

**NHS EL CCG Primary Care Committee**

**Minutes of the meeting held on Wednesday, 11 July 2018**  
**2:30 – 4:00, Meeting Room 1, Walshaw House**

**PRESENT:**

Naz Zaman	Lay Member - Equality & Inclusion : Chair
Jackie Hanson	Director of Quality & Chief Nurse
Kirsty Hollis	Chief Finance Officer
Sharon Martin	Director of Performance & Delivery
Dr Tom Mackenzie	GP Locality Lead
Michelle Pilling	Lay Member - Quality & Patient Engagement/Deputy Lay Chair
David Swift	Lay Member - Governance
Mark Youlton	Chief Officer
Melanie Rawes	Practice Manager Representative

**In Attendance:**

Debra Atkinson	Head of Corporate Business
Lisa Cunliffe	Primary Care Development Manager
Sarah Danson	Assistant Contracts Manager, NHS E
Kathryn Burton	Post Graduate Education Development Manager
Catherine Wright	Primary Care Quality Lead

<b>Min Ref:</b>		<b>ACTION</b>
<b>18:134</b>	<b>Welcome &amp; Chairs Update</b>  The Chair welcomed all members to the meeting.	
<b>18:135</b>	<b>Apologies</b>  Apologies were received from Dr Bhat, David Massey, Jackie Forshaw, Sarah Bloy and Peter Higgins. The Chair advised that along with his apologies Peter Higgins had offered support after the meeting to any items which would welcome an LMC view.	
<b>18:136</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>▪ <b>Declarations of Interest:</b> There were no additional declarations of interest to note.</li> <li>▪ <b>Quoracy:</b> The meeting was quorate [5 members required]</li> </ul>	
<b>18:137</b>	<b>Minutes of the meeting held on 13 June 2018</b>  Minute Reference: 18:115  Paragraph 9 on page 3 should read: 'Michelle Pilling queried whether families have access to high quality care re Trauma and was informed that	

	<p>Mental Health Needs were supplied in advance on a medical summary, however the existing service is already under pressure and consideration is needed as to whether money can be allocated in advance for those people who need mental health support.'</p> <p>Minute Reference: 18:117</p> <ul style="list-style-type: none"> <li>- Andy Laverty presented this update and not Lisa Cunliffe as recorded.</li> <li>- Paragraph 9 at the bottom of page 4 – Andy Laverty is to arrange a meeting with Dr Bhat and Melanie Rawes, not Marianne Rintoul as recorded.</li> </ul> <p>With these amendments, the minutes of the meeting held on 13 June 2018 were approved as an accurate record.</p>	
<p><b>18:138</b></p>	<p><b>Action Matrix</b></p> <p>The Action Matrix was presented and updated as follows:</p> <p><b>17:136 Memorandum of Understanding</b> Included on the agenda</p> <p><b>17:170 Patient Online</b> Included on the agenda</p>	
<p><b>18:139</b></p>	<p><b>Matters Arising</b></p> <p><b>18:139.1 Patient Online Update</b></p> <p>Following concerns about the accuracy/timeliness of the national patient online data the CSU data quality team have undertaken a baseline audit of patient online services locally.</p> <p>The National Data was last refreshed in April 2018. 100% of practices have the necessary functionality to enable online access. In relation to online appointments and prescriptions both the National and East Lancashire uptake rates are 24%. For online access to medical records East Lancashire performs less well than the national average of 6%.</p> <p>There is however significant variation across practices in uptake from 2% to 56% for appointments and prescriptions and between 0 and 21% for medical records. The local baseline audit undertaken by the data quality team in June 2018 shows an overall uptake rate of 20.6% but this requires further analysis.</p> <p>It was agreed that local and national data should be shared with practices to support improvement work.</p>	
<p><b>18:140</b></p>	<p><b>Care Navigation Update</b></p> <p>Lisa Cunliffe (LC) provided members with a verbal update regarding Care Navigation responding to queries addressed to Andy Laverty(AL) who presented a paper at the last meeting. Members were asked to note the</p>	

	<p>following:</p> <ul style="list-style-type: none"> <li>▪ Work has been undertaken with the Data Quality team to produce a template for practices to record monitoring. There are a few issues with some practices and the template will be developed further to make it easier to complete.</li> <li>▪ Facilities are being arranged regarding people being signposted to services due to confidentiality issues.</li> <li>▪ AL has liaised with Optometrists and produced a schedule highlighting Optometrist availability. This has been included on the Directory of Services in each Locality.</li> </ul>	
<b>18:141</b>	<p><b>Memorandum of Understanding Update</b></p> <p>Sarah Danson, NHSE updated members with regards to the position of the Memorandum of Understanding (MoU). An updated Task and Function list has been forwarded to the CCG and sent to Sharon Martin (SM) and Lisa Cunliffe (LC) for review.</p> <p>SM advised members there were still issues and requested that Collette Walsh (CW) meet with Jackie Forshaw (JF) outside the meeting to discuss.</p> <p>An update is to be provided to the September meeting.</p>	<p><b>CW/JF</b></p> <p><b>NHSE</b></p>
<b>18:142</b>	<p><b>Reductions in GPFV Central Allocations to CCGs</b></p> <p>In April 2018, CCGs were notified to set aside £1.017 per weighted head of population as part of their final plan submissions on 30 April 2018 and advised to contribute towards GP Professional Indemnity inflation and GPFV commitments in 2018/19.</p> <p>However, in May 2018 CCGs were further advised they no longer needed to plan to pay for GP Professional Indemnity inflation costs in 2018/19 as these would now be funded centrally and paid to Practices from central underspends in March 2018.</p> <p>Central Finance colleagues have taken the view that this frees up the £1.017 per weighted head of population to cover GPFV Implementation costs and could be used to support GPFV programmes in 2018/19 including Reception and Clerical training, Online Consultations and improving access to General Practice in part. The balance of funding for improving access will be allocated from the central funding as planned.</p> <p>It is believed that these changes should not affect current delivery of extended access services nor delivery of extended access provision by 1 October 2018.</p> <p>Members were asked to note the content of the report confirming the released CCG funding now available to fund the GPFV programmes listed above.</p> <p>Members noted the contents.</p>	

**18:143 Primary Care Workforce Update Report**

Lisa Cunliffe and Kathryn Burton provided members with a brief update about activity related to the development of the Primary Care Workforce in East Lancashire:

- The East Lancashire Primary Care Workforce Development Group meets bi-monthly and its members also sit on the Lancashire and South Cumbria GPFV Workforce and International Recruitment Steering Group and the Pennine Lancashire Workforce Transformation Group. This ensures the alignment of agendas and the delivery against national and local deliverables.
- NHS England are currently going through a procurement process to secure a Workforce planning tool that will be rolled out to all Practices across Lancashire and South Cumbria.
- The expansion of the GP Specialty Training Programme.
- To continue to explore new and extended roles and to support the development of the Enhanced Training Practice in East Lancashire.
- The CCG will work with Primary Care provider colleagues to understand their learning and development needs and source training accordingly.

Further details of the above activities in relation to the development of the Primary Care Workforce are within the report for reference. Expressions of Interest are expected mid July.

The Committee noted the content of the report for information.

A paper was circulated regarding General Practice Nursing Development Support. In 2013 ELCCG approved a quality improvement scheme to support financial backfill for GPNs to attend professional forums, share best practice and contribute to advisory commissioning groups. The proposal was further refreshed in 2016 providing a resource from the Primary Care Development budget to support:

- 1 nurse from each practice to attend 8 locality and 4 East Lancs wider 2-hour forums per annum

In support of the GP Lead Nurses in each locality (5):-

- 1 nurse attending a quarterly GPN Leads 2-hour meetings pa
- 1 nurse attending a bi-monthly locality nurse 2-hour meetings pa
- 1 nurse attending the quarterly East Lancs nurse 2-hour forum meeting pa

Currently, backfill is provided for one nurse and lead nurses from each Locality to attend Leads meetings and Chair Forums.

The paper proposes a change to the way we support GP Practice nurses and the way in which the existing resource is utilised, linking in with the GP Nurse 10 point plan. This plan will be critical to East Lancashire in developing and sustaining a Primary Care Nursing workforce fit for the

	<p>future and the new models of care.</p> <p>The proposal for support will align with national and regional strategies to support GPN leadership, and will enable and drive the development of NMC in the Pennine Plan. Specifically, the proposal will support financial backfill to provide:-</p> <ul style="list-style-type: none"> <li>• The expansion of the GPN Leads from 5 to 8 in recognition of the emerging PCNs</li> <li>• One GPN Lead in each of the 8 PCN to be allocated 3.5 hours per month to contribute to PCN development boards</li> <li>• One nurse from each GP practice to be allocated 2.5 hours per quarter to attend the East Lancs Nurse Forum</li> <li>• Chairperson for the East Lancs Nurse Forum to be allocated 3.5 hours per month to perform associated duties</li> <li>• 30 nurses to be allocated 2.5 hours per quarter to attend an East Lancs Specialist Nurse and Advanced Clinical Practitioners Forum (to be formed)</li> <li>• Chairperson for the East Lancs Specialist Nurse and Advanced Clinical Practitioners Forum to be allocated 3.5 hours per month to perform associated duties</li> <li>• 5 existing GPN Nurse Leads to be supported to attend the GPN Leadership for Quality Programme (Northwest) (total 7 days each over 6 months)</li> </ul> <p>Primary Care Networks will be expected to support the nurses and Contracts will be held through Health Education England</p> <p>The Chair thanked Kathryn Burton for her hard work on this report.</p>	
18:144	<p><b>Any Other Business</b></p> <p><b>18.144.1 Items for Inclusion on the Corporate Risk Register</b> There were no new items for inclusion on the Risk Register.</p>	
18:145	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting was confirmed as Wednesday 8 August 2018</p>	
<p><b>RESOLUTION:</b>  <b>“That representatives of the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.”</b>  <b>(Section 1[2] Public Bodies (Admission to Meetings) Act 1960.</b></p>		