional 692 appointments available across East Lancashire equating to 198 additional hours per week.</p> <p>A full quarter of data is required before conclusions can be drawn but there has been no impact noted on Secondary Care. Outcome metrics will also be available and a reporting framework will be developed, working with the Quality team.</p> <p>Issues with processing of referrals will be dealt with by EMIS unless the site can be registered as a practice which will reduce the workload going back to practices. A Stakeholder discussion regarding onward referring is needed. Monthly contract review meetings have been scheduled to discuss patient outcome measures. Feedback from the Federation is that pre-booked appointments have been 100% booked.</p> <p>It was agreed that Extended Access progress updates are to become a standing item on the agenda.</p>	
<p>18:204</p>	<p>Lancashire and South Cumbria Wide Approach to Boundary Changes</p> <p>This proposal was considered at the Lancashire and South Cumbria Primary Care and Commissioning and Quality Forum on 13 September 2018 where it was agreed that it would be circulated to CCG delegated Primary Care Committees for consideration.</p> <p>Current regulations regarding Practices changing their boundaries does not consider issues such as the impact on other Practices and what happens in the event of a nursing home being displaced. Following a small number of applications there was a consensus that a Lancashire and South Cumbria wide approach should be considered and criteria developed to ensure consistency and for Practices to own the problems in their areas and collaboratively propose solutions. Current guidance for boundary changes extracted from the current Policy and Guidance Manual is listed in the circulated proposal.</p> <p>A task and finish group was set up consisting of NHS England and CCG representatives including the Primary Care Leads from both East Lancashire and Fylde and Wyre CCGs and a member of the LMC to discuss a more consolidated approach for the boundary change process to be implemented across Lancashire and South Cumbria. It was agreed that a checklist of the proposed criteria be completed by the Practice and shared with the CCGs for consideration. If the checklist is found to be satisfactory then an application for a boundary change can be completed. An update to the application form is being completed which includes more detail and the application process and indicative time scale is illustrated in the proposal for reference.</p> <p>The process is to be reviewed by the Primary Care Commissioning and Quality Forum with Fylde and Wyre CCG to pilot the process in October 2018. Applications would come via NHS England to this Committee.</p> <p>Members agreed to recommend the final process be reviewed by the Primary Care Commissioning and Quality Forum members, with Fylde and</p>	

	Wyre CCG piloting the process for their delegated Committee in October 2018.	
18:205	<p>Any Other Business</p> <p>Items for Inclusion on the Corporate Risk Register There were no new items for inclusion on the Risk Register</p> <p>There was no further business.</p>	
18:206	<p>Date & Time of Next Meeting</p> <p>The next meeting was confirmed as Wednesday 14 November 2018</p>	
<p>RESOLUTION: “That representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.” (Section 1[2] Public Bodies (Admission to Meetings) Act 1960.</p>		