

<b>Minutes</b>	<b>Title of Meeting:</b>	<b>GP MEMBERS COMMITTEE</b>
	<b>Time:</b>	<b>13:30 – 16:00 (LUNCH PROVIDED)</b>
	<b>Date:</b>	<b>Wednesday 29 November 2017</b>
	<b>Venue:</b>	<b>G.04 Elm, Oak House</b>
	<b>Chairman:</b>	<b>Dr Geoff Avery</b>

**Quoracy: 5 GP members or their deputies**

**Members or Deputies Present:**

Dr Geoff Avery (GA) Blyth Road - Chair  
 Dr Prabhu Shanmugan (PS) Brookfield Surgery  
 Dr Bipin Chandran (BC) Treeton Medical Centre  
 Dr Tim Douglas (TD) Dinnington Group Practice  
 Dr Shivalingam Chandran (SC), Wentworth South  
 Dr Simon MacKeown (SM) St Anne's Medical Centre  
 Dr Simon Bradshaw (SB) Street Surgery

**Apologies**

Dr Jason Page (JP), Vice Chair Rotherham SCE  
 Dr Simon Langmead (SL), Broom Lane

**In Attendance:**

Dr Gokul Muthoo, LMC, Stag Medical Practice  
 Dr Richard Cullen (RC), Chair Rotherham SCE  
 Mr Chris Edwards (CE), Chief Officer  
 Wendy Allott, Chief Finance Officer  
 Mr Ian Atkinson (IA), Deputy Chief Officer  
 Mrs Sue Cassin (SC), Chief Nurse  
 Mr Barry Wiles (BW), Maltby Service Centre/Clifton MC  
 Melanie Robinson (MR), Minute Taker  
 Mrs Jacqui Tuffnell, Head of Commissioning

No.	Item	Action
1.	<b>Declarations of Pecuniary or Non-Pecuniary Interests</b>	
	There were no declarations made at the meeting.	
2.	<b>Locality Arrangements</b>	
	<p>Mrs Tuffnell and Dr Cullen presented the Locality Arrangements paper to the meeting.</p> <p>Dr Cullen informed the meeting that the purpose of the paper is to consider proposals to make changes to the locality structure to meet the requirements for Primary Care Networks and enable roll-out of the integrated working arrangements across Rotherham. It is proposed to reduce by one locality to 7 and to achieve the 30-50,000 requirements for primary care networks.</p> <p>Dr Cullen reported to the meeting that £1 per head has been identified in the ACS allocation to support the development of the localities.</p>	

	<p>The meeting discussed the need for the reduction in localities and the capacity of the providers to support 7 localities.</p> <p>The members discussed how the implication of 7 localities would work geographically, the working implications for the practices and the impact on the 8 representative.</p> <p>The following suggestions were made around representation:-</p> <ul style="list-style-type: none"> <li>• reducing the number of members from 8 to 7</li> <li>• 7 members plus 1 floating member (8 in total).</li> <li>• 2 representatives within one locality</li> </ul> <p>Dr Shanmugan advised members of the need to take the discussion back to locality members and informed members there was no scheduled meeting for Central 2 in December.</p> <p>Members agreed to 7 localities for the provider element of the locality arrangements and to have future discussions around the organisation commissioning at the locality meetings in January 2018.</p> <p>A communication is to be included in the GP bulletin and Mrs Tuffnell is to provide a paper to look at the available options for the commissioning element.</p> <p>Locality Arrangements to be included on the January 2018 meeting agenda.</p> <p>Mrs Tuffnell left the meeting.</p>	<p>JT</p> <p>CE/MR</p>
<p><b>3.</b></p>	<p><b>Rotherham System Wide Escalation Plan 2017/18</b></p>	
	<p>Mr Atkinson presented to the meeting the Rotherham System Wide Escalation Plan and informed the members that the paper is part of the CCG process system wide escalation – winter plan. Work on the paper started in September 2017 and has been seen and signed off by the A&amp;E Delivery Board.</p> <p>Dr Douglas raised an issue around GPs administration and education time being put on hold to allow GPs to see patients face to face and the need for a system to be in place to enable GPs to receive admin and education time in the future. Dr Douglas informed the meeting that he had emailed Mrs Tuffnell regarding this issue and had not received a response.</p> <p>Dr Avery informed the meeting of an article in Pulse which highlights to GPs that the third week in January will be a busy time for practices and GPs should reduce pre- booked appointments to allow for the increase.</p> <p>The meeting discussed how practices are changing clinics around to cover the Christmas and New Year period.</p> <p>Dr Muthoo raised the idea of having an official buddy system for practices and enquired whether the CCG would consider a financial supplement to pay for locums and extra clinics to assist the hospital during busy periods.</p> <p>Mr Edwards informed the meeting the Primary Care Committee may be able to provide an arena for the discussion around assistance with extra capacity at intense times.</p> <p>Dr Douglas enquired about the use of nursing home beds to assist with winter pressures on TRFT.</p> <p>Mr Atkinson informed the meeting that 35 block beds and 5 spot purchase beds have been purchased jointly by RCCG and RMBC. The beds have been purchased within 3 Rotherham Care Homes.</p> <p>The meeting discussed whether extra payments would be available for practices covering patients while in the beds and agreed further discussions were required between the CCG and practices.</p>	

	<p>The meeting agreed that going forward it would be useful to start planning in the summer for winter pressures, including the use of locums. Members also agreed it would be useful to have a Top Tips around winter pressures and to have escalation alerts similar to the ones used within secondary care.</p> <p>The members noted the plan.</p>	
<b>4.</b>	<b>Commissioning Plan Performance Report Q2 update</b>	
	<p>Mr Atkinson presented the Commissioning Plan Performance Report Q2 update for members to note the progress with delivery of the CCGs Commissioning Plan as at the end of Quarter 2.</p> <p>Mr Atkinson informed the meeting that the CCG are in a positive position and highlighted the following:-</p> <ul style="list-style-type: none"> <li>• Key Performance Indicators – Achieve 4 hour access standard for A&amp;E, Delayed transfers of care from hospital and Reduction in the number of antibiotics prescribed in primary care remain red.</li> <li>• Milestones Primary Care and Unscheduled Care green in Q1 are now Amber in Q2, other areas are on track.</li> </ul> <p>Dr Avery enquired about CCG support around continued high prescribing of antibiotics.</p> <p>Mr Atkinson informed the meeting that work was ongoing to achieve reductions within this area and visits are being undertaken by the medicines management team and Dr Sophie Holden to high prescribers. Current vacancies within the medicines management team have now been appointed to.</p> <p>Mr Lakin is undertaking work to produce a cost saving proposal due to be completed for next week.</p> <p>Dr Muthoo informed the meeting that Rotherham was a high area due to the demographics and over the broad spectrum the prescribing of antibiotics has improved.</p> <p>The meeting discussed the Cancer milestones and key performances. Dr Cullen informed the meeting that Dr Page is the Lead GP for Cancer and as part of this role Dr Page reviews all breaches.</p> <p>Members noted the paper.</p>	
<b>5</b>	<b>Annual Vote of Confidence</b>	
	<p>Mr Edwards informed the meeting that the annual vote of confidence has been held and that 100% were confident in RCCG and that 14 out of 31 practices responded to the survey and members were asked to flag with practice around non-engagement.</p> <p>Dr Avery informed the meeting that he felt all practices and locality members support the vote of confidence and would highlight to RCCG any dissatisfaction.</p>	
<b>6.</b>	<b>GPMC December Meeting</b>	
	<p>All members agreed to the proposal of the cancellation of the GPMC meeting due to take place on 20 December 2017 to enable GPs to spend more time within practice at a busy time.</p>	
<b>7</b>	<b>Draft Minutes of the 25 October 2017 GPMC Meeting</b>	
	<p>The minutes of the meeting were agreed as an accurate record of the meeting held on 25 October 2017.</p> <p><b>Item 3</b> Dr Shanmugan enquired if practices have received any information from TRFT regarding the Sexual Health Contract.</p>	

	<p>Dr Cullen informed the meeting that it was his understanding that will be visiting practices.</p> <p><b>Item 4</b> Mr Atkinson informed the meeting that feedback from the Localities will be circulated as an appendix to the Commissioning plan and members will be sighted.</p> <p>Dr Avery informed the meeting that the presentations given to the Localities had been well presented.</p> <p>Mr Edwards to invite Mr Stuart Lakin to attend the 24 January 2018 meeting.</p>	<p><b>IA</b></p> <p><b>CE</b></p>
<b>8</b>	<b>Public Health Briefing</b>	
	<p>Mr Edwards informed the meeting that the Public Health Briefing was for information.</p> <p>The meeting noted the briefing and agreed to invite Public Health representatives to the April 2018.</p>	<b>CE/MR</b>
<b>9.</b>	<p><b>Issues Logs</b></p> <p><b>a) RDaSH Issues Log</b> Members reviewed the RDaSH issues logs for information</p> <p><b>b) TRFT Issues Logs</b> Members reviewed the TRFT issues logs for information.</p>	
<b>10.</b>	<b>October Locality Feedback &amp; Outstanding Feedback from Previous Months</b>	
	Members reviewed the log for information. Comments made and added to the log for further discussion.	
<b>11.</b>	<b>Feedback from GPMC Members attending sub-committees</b>	
	<p><b>a) Practice Managers Forum</b></p> <p>Mr Wiles informed the meeting of the key issues discussed at the Practice Managers Forum and these included:-</p> <ul style="list-style-type: none"> <li>• Care Navigation</li> <li>• Physio First – Scheduled to start in all practices in April 2018 following acceptable pilot feedback.</li> <li>• Mr Chris Barnes is joining the Rotherham Federation on secondment from the CCG.</li> <li>• Saturday hubs – Fortnightly surgeries being held at Dinnington Group Practice.</li> <li>• Claim Issues – Sarah Hartley attended the meeting to discuss.</li> <li>• Pink Cards – Pink cards are to replace the purple cards used for palliative care.</li> </ul> <p>The meeting discussed whether there was a requirement for pink/purple cards to be used and whether the templates would be available on EMIS and SystemOne.</p> <p>The legalities of consent for sharing medical records and the required steps to ensure data breaches do not take place was also discussed.</p>	
	<p><b>b) Community Transformation</b></p> <p>Dr MacKeown informed the meeting that he will be attending the Community Transformation meeting next week.</p> <p>Physio First - The pilot scheme has concluded and the scheme will be</p>	

	<p>assessed and feedback provided.</p> <p>Better IT System – Portal as solved problems and the planned/unplanned care model are to be discussed at Federation Level.</p> <p>7 Locality Model – Report to be discussed at RDaSH and at the TRFT Board meeting this week.</p> <p>IT – Problems around the Dr Foster tool not identifying case information and it was felt that the Rotherham Health Care records provides more up to date information.</p>	
	<p><b>c) Mental Health Transformation</b></p>	
	<p>Mr Atkinson informed the meeting that Yorkshire and Humber are within the top ratings for Dementia.</p> <p>Work is being undertaken through task and finish groups to provide Dementia services within the community setting and to provide 24/7 care for patients.</p> <p>Suicide prevention is challenging compared to other parts of Yorkshire and Humber and Ruth Fletcher-Brown, Public Health, RMBC is working to provide training.</p>	
	<p><b>d) A&amp;E Delivery Group</b></p> <p>Dr Douglas informed the meeting that the following key issues had been discussed at the A&amp;E Delivery Group meeting:</p> <ul style="list-style-type: none"> <li>• A&amp;E figures – There has been a slight improvement in the A&amp;E waiting time figures.</li> <li>• Winter Planning – A3 ward will open on Monday 4 December 2017 to help increase capacity.</li> </ul> <p>It was reported that 88 Ambulances were received by A&amp;E on Monday, possible diverts from other hospitals.</p> <p>Dr Douglas informed the meeting he had completed a number of shifts within the Primary Care stream and huge amount of patients are visiting from out of area.</p> <p>Dr Ravi informed the meeting that triages are usually pushed towards the Primary Care team and this generally works well, though there are reports of a 2 hour wait.</p> <p>Mr Edwards informed the meeting Dr Clitherow will pick up this item and that a quality review is planned to take place.</p> <p>Dr Ravi raised the issues of using IT systems within the new Emergency Centre and as part of his role as an out of hours GP he has to work between 2 systems.</p> <p>Dr Cullen explained to the meeting how to access records held on the portal.</p>	
	<p><b>e) IT Strategy Group</b></p> <p>Dr MacKeown informed the meeting that the IT Strategy Group is now known as the Interoperable Group.</p> <p>The main items discussed at the meeting included:-</p> <ul style="list-style-type: none"> <li>• Requests for x-rays, MRI and CT scans – Forms are available on ICE and submitted electronically.</li> <li>• The downloading of clinic letters directly onto systems.</li> <li>• WIFI for patients – The meeting discussed the speed of the public</li> </ul>	

	<p>Wi-Fi and the use of practice Wi-Fi for staff members.</p> <ul style="list-style-type: none"> <li>Information Governance – Sharing of records and the required training.</li> <li>SNOW MED CT Codes – To be implemented April 2018</li> </ul>	
	<p><b>f) Nursing update</b></p> <p>Mrs Cassin informed the meeting that:-</p> <ul style="list-style-type: none"> <li>Work was ongoing around recruitment for the Federation Development Nurse Post and will be circulated once finalised.</li> <li>IRME Training has been undertaken by 20 nurses. The training was led by Denise Hicks.</li> <li>Apprentice Health Care Assistant post – 40 applications for the post have been received.</li> <li>PLTC Practice Nurse sessions – Members were asked to encourage Practice Nurses to discuss their training requirements with Denise Hicks to ensure training needs are met.</li> <li>Safeguarding CSE training is being held at Oak House tomorrow (30 November 2017). Practices have been informed of the training and bookings have been received. The training looks at the support required by the perpetrators.</li> <li>NHS England has acknowledged a shortage of nurses to enroll into commissioning posts and is running a talent management scheme.</li> </ul>	
	<p><b>g) Primary Care Committee</b></p> <p>Dr Avery informed the meeting had discussed the Appeals Process and the paper had been requested by the LMC for discussion.</p> <p>Dr Ravi informed the meeting that a survey relating to extended hours had been circulated to GPs for completion and it was felt that the survey did not provide enough information for GPs to complete.</p> <p>Dr Cullen informed the meeting that the lack of information within the survey had been raised at the RCCG/LMC officers meeting. Further information will be circulated to practices by Friday this week and the return date has been extended to 13 December 2017.</p>	
<b>12</b>	<b>Feedback from Key Issues Discussed at CCG Governing Body</b>	
	<p>Dr Avery highlighted the key areas that were discussed at the Governing Body meeting held on 1 November 2017:-</p> <ul style="list-style-type: none"> <li>Special Educational Needs and Disability (SEND) Update</li> <li>Child &amp; Adolescent Mental Health Services (CAMHS) Section 75</li> <li>Urgent &amp; Emergency Care Centre (UECC) Project Closure</li> <li>Rotherham System Wide Escalation Plan 2017/18</li> </ul>	
	<p><b>a) October Chief Officers Report</b></p> <p>Members noted the Chief Officer report from the 1 November 2017 Governing Body Meeting for information.</p>	
	<b>b) South Yorkshire &amp; Bassetlaw (SY&amp;B) Accountable Care System</b>	
	<p>Mr Edwards reminded members of the areas included within the Sustainable Hospital Review:- AMU departments, Hyper Stroke and all Stroke, Paediatrics, Maternity and Neonatal and Endoscopy.</p> <p>Mr Edwards reported to the meeting that with regard to the Hyper Stoke Unit a consultant will be employed to work across both Doncaster and Rotherham on a</p>	

	rota system.	
<b>13</b>	<b>Feedback of Key Issues Discussed at SCE</b>	
	<p>Dr Cullen informed the meeting that the SCE had discussed A&amp;E and the RCCG restructure.</p> <p>Mr Edwards informed the meeting that the RCCG restructure will be circulated with the January papers.</p>	<b>CE/MR</b>
<b>14</b>	<b>Items for PLT Consideration</b>	
	No items.	
<b>15</b>	<b>Any Other Business</b>	
	<p><b>Federation Meeting – 14 December 2017</b></p> <p>Dr Avery informed the meeting of the Federation Meeting due to take place on 14 December and to ask members to ensure Practice Managers disseminate emails from the Federation to GPs.</p> <p><b>Quality Contract Payments</b></p> <p>Dr Ravi enquired about the Quality Contract Payments data set date being brought forward from 31 March to 31 December.</p> <p>Dr Cullen to discuss with the Primary Care team and provide feedback.</p>	<b>RCU</b>
<b>16.</b>	<p><b>Next Meeting</b></p> <p><b>Cancelled - Wednesday 20 December 2017</b></p> <p><b>Wednesday 24 January 2018, 12.30pm, Elm Room, Oak House – No Lunch Provided</b></p>	