

**Harrogate and Rural District Clinical Commissioning Group (HaRD CCG)  
Primary Care Commissioning Committee (PCCC)**

**Minutes of meeting held on  
6 September 14:00 – 16:00**

**Nidderdale Suite, Dower House Hotel, Knaresborough HG4 1LE**

**Present**

Kate Kennady	Governing Body Lay Member, HaRD CCG (Chair)
Sheenagh Powell	Vice Chair of the Governing Body, Lay Member, HaRD CCG
Dr Alistair Ingram	Clinical Chair, HaRD CCG
Dr Rick Sweeney	GP Member Governing Body, HaRD CCG
Dr Sarah Hay	GP Member Governing Body, HaRD CCG
Amanda Bloor	Chief Officer, HaRD CCG
Dawn Ginns	Primary Care Team, NHS England
Lance Gilroy	Lay Member for Patient and Public Involvement
Wendy Balmain	Director of Transformation and Delivery, HaRD CCG
Alec Cowell	Head of Finance (Deputising for Dilani Gamble)
Helen Ingle	Public Health Deputy, North Yorkshire County Council (Deputising for Rachael Richards)

**Apologies**

Dilani Gamble	Chief Finance Officer, HaRD CCG
Joanne Crewe	Director of Quality and Governance, HaRD CCG
Dr Jim Woods	North Yorkshire Local Medical Committee – Harrogate Division
Rachael Richards	Public Health, North Yorkshire County Council
Nigel Ayre	Delivery Manager, Healthwatch

**In Attendance**

Sasha Sencier	Corporate Governance Manager, HaRD CCG (Secretariat)
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**1.0 Introductions and Apologies**

Apologies were received from Dilani Gamble, Joanne Crewe, Dr Jim Woods and Nigel Ayre. It was noted that Alec Cowell is deputising for Dilani Gamble, Chief Finance Officer and Helen Ingle is deputising for Rachael Richards, North Yorkshire County Council.

**The Primary Care Commissioning Committee:**

Noted the above.

**2.0 Declarations of Interest in Relation to the Business of the Meeting**

Dr Alistair Ingram and Dr Sarah Hay declared a pecuniary interest under Item 8.1: Primary Care Transformation Funding as they are both partners at GP Member Practices.

It was agreed that both conflicted members would need to leave the room during the item listed above.

**The Primary Care Commissioning Committee:**

Noted the above.

### **3.0 Minutes of the Last Meeting held on 3 May 2018**

Minutes of the meeting held on 3 May 2018 were reviewed by the PCCC for accuracy and a number of amendments were noted:

Under Item 2.0, Sheenagh Powell noted that she is the Chair of the Audit Committee for Vale of York CCG and not the Vice-Chair of the Governing Body.

Under Item 7.2 it was noted that Sarah Hay stated that that mobile working works well in care homes and WiFi in GP surgeries is useful to carers and patients and it is much more efficient than paper-based communication, not Sheenagh Powell.

Under Item 8.2 it was noted that the funding was approved subject to further conversation with the Yorkshire Local Medical Committee (YORLMC) not the Yorkshire Health Network (YHN).

Following Item 8.2 where it states that Dr Alistair Ingram, Dr Sarah Hay and Dr Jim Woods returned to join the meeting, it should further state the reasons that those individuals are not conflicted for Item 8.3 as no decision is being made.

The minutes were agreed as a true and accurate record, subject to the above amendments.

#### **The Primary Care Commissioning Committee:**

Approved the above.

### **4.0 Matters Arising from the Minutes**

The Committee reviewed the matters arising and all were agreed as complete.

#### **The Primary Care Commissioning Committee:**

Accepted the above.

### **5.0 Governance**

#### **5.1 Primary Care Commissioning Committee Forward Plan**

The Committee reviewed the forward plan and no changes were noted.

#### **The Primary Care Commissioning Committee:**

Noted the above.

#### **5.2 PCCC Terms of Reference**

Kate Kennady presented the PCCC Terms of Reference and noted that Sasha Sencier, Corporate Governance Manager, is currently working on a number of issues ensuring consistency with other CCGs, reviewing the membership in line with the statutory guidance around managing conflicts of interest, reviewing whether a variation in the delegation agreement with NHS England would have any implications to the terms of reference and reviewing delegated authority to the PCCC Steering Group.

The Committee discussed the terms of reference and agreed that Sasha Sencier should continue the review as stated above but that in reviewing the membership the richness of primary care expertise in the form of GPs needs to be at the forefront to ensure legitimacy and strength in decision making. If GPs are unable to be present due to declared interests then they must be involved in prior discussions and in the preparation of papers to ensure added value around improving outcomes.

The following areas were also agreed to be amended or removed:

- The attendance record of 75% is not possible so this should be amended or reviewed.
- Under item 3.5 the role of the Committee includes making decision on discretionary payments. This is not for the Committee to decide therefore this should be removed. NHS England agreed.

**The Primary Care Commissioning Committee:**

Agreed to bring them back for approval in November 2018.

**5.3 PCCC Significant Risk Review**

Kate Kennady informed that, in line with the new risk management strategy, all Committees (including the Senior Management Teams meetings) receive and review on a quarterly basis those significant risks (scored at 12 and above) that are aligned to them from the Governing Body Assurance Framework (GBAF) and Corporate Risk Register (CRR).

The GBAF and CRR are important governance documents that facilitate the effective management of the CCG's strategic and operational risks. The GBAF and CRR are repositories of current risks to the organisation that are rated at 12 and above and include risk ratings and the controls in place to mitigate the risk.

There are currently NO risks on the GBAF or CRR that are aligned to the PCCC and therefore no registers are attached for discussion for today.

**The Primary Care Commissioning Committee:**

Noted the above.

**6.0 Reports from HaRD CCG & NHS England**

**6.1 PCCC Steering Group (PCSG) Update**

Dr Rick Sweeney presented the PCCC Steering Group paper and took the paper as read.

Dr Rick Sweeney noted that on page 5 of the report it states that as this CCG's recruitment problems are less severe than those in other STP CCGs, no overseas GPs will therefore be placed in HaRD via this scheme. Although there will not be anyone coming to Harrogate through international recruitment at this time, it was noted that the CCG would still welcome this if the situation changed in the future.

Kate Kennady queried the national alert regarding the use of Docman7 that caused the failure of the transfer of communications to the patient record and whether there had been any issues. Dr Rick Sweeney informed that there was one child safeguarding report and one malignancy report that practices are investigating to check if there has been any potential patient harm and if so the patients concerned will be contacted and this will be rectified. Dr Rick Sweeney further noted that it is not clear what would happen if those affected had moved practices however practices would have a duty to inform the new practice if any concerns were identified. Dr Alistair Ingram said that as a practice it has been a challenging and involved process to meet the deadline of 23 September 2018.

Lance Gilroy felt that the CQC inspection reporting is promising and uplifting news.

In relation to the Retainer Scheme, Lance Gilroy queried the financial situation for the CCG and whether this could put pressure on the CCG's finances. Amanda Bloor noted that this has been raised and a discussion will be taking place with the Senior Management Team in how best to manage this.

The Committee discussed the Extended Access Clinician Survey.

Wendy Balmain noted that extended access is currently working as a pilot and work is underway to understand how well the scheme is operating. The CCG is looking to extend the contract with YHN, subject to a new delivery plan that starts to address concerns from the pilot stage.

Dawn Ginns asked how learning will be shared from other areas and how to align services best. Wendy Balmain informed that a paper will be going to the Governing Body in October 2018 which sets out services and how they overlap and how the CCG will ensure there is no duplication, freeing up valuable resources and simplifying access to patients. There will also be plans with the Communications team in how to engage with our public around service change. The CCG is also looking to test out how to make bookable appointments more accessible using methods such as Skype.

A survey has been completed by patients in regard to extended access which is now being analysed. This will be brought to the next PCCC in November 2018.

**The Primary Care Commissioning Committee:**

Noted the above.

**6.2 NHS England Primary Care Update**

Dawn Ginns provided an update from NHS England on Primary Care.

Dawn Ginns informed that the Workforce working group continues to meet and to develop plans. There has been some additional funding around retention and there is a development session on 23 September 2018 looking at how best to invest this funding.

Four practices in Harrogate have applied for GP Resilience Funding. The funding for 2018/19 is only £53k and NHS England is working with the CCG to understand how to spend the money most effectively.

The Project Manager for the international recruitment scheme has been recruited and the West Yorkshire and Harrogate scheme, which is due to start in October 2018. NHS England is working with the Primary Care Commissioning Manager at the CCG to ensure a good flow of communication between NHS England and the CCG.

There has been a change in focus for direct booking sites over the last few weeks. The first priority will be the treatment centres and access hubs. Initially there were IT issues at access hubs due to Systm1 but this has now been resolved. Dr Rick Sweeney informed that there is also a solution for EMIS.

Dr Rick Sweeney queried whether services will be mandated for GP practices. Dawn Ginns informed that she is currently unsure but it is highly likely.

**The Primary Care Commissioning Committee:**

Noted the above.

**6.3 Capita Services for Primary Care**

Dawn Ginns provided an update on Capita Services for Primary Care and noted that there have been real challenges for the practices.

GPs on the Committee noted that issues are still ongoing and are being fed back to the centre so that improvements can be made.

The Committee agreed that it would be worthwhile asking the new Project Manager to attend the next PCCC meeting to directly address some of the concerns. Alec Cowell said he would pick up this action.

**The Primary Care Commissioning Committee:**

Noted the above.

## **7.0 Strategy and Delivery**

### **7.1 GP IT Update**

Alec Cowell provided an update on IT for GP Practices in the Harrogate locality.

Server replacements addressing cyber-attacks continue to be rolled out. There are 16 practices receiving new servers: 4 have been completed, 6 are at the preliminary stage, 4 still to be started and 2 on hold whilst technical issues are being addressed. All are expected to be completed by October 2018.

The Cabinet Installation Programme, ensuring health and safety needs are met, is ongoing. Twelve practices have cabinets that require installing or replacing. 5 are complete and one is booked in for completion in October 2018. The other 6 are currently on hold as issues have been raised around asbestos. A piece of work is underway to collect building reports as they are not kept on site. The planned completion is November 2018, however there is uncertainty with the deadline until further detail is available around the asbestos issues.

Transitioning work is taking place from the N3 to HSC Network, which has already been rolled out across North Yorkshire. Three practices have transitioned and a vast majority of the rest will have transitioned by November 2018.

WiFi installation for broadband connection has been established across 27 site lines. Many areas required new access points or existing points moving to patient areas. Five practices are still on hold due to investigations into asbestos.

Workshops focussing on Windows 10 are planned for the end of September 2018. Alec Cowell informed that the Windows 10 software was procured free through NHS Digital. All NHS organisations are migrating from Windows 7 to Windows 10 and checks are currently underway to ensure compatibility with different software.

**The Primary Care Commissioning Committee:**

Noted the above.

## **8.0 Investments**

### **8.1 Primary Care Transformation Funding**

***As described above, Dr Alistair Ingram and Dr Sarah Hay declared an interest in relation to this item. It was agreed that those conflicted would leave the room for this item and Item 8.1.***

Wendy Balmain presented the GP Forward View Transformation Funding paper that sets out the CCGs commitment in the Operational Plan to fund the £3 per head in 2018/19 as set out in the GP 5 Year Forward View.

The Committee had a discussion at the meeting in May 2018 and looked at the opportunities for investment in Primary Care. It was agreed that further development was required in discussion with the Yorkshire Local Medical Committee (YORLMC). Positive discussions took place with YORLMC and a plan was agreed.

In addition, two new funding streams have been made available from the West Yorkshire and Harrogate Health and Care Partnership: £156K for development of primary care networks and £10K for development of primary care workforce.

Wendy Balmain informed that detail of the funding is set out in the paper.

Sheenagh Powell queried the governance arrangement around the expenses. Wendy Balmain informed that there is a maturity framework in place and a joint assessment. There will be regular development meetings and they will be held to account at these meetings.

Kate Kennady asked whether there was an expectation that financial savings would be identified through this process. Amanda Bloor reflected that the process is around working within allocated resources and is transformative rather than cash releasing.

**The Primary Care Commissioning Committee:**

Approved the Primary Care Transformation Funding.

***Dr Alistair Ingram and Dr Sarah Hay returned to join the meeting.***

**9.0 AOB**

Alec Cowell informed that there is now a national requirement for an Internal Audit of Primary Care Commissioning. The expectation was that the internal audit would be carried out this year; however it was agreed that if internal audit plans were fully committed that the internal audit could be carried out the following year in 2019/20. As such, the CCGs Audit Committee agreed to delay the primary care commissioning internal audit until next year.

**The Primary Care Commissioning Committee:**

Noted the above.

**10.0 Date of Next Meeting**

Thursday, 1 November 2018 from 14:00 – 16:00

Nidderdale Suite, Dower House Hotel, Knaresborough HG4 1LE.

**The Primary Care Commissioning Committee:**

Noted the above.

**Follow up actions** - The actions required as detailed in these minutes are attached at Appendix A.

**NHS Harrogate and Rural District Clinical Commissioning Group**  
**Actions from the Primary Care Commissioning Committee meeting on 6 September 2018**

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as)
6 September 2018	3.0 Minutes of the Last Meeting held on 3 May 2018	Amendments to be made as noted in the minutes.	Sasha Sencier	Completed
6 September 2018	5.2 PCCC Terms of Reference	Terms of reference to be updated and brought for approval in November 2018.	Kate Kennady Joanne Crewe Sasha Sencier	On Agenda
6 September 2018	6.1 PCCC Steering Group (PCSG) Update	Extended Access Patient Survey to be on PCCC agenda in November 2018	Dr Rick Sweeney	On Agenda
6 September 2018	6.3 Capita Services for Primary Care	Capita Services for Primary Care Project Manager to be invited to attend PCCC in November 2018.	Alec Cowell	November 2018