

Minutes	Title of Meeting:	Primary Care Sub-Committee
	Time:	1:30pm
	Date:	13 th January 2016
	Venue:	G.12, Oak House – Rotherham
	Reference:	JT / RC
	Chairman:	John Barber

Present

Sue Cassin	SC	Chief Nurse
Jason Page	JP	Lead SCE GP for Primary Care
Garry Charlesworth	GC	Senior Primary Care Contract Manager NHS England
John Barber	JB	Lay Member
Phil Moss	PM	Lay Member
Dawn Anderson	DA	Head of Primary Care Quality
Chris Edwards	CE	Chief Officer

In Attendance:

Nathan Batchelor – Healthwatch Rotherham
Wendy Allott – Deputy Chief Finance Officer
Chris Barnes – Contracts Officer (Minutes & Administrator of the committee)

		Action
1.	Apologies Apologies were noted for Keely Firth, Leonard Jacob, Jacqui Tuffnell, Robin Carlisle	
2.	Declarations of Conflicts of Interest and Pecuniary or Non-Pecuniary Interest JP is a GP in Rotherham and identified conflicts of interest with Agenda item 5 Specific conflict will be noted on this item	
3.	Patient & Public Questions There were no public questions raised. There were no members of the public present at this meeting.	
4.	Minutes of the last meeting and matters arising The minutes of the meeting 9 th December 2015 were agreed as accurate. The Actions points were reviewed and agreed.	

	<p>NHS England Policies</p> <p>GC informed the group that a new NHS England Policy Book was released on 12.01.2016. It is over 320 pages.</p> <p>Action – JT and GC to highlight any changes or areas of concern from the policy book at the next committee.</p> <p>PMS Re-investment</p> <p>GC confirmed that other CCGs across South Yorkshire and West Yorkshire were all doing very similar things to Rotherham.</p> <p>Terms of Reference</p> <p>JB ran through the changes that had been made to the terms of reference. It was noted that the ‘sub’ in the title of the committee led to confusion as it implied that the committee was a sub-committee of the governing body, when in fact it was not. The committee has delegated responsibility from NHSE.</p> <p>Action – GC to clarify if the name of the committee is specified in the policy book.</p> <p>The decision of the group would be to call the group the Primary Care Committee.</p> <p>On the membership section, CE explained that second SCE GP is chosen by the SCE so that all the GPs have the opportunity to contribute.</p> <p>PM suggested one change to the wording under Quality and Performance – the committee will “Recommend the Primary Care elements of the commissioning plan”</p> <p>With the above considerations the committee approved the changes to the Terms of Reference.</p>	<p>JT GC</p> <p>GC</p>
5.	<p>Strategic Direction - JP remained within the committee for discussion on all of the following items.</p> <p>Primary Care Development Fund / Infrastructure Bid – improvement grant request from practices.</p> <p>GC and JP gave a brief update around the funding streams that are currently available. The funding to complete the 6 facet estates reviews had been approved.</p> <p>The Transformation Fund for 16/17 is around increasing capacity in General Practice but specific criteria has not yet been received by NHS England.</p> <p>WA stated that we have some key deadlines approaching and it is essential that any bids link with the estates strategy.</p>	

	<p>Action – Primary Care Team to look at this in detail and report back to the committee.</p> <p>Gateway Contract Award</p> <p>DA confirmed the award of the contract to the previous/existing provider. The committee were pleased that a successful outcome had been achieved which benefits the people of Rotherham.</p> <p>The Committee formally approved the contract award.</p> <p>Primary Care Work Programme</p> <p>JP provided a brief update to the committee, the programme has moved into a 5 year plan. The areas in Red were;</p> <p>Weekend working – the pilot was unsuccessful and this will be a task that the Federation will look to take this forward in 16/17.</p> <p>Collaborative working – The CCG can only recommend practices working together and cannot enforce this.</p> <p>The items marked as Amber are all on-going.</p> <p>Process for Approval of Local Enhanced Services</p> <p>JP informed the group that it has become obvious that there was a need for a clear process for the development of enhanced services to ensure that all stakeholders had had the opportunity to be part of the development. The new process ensures that conversations take place in the early stage with SCE GP's, Officers and LMC.</p> <p>This process was approved.</p> <p>CE left the meeting at this stage.</p>	PC Team
6.	<p>Quality & Performance Management</p> <p>Quality Update</p> <p>DA explained that the 3 year cycle of peer review visits has been completed. The areas under consideration will be reviewed but it is planned to commence the next round of visits as per the schedule for year 1.</p> <p>A third of practices have now had a CQC visit, two practices were rated as 'requires improvement. These practices had been highlighted as areas of concern on the Primary Care Dashboard.</p> <p>Action – Primary Care Dashboard to be brought to the February meeting.</p>	CB

	<p>Q3 Delegation Assurance Report</p> <p>Item for noting, so all members have had chance to view the document.</p>	
7.	<p>Finance</p> <p>WE reported that the finance allocations are now available, the finance team are currently working through this.</p>	
8.	<p>Items for escalation / reporting to the governing body</p> <ul style="list-style-type: none"> • Primary Care Quality Report 	
9.	<p>Any Other Business</p> <p>No items were raised</p>	
10.	<p>Date and time of the next meeting</p> <p>10th February , 1pm Elm Room, Oak House –</p>	

2016 Meetings (1pm)

10th February – Elm Room, Oak House

8th March – Elm Room, Oak House

13th April – Elm Room, Oak House

11th May – Elm Room, Oak House

8th June - Elm Room, Oak House

13th July – Elm Room, Oak House

10th August – Elm Room, Oak House

14th September – Elm Room, Oak House

12th October – Elm Room, Oak House

9th November – Elm Room, Oak House

14th December – Elm Room, Oak House