

# **PRIMARY CARE COMMITTEE ANNUAL REPORT**

## **2021/22**

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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 2021 to 31 March 2022.

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 January 2022.

## **4. MEETINGS**

The Committee met 10 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 2 extraordinary meeting for members only in December 2021 and March 2022 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](http://www.rotherhamccg.nhs.uk/about-us/declaration-of-business-interests_2.htm)

## **7. 2021/22 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 Primary Medical Care Services (PMCS) Contract Oversight and Management Functions; paper was provided stating a report had been received by Governing Body, Audit & Quality Assurance Committee (AQuA) and received by PCC for information. Committee noted the paper.
- Covid-19 Updates; verbal updates provided bi-monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee noted that four delegated duties did not apply to the items on the agenda.
- Discretionary reimbursement of GP performer payments for maternity leave cover; a paper was provided in confidential committee to review and consider Blyth Medical Centres application for discretionary maternity leave

reimbursement in line with the 2017/18 NHS England guidance – Protocol in respect of locum cover or GP performer payments for paternal sickness leave. Committee declined the request.

- Deep Vein Thrombosis (DVT); paper was provided giving an update on the review of the DVT pathway and proposals for the DVT LES for 2021/22. Committee agreed the recommendation and approved the paper.
- Financial Plan 2021/22; a verbal update was provided on the Financial Plan 2021/22. Committee noted the verbal update.
- Finance bi-monthly Reports; bi-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.
- GP Payment Principles (including Innovation Fund); Verbal update was provided relating to the principles paper which was presented months ago. Committee noted the verbal update.
- H1 Draft Financial Plan for Primary Care Services 2021/22; a paper was provided noting the H1 2021/22 primary care financial plan commentary and noting the underlying planning assumptions and note the risk advised. Committee noted the papers.
- Introduction of the Primary Care Network Dashboard; a paper was received outlining the development of the new PCN Dashboard with a view to potential implementation once published. Committee noted the paper.
- Improving Access- Extended Access bi-monthly update; verbal overview of utilisation was provided. Committee noted the verbal updates provided.
- Local Enhanced Services (LES) 2021-22 – revision to service specifications; paper provided outlining the proposed changes and continued commissioning of the services into 2021-22. Committee agreed the recommendations and approved the papers.
- Local Enhanced Services (LES) Proposed Uplifts 2021/22; paper provided outlining the uplift of payments, with the understanding that there may be financial pressure identified in months 7-12 once those allocations have been released. Committee agreed the recommendation and approved the paper.

- Primary Care Committee Annual Report; paper received providing assurance to the Governing Body regarding the delivery of the Primary Care Committee work programme for period 1 April 2022-31 March 2021. Committee agreed the recommendation and approved the papers.
- Primary Care Committee Forward Programme; all elements of the programme remain on track. Committee agreed the Forward Programme.
- Primary Care Network (PCN) Update; verbal updates provided bi-monthly on the progress of PCN Workstreams. Committee noted the verbal updates.
- Primary Care Team Work Programme: a quarterly update; Paper was provided noting the progress and support where actions are off track. Committee noted the papers.
- Proposed General Practice Health Levy for residential development in Rotherham; A paper was provided to give a brief on the proposed General Practice Health Levy. Committee supported the proposals in principle to go forward to RMBC.
- Quality Contract Update; verbal updates provided bi-monthly. Committee noted the verbal updates.
- Update on Dementia; Verbal update received, Committee noted verbal update and asked for an updated timeline for the dementia LES.
- Rotherham CCG – Revised principles for balancing general practice capacity and delivery of Covid-19 Vaccination programme phase 2 to 30 September 2021; paper received proposing to block pay the quality contract at 100% for Q1. Committee agreed the recommendations and noted the paper.
- Waverley Medical Centre Update; a paper was providing noting the current status of the Waverley project and the build plans for the centre. Committee noted the papers.
- Wound Care Local Enhanced Service (LES); a paper was received that gave an overview of the Wound Care LES Papers and any changes that were made. Committee approved the LES.

For Information:

- 2021/22 Prescribing Incentive Schemes (PIS); a paper was provided noting that the CCG continues to fund the prescribing FIS & QIS for 2021/22. Committee noted the papers.

- C the Signs; a paper was provided outlining the C the Signs clinical decision support tool for Primary Care. Committee noted the paper.
- Medicines Management Quarterly Update – a paper was provided advising on all aspects of prescribing that is attributed to NHS Rotherham CCG. Committee noted the papers.
- Update on Quality Outcomes Framework changes for 2021/22; a paper was provided that gave an overview of the changes for 2021/22. Committee noted the paper.
- Update on vaccination and immunising changes for 2021/22; paper was provided to update on vaccination and immunisation changes. Committee noted the paper.

Any other business:

- None for quarter one.

Items for escalation / reporting to Confidential Governing Body:

- Primary Care Committee Annual Report
- Wound Care Local Enhances Service receiving a 100% sign up.

## **7.2 Quarter 2**

- Contract Review – Greenside Surgery; a paper was provided asking committee to support the Primary Care Team in agreeing to remedial contract action against Greenside Surgery. Committee agreed to issued the practice with a remedial breach offering solutions. If not resolved a full breach will be issued.
- Contract & Quality Visit Report; Report provided informing on the outcome of the latest round of GP Contract & Quality visits. Committee noted the report.
- Contract Review: Prescription Direction; Paper was providing informing committee a contract review has taken place at The Village Surgery and NHS England have recommended a full breach. Prescription Direction; Committee supported a remedial breach but if assurance of remedial actions is not received a full breach will be issued.
- Contract Variations June 2021-September 2021; a paper was provided giving an overview of the contract variations taken place during the above date and to approve the process for managing the contract variations. Committee approved the process for managing contract variations.

- Covid-19 Updates; verbal updates provided bi-monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee noted that four delegated duties did not apply to the items on the agenda.
- Estate Strategy Update; paper was provided updating the committee on the progress of the estates strategy since it was published in December 2018 and revised in November 2020. Committee noted the report.
- Finance bi-monthly Reports; bi-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.
- GP Patient Survey 2021/22; a paper was provided giving an overview of the survey for 2020/21. Committee noted the content of the document and supported the actions.
- Innovation Fund – Year-end report; paper was provided giving an overview of the PCN Innovation Fund year-end reports for 2020/21. Committee noted the paper.
- Innovation Fund – Proposal for 2021/22; a paper was received giving an overview of the proposed bids for the Innovation Fund. Committee approved the 2021/22 bids.
- Improving Access – Extended Access bi-monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- LES Coverage; a paper was providing noting the uptake of the local enhanced services and where subcontracts are in place. Committee noted the paper.
- Post Payment Verification; A paper was provided supporting to reinstate the Post Payment Verification process for 2021/22. Committee approved the recommendation in the report.
- Primary Care Committee Forward Programme; all elements of the programme remain on track. Committee agreed the Forward Programme.
- Post Payment Verification; Verbal update was provided on the PPV process. Committee noted the verbal update.



- Primary Care Committee IT Workplan; a paper was provided giving an overview of the NHS Rotherham CCG/General Practice Digital Plan on a Page 2021/22. Committee approved the digital workplan for 2021/22 and noted the delivery update.
- Primary Care Dashboard; paper was provided noting the outcome of the latest dashboard publication. Committee noted the paper.
- Primary Care DES Delivery Update; paper provided noting the PCN delivery against the plans. Committee noted the paper.
- Primary Care Network (PCN) Update; verbal updates provided bi-monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Primary Care Teamwork Programme; a paper was provided noting the progress and support where actions are off track. Committee noted the paper.
- RCCG Prescribing Incentive Scheme; a paper was provided giving an overview of the scheme. Committee noted the report.
- Quality Contract Update; verbal updates provided bi-monthly. Committee noted the verbal updates.
- Update on Dementia; Discussions have taken place, however, no timeline given for an update. Committee noted verbal update.
- Waverley & Broom Lane Project Initiation Document; a paper was provided outlining both Projects. Committee supported the request for the PIDs to be submitted to NHSE for their approval.

For Information:

- Medicines Management Team Annual Report; Paper was brought for information advising on all aspects of prescribing that is attributed to NHS Rotherham CCG. Committee noted the paper.

Items for escalation / reporting to Confidential Governing Body:

- None for Quarter two.

Any other business:

- Rationalisation of frequency of papers - as many items are quarterly, the move to PCC meetings every other month has meant the scheduling needs adjustment. A paper was provided to approve the move to bi-monthly and rescheduling of the relevant reports to reflect the new meeting dates. Committee approved the amendments of meetings.

**7.3 Quarter 3**

- Covid-19 Updates; verbal updates provided bi-monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee noted that four delegated duties did not apply to the items on the agenda.
- Dementia Update; Verbal update given that ongoing discussions are happening with RDaSH. Committee noted verbal update.
- Finance bi-monthly Reports; bi-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 patient access paper; paper was provided explaining the improving access and extended access arrangements. Committee approved the extended access spend and supported plans for improving access subject to monies being received into RCCG.
- Improving Access – Extended Access bi-monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Local Enhanced Services (LES) Survey Report; paper was provided to give an overview on the LES survey and next steps. Committee noted the content of the paper and asked for a further update.
- Primary Care Network DES Delivery Update; a paper was provided noting the PCN Delivery against the development matrix. Committee noted the report and asked for an updated report with finance and activity plan.

- Primary Care Committee Forward Programme; all elements of the programme remain on track. Committee agreed the Forward Programme.
- Primary Care Network Dashboard; a paper was provided giving an overview and noting the outcomes of the latest dashboard publication. Committee noted the report.
- Primary Care Network (PCN) Update; verbal updates provided bi-monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Quality Contract Update; verbal updates provided bi-monthly. Committee noted the verbal updates.

For Information:

- Robotic Process Automation (RPA) Pilot in General Practice; a paper was provided giving the information on the proposed project to pilot RPA in GP and to seek endorsement. Committee noted the paper.

Items for escalation / reporting to Confidential Governing Body:

- Queens Medical Centre: Quality Concerns and Contract Breaches

Any other business:

- Future PCC working arrangements; Committee asked for an update on future PCC working arrangements to be brought when available.

Extraordinary Meeting conducted on 10 December 2021:

- Broom Lane request to close branch site; a paper was provided to request the closure of Broom Valley once the extension at Broom Lane is completed. Committee approved the request to close.
- Revised principles for balancing general practice capacity and delivery of the COVID-19 vaccination programme phase 4 to 31 March 2022; a paper was provided. Committee noted the paper.
- Queens Medical Centre: Quality Concerns and Contract Breaches; a paper was provided to express ongoing concerns. Committee approved the issuing of contract breaches.

## 7.4 Quarter 4

- Broom Lane Extension; a paper was provided to submit a Business Justification Case to NHS England to approve the extension at Broom Lane. Committee approved the extension.
- Broom Lane request to close branch site; a paper was provided regarding the request to close the branch site at Broom Valley once the extension at Broom Lane has been completed. Committee approved the recommendation to close Broom Valley.
- Contract Quality Visits; A paper was provided with an overview of the visits undertaken in the last quarter.
- Contract Variations October to December 2021; A paper was provided with all the contract variations that have taken effect within the last quarter. Committee noted the report.
- Covid-19 Updates; verbal updates provided bi-monthly, outlining the progress against latest national guidance. Committee noted the verbal updates.
- Delegated Duties; Committee noted that four delegated duties did not apply to the items on the agenda.
- Dementia Pathway Transformation Update; A paper was provided with an update of where this project currently is. Committee noted the paper.
- Dementia LES; A paper was provided with the Dementia LES and discussed as part of the Dementia Update. Committee approved the LES.
- Extended Access Proposal; a verbal update was provided on the Extended access proposal. Committee noted the verbal update.
- Finance bi-monthly Reports; bi-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.
- Friends and Family test (FFT); Verbal update provided that this is still stood down nationally. Committee noted the verbal update.

- Future Management of LES Payments; A paper was provided on the change of process for LES Payments. Committee noted the paper.
- Improving Access – Extended Access bi-monthly update; a verbal overview of utilisation was provided. Committee noted the verbal update.
- Local Enhanced Services (LES) Survey Report; A verbal update was provided as requested by committee in the last meeting. Committee noted the verbal update.
- LES 2022/23 Revision to service specifications; paper was provided with the updated LES Specifications for 2022-23. Committee approved the update to the Specifications.
- LES Coverage; a paper was provided on the annual update for the enhanced services. Committee noted the paper.
- LES Uplift 2022-23; a paper was provided noting the proposed uplifts to the Local Enhanced Services tariff prices for 2022/23 in line with the draft national Tariff Guidance. Committee approved the uplift of payments at 1.7%.
- MMT Quarterly Update; A paper was provided with Q2 Report and update. Committee noted the paper.
- Primary Care Committee Forward Programme; it was discussed how the Primary Care Committee will look going forward due to the upcoming change with the ICB. Not sure how this will look and what this means for the Primary Care Committee but this will be discussed going forward.
- Primary Care IT Workplan; A paper was provided with an overview to the current IT workplan. Committee noted the paper.
- Primary Care Team Work Programme; A paper was provided with an overview of the Primary Care Teams progress. Committee noted the paper.
- PCN Dashboard; a paper was provided with information on the recent refresh and metrics. Committee noted the paper.
- Primary Care Committee Terms of Reference (TOR); a paper was provided with the annual updates to the TOR. Committee approved the updates.

- Primary Care Sub Group Terms of Reference (TOR); a paper was provided with the annual updates to the TOR. Committee approved the updates.
- Primary Care Network (PCN) Update; verbal updates provided bi-monthly on the progress of PCN workstreams. Committee noted the verbal updates.
- Review Appointment Figures; A paper was provided with the annual appointment figures and with an update on the level of impact on general practice. Committee noted the paper.
- Quality Contract & Estates; a paper was provided with an overview of the proposed changes to the Quality Contract over the next 5 financial years, beginning in 2022/23. Committee approved the reduction in monies over 5 years to support the expansion of primary care estates.

For Information:

- GP Contract Letter – Letter re General Practice Contract arrangements in 2022/23; a letter was received from a GP practice in Rotherham. Committee noted letter received.

Any other business:

- None for this quarter.

Items for escalation / reporting to the Governing Body:

- Queens Medical Centre: Quality Concerns and Contract Breaches.

Extraordinary Committee held on 31 March 2022:

- Extended Access; a paper was provided outlining option 6 for the first 6 months of 2022/23 subject to increased funding being confirmed. Committee approved option 6.
- Queens Medical Centre: Quality Concerns and Contract Breaches; a paper was provided highlight the ongoing concerns at Queens Medical Centre. Committee supported the recommendation to issue a 28-day termination of contract notice.