

PRIMARY CARE COMMITTEE ANNUAL REPORT

2020/21

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1. PURPOSE

To provide assurance to the Governing Body of NHS Rotherham CCG regarding the delivery of the Primary Care Committee work programme for the period 01 April 2020 to 31 March 2021.

On 01 April 2015, NHS Rotherham CCG (the CCG) was given delegated responsibility by NHS England for the commissioning of primary care medical services as set out in Schedule 2 and in accordance with section 13Z of the NHS Act. This was enacted through a delegation agreement (as a national model) directly between NHS England and the Primary Care Committee (the Committee) as opposed to Governing Body in order to take account of the potential conflicts of interest.

The Committee, therefore, makes decisions within the delegated functions set out in the Terms of Reference. Minutes of the Committee are presented to the CCG Governing Body and are available on the public CCG website.

2. GOVERNANCE

The Committee is accountable to the Governing Body of NHS Rotherham CCG, and works within its terms of reference under section 83 of the NHS Act. The Committee operates with the support of sub-group; sub-group was established to ensure the development and progression of the primary care agenda is appropriately governed.

3. TERMS OF REFERENCE

Terms of reference are reviewed annually, and were last reviewed by the committee in November 2020.

4. MEETINGS

The Committee met 12 times during the year via video conference to meet government Covid-19 social distancing requirements. Meetings are held in public and papers are published on the CCG website:

<http://www.rotherhamccg.nhs.uk/about-us/primary-care-committee-papers.htm>

The Committee also held 1 extraordinary meeting for members only in May 2020 to expedite decisions outside of the scheduled meetings.

5. MEMBERSHIP

The membership of the Committee includes three Lay Members, the Chief Officer, the Chief Finance Officer, Chief Nurse, and the Executive Place Director. In attendance are senior officers of the CCG, and representatives of GP Members Committee and Primary Care Networks, NHS England, HealthWatch, the Local Medical Committee, Connect Healthcare Rotherham, and the Health & Wellbeing Board.

6. MANAGING CONFLICTS OF INTEREST

The Committee follows the CCG Conflict of Interest Policy in its management of potential or actual conflict. All declarations of interest are listed in the CCGs Register of Interests. The register is available on the CCG website:

http://www.rotherhamccg.nhs.uk/about-us/declaration-of-business-interests_2.htm

7. 2020/21 WORK PROGRAMME

The Committee functions as a corporate decision-making body for the management of the delegated functions and the exercise of the delegated powers. The following list provides an insight into the work undertaken by the Committee, but is not exhaustive:

7.1 Quarter 1

- 360 Assurance of Commissioning and Procurement of Primary Care Medical Services; a paper was received outlining the independent review identifying the CCGs adherence to governance requirements. Committee noted the paper.
- Covid-19 Primary Care Update; a paper was provided outlining changes to Primary Care following the implementation of NHS Level 4 - Emergency 'Command and Control' and further verbal updates provided on latest position. Committee noted the paper and verbal updates.
- Covid-19 Updates; verbal updates provided monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.

- Delegated Duties; Committee noted that the four delegated duties did not apply to the items on the agenda.
- Enhanced Health in Care Homes (EHCH) Additional Services Scheme Local Enhanced Services LES; a paper was provided recommending a way forward to support the wider care home community, and the requirements of the specification. Committee acknowledged LMC comments however, noted this was the national approach. The committee agreed the recommendations and approved the paper subject to an amendment.
- Extended Access Arrangements – 2020/21 to support Primary Care during Covid-19; a paper was received outlining home visiting support during Covid-19. Committee agreed and approved the paper.
- Finance Budget Process Update; a verbal update was provided outlining the latest position. Committee noted the verbal update.
- Finance Monthly Reports; monthly papers received covering the Delegated and CCG funds, providing a history of the Central Reserve, highlighting the current position and setting out the likely recurrent and non-recurrent position against it. Committee noted the papers.
- Improving Access – Extended Access monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Local Enhanced Services (LES) Costing and Methodology; a paper was received outlining the proposed new costing and methodology in line with NHS England guidance. Committee agreed the paper be received by LMC for feedback and noted the paper.
- Local Enhanced Services (LES) Survey report 2019/20; a paper was received outlining the patient responses received. Responses were positive indicating an excellent or satisfactory service had been received. National guidance measures implemented may impact on surveys being submitted during Covid-19. Committee noted the paper.
- Primary Care Annual Report 2019/20; a paper was received outlining the work undertaken over the past year. Committee agreed the recommendations and approved the report. Committee requested this report be escalated to NHS Rotherham CCG Governing Body for information.

- Primary Care Committee Forward Programme; changes were made to the planned committee programme as directed and in line with Covid-19 government guidance.
- Primary Care Network (PCN) change request; a letter was provided requesting a change in PCN. CCG Officers had no objections to the request. Committee noted the paper.
- Primary Care Network (PCN) Update; verbal updates provided monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Primary Care Payments to General Practice; a verbal update was provided outlining the process and payment regimes in line with NHS England guidance. Committee noted the verbal update.
- Primary Care Performance Dashboard; the content of the paper was noted
- Provision of Ambulatory Wound Care across Rotherham; a paper was received outlining the current and future provision of wound care across Rotherham. Committee commended the LMC response that practices, under the current circumstances, would continue the current wound care provision with associated payment until September. Task & Finish group to meet again to ensure the future service being commissioned met the expectations as per LMC feedback.
- Quality Contract Update; verbal updates provided monthly. Committee noted the verbal updates.
- Any other business; Public meetings; Due to Covid-19 restrictions, committee agreed to undertake all future meetings via video conference to meet social distancing guidelines.
- National Directed Enhanced Service (DES) Care Homes; a verbal update was provided, advising of the NHS England DES for Care Homes requesting alignment be brought forward by 5 months. Committee agreed the recommendation of delegated authority to the Chief Officer and Chief Finance Officer.

Items for escalation / reporting to Confidential Governing Body:

- Primary Care Committee Annual Report
- LES Costing and Methodology paper.

7.2 Quarter 2

- Contract & Quality Visits; a verbal update was provided outlining the programme had been placed on hold due to Covid-19 and due to be reinstated via video conference. Committee noted the update.
- Covid-19 Updates; verbal updates provided monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Deep Vein Thrombosis (DVT) Evaluation and Pathway; a paper was received outlining the changes to the pathway to maintain compliance. Committee supported the papers and agreed the recommendations subject to an amendment.
- Delegated Duties; Committee noted that the four delegated duties did not apply to the items on the agenda.
- Direct Cataract Referral LES 2020/21 – Change of service provision; a paper was received outlining the changes to the specification in line with evidence based interventions guidance. Chief Finance Officer declared a conflict of interest in this item and was excluded from the decision. Committee agreed the recommendations and approved the paper.
- Finance Monthly Reports; monthly papers received covering the Delegated and CCG funds, providing a history of the Central Reserve, highlighting the current position and setting out the likely recurrent and non-recurrent position against it. Committee noted the papers.
- Flu Update; verbal update provided outlining the progress of the vaccination programme. Committee noted the verbal update.
- Flu Vaccination Plans; a verbal update was provided outlining plans for delivery of a drive through service. Committee noted the verbal update.
- Improving Access – Extended Access monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Interpreter Services 2020/21; a paper was received outlining the utilisation of the service and future commissioning. Committee agreed and approved the recommendation to continue service at Shakespeare Road.

- Inter-uterine contraceptive device for heavy menstrual bleeding; a paper was received outlining changes to pricing structure in line with CCG calculations and proposed delivery by Primary Care Networks (PCNs). Committee agreed the recommendations and approved the paper.
- IT Strategy Quarterly Update; a paper was received outlining the progress against the strategy. Committee noted the paper.
- Minor Eye Conditions Scheme 2020/21; a paper was received outlining the scheme. Committee noted the paper.
- National GP Patients Survey 2020; a paper was received outlining the latest results. Committee noted the papers.
- NHS Rotherham CCG prescribing incentive scheme payments 2019/20; a paper was received outlining the reward scheme, appeal process and outcome of appeals. Committee noted the papers.
- Primary Care Committee Forward Programme; changes were made to the planned committee programme as directed and in line with Covid-19 government guidance.
- Primary Care Network (PCN) Update; verbal updates provided monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Primary Care Network (PCN) Workforce plans and PCN Structure and Resource report; a paper was received outlining PCN delivery against plans. Committee agreed the recommendations and noted the paper.
- Primary Care Performance Dashboard; the content of the paper was noted
- Primary Care Team Work Programme incorporating the GP Forward View and Investment and Evolution; a paper was received noting the progress to date and advised where actions were off track. Committee endorsed the continuation of work by the Primary Care Team and noted the papers.
- Pseudo Dynamic Purchasing; a verbal update was provided outlining SY&B process and the national framework for vetted organisations/providers. Committee noted the verbal update.

- Quality and Outcomes Framework (QOF) Payments 2019/20; a paper was received outlining the payment regimes and timescales. Committee noted the paper.
- Quality Contract Update; verbal updates provided monthly. Committee noted the verbal updates.
- Second Phase of General Practice response to Covid-19; a paper was received outlining national expectations and recommended payment regimes for 2020/21 Q2. Committee agreed the recommendations and approved the papers.
- STP Wave 4a Capital Programme – Rotherham Projects; a paper was received outlining the progress and delivery of the estates strategy and capital schemes. GP Members representative declared a conflict of interest in this item. Committee agreed the recommendation and supported the paper.

Items for escalation / reporting to Confidential Governing Body:

- Positive progress on the Primary Care Work team programme during Covid-19.
- Positive progress update and inclusion of table in the Patient Safety Report.
- IT Strategy
- PCN Plans and recruitment

For Information:

- NHS Letter to Chairs and CEO's re Risk Assessment; a letter was presented outlining NHS England requesting closer monitoring of risk assessments for at-risk staff groups. Committee noted the paper.
- Medicines Management Annual Report 2019/20; a paper was received outlining the work undertaken by the Medicines Management team. Committee noted the papers.

7.3 Quarter 3

- Community Wound Care Service; a paper was received outlining the service in place and proposals for future provision. Committee agreed the recommendation and noted the paper.

- Contract & Quality Visits; a verbal update was provided outlining the programme had been placed on hold due to Covid-19 and due to be reinstated via video conference. Committee noted the update.
- Covid Pathways; Pathway papers were received 1) Pulse Oximetry/Covid Virtual ward pathway as part of national requirement and 2) Covid Rehabilitation Pathway for implementation with the aim to reduce hospital admissions. Committee agreed the recommendations and noted the papers.
- Covid-19 Updates; verbal updates provided monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee noted that the four delegated duties did not apply to the items on the agenda.
- Dementia Pathway Development Position Statement; a paper was provided outlining the current position and proposed next steps. Committee agreed the recommendation and noted the paper.
- Finance Monthly Reports; monthly papers received covering the Delegated and CCG funds, providing a history of the Central Reserve, highlighting the current position and setting out the likely recurrent and non-recurrent position against it. Committee noted the papers.
- Flu Update; verbal update provided monthly, outlining the progress of the vaccination programme. Committee noted the verbal update.
- GPFV & Primary Care Team Work Programme; A paper was received noting the progress to date and advise where actions are off track. Committee noted the paper.
- Homely Remedies – Good Practice Guidance on Homely Remedy Policy for Adult Residents Users in Care Homes; a paper was received outlining the administration of medication within care homes. Committee noted the paper.
- Improving Access – Extended Access monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Interpreter services 2020/21; a paper was provided outlining a utilisation review of service provision and proposed revised provision. Committee agreed the recommendation and to retain service at Shakespeare Road and approved the paper.

- IT Strategy Quarterly Update; a paper was received outlining the progress against the strategy. Committee agreed the recommendation and noted the paper.
- Local Enhanced Service (LES) Coverage; A paper was provided outlining the sub contracts in place for provision of Local Enhanced Services across Rotherham. Committee agreed the recommendation noted the paper.
- Local Enhanced Services (LES) Survey report; a verbal update was provided in line with national guidance relating to LES activity, and the impact on survey results reducing or ceasing during Covid-19. Committee agreed the recommendation to defer the report to January 2021 and noted the verbal update.
- Medicines Management Quarterly report; a paper was received outlining the programmes in place and position at Q1. Committee noted the paper.
- Performance Dashboard; the content of the paper was noted.
- Post Payment Verification (PPV) Assurance; a paper was received proposing suspension of the programme for 2020/21 due to Covid-19 and reinstate in 2021/22. Committee agreed the recommendation and actions to 1) advise Audit and Quality Committee (AQuA) of the decision and 2) advise Practice Managers of the decision and approved the paper.
- Primary Care Committee Forward Programme; changes were made to the planned committee programme as directed and in line with Covid-19 government guidance.
- Primary Care Committee Terms of Reference; a paper was received noting changes in roles and membership to reflect Rotherham CCGs structure. Committee agreed the recommendation and approved the papers.
- Primary Care Network (PCN) Innovation fund 6 monthly update; a paper was received outlining each PCNs proposals. Committee agreed the recommendation and noted the paper. Committee agreed that a separate meeting be held with CCG Officers and PCN Clinical Directors, and for decisions to be made under delegated authority, an update be provided to Primary Care Committee.
- Primary Care Network (PCN) Innovation fund 6 monthly update; a paper was received outlining utilisation of funds 2020/21. Committee agreed the recommendation and approved the paper.

- Primary Care Network (PCN) Update; verbal updates provided monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Primary Care Networks DES Delivery Progress Update; a paper was received outlining PCN delivery against plans. Committee agreed the recommendation and noted the paper.
- Primary Care Sub Group Terms of Reference (TOR); a paper was provided outlining the updates in line with latest internal governance processes. Committee agreed the recommendations and approved the paper to ensure governance was in place.
- Quality Contract Update; verbal updates provided monthly. Committee noted the verbal updates.
- SYB ICS Strategy for Primary Care; a paper was received outlining the review of principles. Committee agreed the recommendation and supported the paper.
- The Gate APMS Five Year Contract Review; a paper was received outlining Key Performance Indicator changes and extension of APMS contract for five years. Committee agreed the recommendation and approved the papers.

For Information:

- Flu Clinic Volunteers report; a paper was received outlining the achievement of volunteers and staff to enable a very successful flu campaign. Committee noted the paper.
- Hot Site/visiting update; a paper was received outlining service utilisation. Committee noted the paper.
- Rotherham CCG - Principles for balancing general practice capacity and delivery of the Covid- 19 vaccination programme phase 1 to 31st March 2021; a paper was received noting a pragmatic approach had been taken in conjunction with Local Medical Council and signed off under delegation. Committee note the paper.
- STP Wave 4 Capital Programme – Rotherham Projects; a paper was received providing an update on the delivery of the estates strategy and capital schemes. Committee noted the paper.

Items for escalation:

- SYB ICS Strategy for Primary Care – supported by Primary Care Committee

7.4 Quarter 4

- Contract & Quality Visit Quarterly Report; a paper was received confirming the process for the visits and outlining those recently undertaken via video conference were deemed safe and satisfactory. Committee noted the paper.
- Covid-19 Updates; verbal updates provided monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee confirmed delegated duties had been reviewed and considered in line with Queens Medical Centre (QMC) application to amend practice boundary.
- Dementia Update; a verbal update was provided outlining pathway development work incorporating the latest guidance. Committee noted the verbal update.
- Extended Access, Hot Visiting and Hot Site; a verbal update was provided outlining the proposed changes to the service provision after the upcoming closure of the Hot Site. Committee noted the verbal update and requested a further update be received at the next meeting.
- Extended Access / Hot Home Visiting; a paper was received outlining proposals for utilisation of extended access funds this financial year. Committee agreed the recommendations and approved the paper
- Finance Monthly Reports; monthly papers received covering the Delegated and CCG funds, providing a history of the Central Reserve, highlighting the current position and setting out the likely recurrent and non-recurrent position against it. Committee noted the papers.
- Flu Update; verbal update provided monthly, outlining the progress of the vaccination programme. Committee noted the verbal update.
- GP Capacity Annual Review; a paper was received outlining changes in data extraction from national system during Covid-19. Committee agreed the recommendation and noted the paper.

- Improving Access – Extended Access monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Local Enhanced Service (LES) 2021/22 – revision to service specifications; a paper and associated LES specifications was provided, having been approved prior by Local Medical Council (LMC). Committee agreed the recommendation and approved the papers.
- Local Enhanced Service (LES) Coverage 2020/21; A paper was provided outlining the sub contracts in place for provision of Local Enhanced Services across Rotherham. Committee agreed the recommendation and noted the paper.
- Local Enhanced Service (LES) Performance; a verbal update was provided with a recommendation to delay the report till February 2021 due to national guidance during Covid-19. Committee agreed the recommendations and note the verbal update.
- Local Enhanced Services (LES) Survey report; a paper was received outlining reinstatement of services as per national guidance 'Freeing up practices to support Covid vaccination'. Survey responses were low but remain positive indicating an excellent or satisfactory service had been received. Committee agreed the recommendation to step down the Qtr4 report and reinstate 2021/22 utilising Qtr1 data for PCC receipt in August and noted the paper.
- Medicines Management Quarterly report; a paper was received outlining the programmes in place and position at Q2. Committee agreed the recommendation and noted the paper.
- Performance Dashboard; the content of the paper was noted.
- Primary Care Estates Strategy Refresh; a paper was received outlining an Estates Task and Finish Group had been established to review the programme, and the paper hi-lighted that external management capacity had reduced and was impacting on CCG members. Committee agreed the recommendations noted CCG capacity as a risk for implementation and approved the papers.
- Primary Care Committee Forward Programme; changes were made to the planned committee programme as directed and in line with Covid-19 government guidance.

- Primary Care Network (PCN) Update; verbal updates provided monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Primary Care Network Directed Enhanced Service (DES) Update; a verbal update was provided advising that PCN DES work was on hold due to Covid-19 and a review was scheduled for 2021/22. Committee noted the verbal update.
- Primary Care Team Work Programme – a quarterly update; A paper was received noting the progress to date and advise where actions are off track. Committee noted the paper.
- Principles for General Practice local funding arrangements 2021/22; a paper was received outlining the principles and proposed financial arrangements. Committee agreed the recommendation and approved the principles of how the process is taken forward and not the proposed financial implications, with further discussion to take place at LMC Officers as soon as possible. Committee requested that a paper be presented to PCC with recommendations for 2021/22 subject to dialogue and negotiations.
- Quality Contract Update; verbal updates provided monthly. Committee noted the verbal updates.
- Queens Medical Centre (QMC) application to amend practice boundary; a paper was received outlining significant changes to the boundary area. Delegated duties had been reviewed and considered in line with the request. Committee supported the recommendation and declined the application to amend the boundary on the basis that so little rationale for change would not have any beneficial impact for Rotherham patients.
- Telephony Update; a verbal update was provided outlining the CCGs support to twenty practices who declared an interest in upgrading / changing systems to promote e.g. practice resilience and remote working, and identified potential funding for 2021/22. Committee noted the verbal update.

For Information

- SYB Primary Care Capital Programme – Programme Business Case Executive Summary; a paper was received outlining the business cases. Committee noted the paper.
- Freeing up practices to support Covid vaccination letter; a paper was received outlining NHS England next steps and CCGs proposals to enable general

practice to support the Covid vaccination programme as directed. Due to the pace of change required, the Committee agreed and authorised delegated responsibility to the Executive Place Director to implement proposals and noted the paper.

- RCCG revised principles following the Freeing up General Practice letter of 7 January 2021; a paper was received outlining national requirements to provide services during the pandemic. Committee noted the paper for information.
- NHS England letter dated 21 January 2021 – Supporting General Practice in 2021/22; a paper was received outlining national priorities to ensure the committee and GPs remain informed. Committee noted the paper.

Any other business:

- Easter Cover; a verbal update was provided noting the GP easter arrangements returning to normal this year. Committee noted the verbal update.
- ICS Primary Care Board – Flexible GP Pool; a verbal update was provided advising of the ICS arrangements and support of federations in the region. Committee noted the verbal update.
- Wound Care Local Enhanced Service (LES); a verbal update was provided advising that Rotherham practices had signed up to provide the service from 1 April 2021. Committee noted the verbal update.

Items for escalation / reporting to the Governing Body:

- Freeing up practices to support Covid vaccination letter

Extraordinary meeting conducted on 28/05/2020:

- Quality Outcomes Framework (QOF) and request for committee to provide CCG Officer authority to pay two practices without precedent or prejudice. Members agreed in principle without prejudice or precedent given the timescales, with a caveat that the CCG may choose to further reconcile at a later date should this be required.