

## NHS EL CCG Primary Care Committee

**Minutes of the meeting held on Wednesday, 14 November 2018**  
**2pm at Walshaw House**

**PRESENT:**

Naz Zaman	Lay Member - Equality & Inclusion: Chair
Dr Tom Mackenzie	GP Locality Lead
David Swift	Lay Member – Governance
Mark Youlton	Chief Officer
Dr Aliya Bhat	GP Representative
Caroline Marshall	Head of Quality (attending on behalf of Kathryn Lord)

**IN ATTENDANCE:**

Lisa Cunliffe	Primary Care Development Manager
Debra Atkinson	Head of Corporate Business
Sarah Danson	Assistant Contracts Manager, NHS E
David Massey	LMC
Collette Walsh	Head of Commissioning - Integrated Care
Debbie McCann	Executive Support (Notes)

Min Ref:		ACTION
18:217	<p><b>Welcome &amp; Chairs Update</b></p> <p>The Chair welcomed all members to the meeting.</p>	
18:218	<p><b>Apologies</b></p> <p>Apologies were received from Melanie Crabtree, Michelle Pilling, Kirsty Hollis, Kathryn Lord, Jackie Forshaw and Peter Higgins.</p>	
18:219	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>▪ <b>Declarations of Interest:</b> There were no additional declarations to note for Part 1 of the meeting.</li> <li>▪ <b>Quoracy:</b> The meeting was quorate [5 members required]</li> </ul>	
18:220	<p><b>Minutes of the meeting held on 10 October 2018</b></p> <p>The minutes of the meeting held on 10 October 2018 were approved as an accurate record.</p>	
18:221	<p><b>Action Matrix</b></p> <p>The Action Matrix was reviewed as follows:</p> <p><b>18.221.1: Memorandum of Understanding</b> The Memorandum of Understanding has been completed and signed off and can be removed from the Action Matrix.</p>	

18:222	<p><b>Matters Arising</b></p> <p>There were no matters arising.</p>	
18:223	<p><b>Local Community Partnership (LCP)/Primary Care Networks (PCN) Update</b></p> <p>Collette Walsh (CW) provided a presentation updating members with regard to LCP/PCN: “Unleashing the Power of Communities” and a copy of the slides are attached for reference.</p> <p>CW explained the Model of Care and that neighbourhoods are the foundation of the Pennine Plan and presented the proposed structure for the LCP and the PCNs providing a co-production approach in Lancashire and mobilising together.</p> <p>The LCP meetings are held on a monthly basis with an independent Chair, the membership of which and the suggested PCN Leadership Team which also meets monthly is detailed in the presentation.</p> <p>Over 50% of people living in Burnley [53%] and Hyndburn [52%] are in the poorest 20% Lower Super Output Areas in England and in three out of five areas we have a falling female life expectancy ie Hyndburn, Pendle and Ribble Valley.</p> <p>There will be an extensive public campaign across Lancashire to see how we can improve and transform Primary Care for the future and explore and develop evidence based transformation initiatives eg the GP Forward View 10 high impact actions and to develop a shared understanding of current community services and what can be offered in the future through a series of co-produced reviews and redesign in the context of new models of care.</p> <p>Next steps include:</p> <ul style="list-style-type: none"> <li>- Meaningful action plans owned by PCNs and linking to Health and Wellbeing Improvement Priorities (HWIMPs)</li> <li>- Skills development in PCNs</li> <li>- Maturity matrix</li> <li>- Defining resource requirements</li> <li>- Co-location and exploring risk and reward</li> </ul> <p>The second LCP meeting will take place on 22 November 2018, the Terms of Reference for the group are out for consultation and reporting arrangements are under discussion.</p> <p>The Chair thanked Collette for her detailed update.</p>	 <p>LCP UPDATE TO PCC 14 November 2018 - I</p>
18:224	<p><b>Extended Access Progress/Update</b></p> <p>Lisa Cunliffe (LC) provided members with a progress update with regard to Extended Access and highlighted the following:</p> <ul style="list-style-type: none"> <li>- East Lancashire is one of the first CCG areas to work directly with 111 and issues with appointment software have been</li> </ul>	

	<p>resolved.</p> <ul style="list-style-type: none"> <li>- Meetings have been held with 111, ELMs and the Provider for extended access at which it has been agreed that bookings will be done through ELMs.</li> <li>- Regular meetings are planned with the Urgent Care team to look at flexing capacity throughout the winter period.</li> <li>- 87% of Practices are advertising Extended Access on their websites.</li> <li>- Ribble Valley has now gone live on weekday evenings and Saturday mornings.</li> </ul> <p>A further update will be provided to the next meeting.</p>	<b>LC</b>
<b>18:225</b>	<p><b>The GP Forward View (GPFV) Transformational Support – Primary Care Network (PCN) Plans</b></p> <p>LC provided an update in relation to the GPFV Transformation Support Funding provided to GP Practices and PCNs in March 2018.</p> <p>The GPFV made a commitment to strengthen general practice in the short term and support the sustainable transformation of primary care for the future. It included specific, practical and funded investment in a number of areas including resource for general practice transformational support. The investment is designed to be used to stimulate the implementation of the 10 high impact actions to free up GP time and secure sustainability of General Practice.</p> <p>Practices were asked to propose investing the resource to support transformation at Practice and proposals put forward were reviewed by the Primary Care Transformation Group on 30 January 2018 and the following principles were agreed:</p> <ul style="list-style-type: none"> <li>▪ To support bids that can be scaled up across the whole of the CCG where possible</li> <li>▪ Staffing requires a recurrent resource</li> <li>▪ Need to ensure equity of distribution across Primary Care</li> <li>▪ Digital should be supported as a transformation enabler</li> <li>▪ Other possible sources of funding should be considered including GPFV Care Navigation and Clinical Correspondence, GPFV Resilience Resource, GPFV, GP online, GPIT budget and PCN funding for 2018/19.</li> </ul> <p>The Primary Care Committee agreed a proposal to provide Transformational Support across all PCNs as well as a small number of pilot projects across one or two PCNs. Updates from each PCN in relation to the GPFV Transformational Schemes agreed and a progress update are detailed in the report.</p> <p>Next steps include:</p> <ul style="list-style-type: none"> <li>▪ Provide feedback to each PCN</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Consider sharing the report with PCNs with a view to sharing best practice and supporting learning opportunities.</li> <li>▪ Consider organising an event for PCNs to present areas of work</li> <li>▪ PCNs to provide update reports in March 2019.</li> </ul> <p>David Swift requested more figures be included in the future updates.</p> <p>The Primary Care Committee received the report noting its content and the proposed next steps.</p>	
18:226	<p><b>Any Other Business</b></p> <p><b>Items for Inclusion on the Corporate Risk Register</b> There were no new items for inclusion on the Risk Register</p> <p>There was no further business.</p>	
18:227	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting was confirmed as Wednesday 12 December 2018</p>	
<p><b>RESOLUTION:</b>  <b>“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.”</b>  <b>(Section 1[2] Public Bodies (Admission to Meetings) Act 1960.</b></p>		