

## BNSSG CCG's Joint Primary Care Committee Meeting In Common

Minutes of the meeting held on Monday 22<sup>nd</sup> January 2018, 9-11am  
Raleigh Room, The Greenway Centre, Doncaster Road, Southmead

### Minutes

| <b>Present</b>         |                                                                            |     |
|------------------------|----------------------------------------------------------------------------|-----|
| Tara Mistry (Chair)    | Lay Member for Patient and Public Engagement, Bristol CCG                  | TM  |
| Kathy Headdon          | Lay Member for Patient and Public Engagement, North Somerset CCG           | KH  |
| Lance Allen            | Healthwatch North Somerset Board Member                                    | LA  |
| Sarah Ambe             | Healthwatch Bristol, Team Manager                                          | SA  |
| Rob Ayerst             | Chief Finance Manager, South Gloucestershire CCG                           | RA  |
| Mary Backhouse         | Clinical Chair, North Somerset CCG                                         | MB  |
| Dr Alison Bolam        | GP Representative, Horfield Health Centre                                  | AB  |
| Jenny Bowker           | Programme Director Primary Care Development, Bristol CCG                   | JB  |
| John Burrows           | Assistant Head of Finance (Primary Care), NHS England                      | JBu |
| Kate Chisholm-Mitchell | Head of Quality, South Gloucestershire CCG                                 | KCM |
| Barbara Coleman        | Programme Manager Public Health, Bristol City Council                      | BC  |
| Debra Elliott          | Director of Commissioning, NHS England South West                          | DE  |
| Nikki Holmes           | Head of Primary Care, NHS England South                                    | NH  |
| Phillip Kirby          | Chief Executive, Avon Local Medical Committee                              | PK  |
| Lisa Manson            | Director of Commissioning, BNSSG CCGs                                      | LM  |
| Alison Moon            | Director of Transition, BNSSG CCGs                                         | AM  |
| Rob Moors              | Deputy Chief Finance Officer, Bristol CCG                                  | RM  |
| Danielle Neale         | Lay Member for Audit, Bristol CCG                                          | DN  |
| Louise Rickitt         | Head of Strategic Planning and Service Redesign, South Gloucestershire CCG | LR  |
| Julia Ross             | Chief Executive, BNSSG CCG's                                               | JR  |
| Ruth Taylor            | Chief Executive, One Care                                                  | RT  |
| Laila Pennington       | Head of Primary Care, NHS England South West                               | LP  |
| Phil Tibbot-Clark      | Finance Trainee, NHS England                                               | PTC |
| <b>Apologies</b>       |                                                                            |     |
| Ben Bennett            | Director of Strategic Projects, South Gloucestershire CCG                  | BB  |
| Georgie Biggs          | Chair, Healthwatch North Somerset                                          | GB  |
| <b>In attendance</b>   |                                                                            |     |
| Lindsay Sayers         | Project Support Officer, Bristol CCG ( <i>Minutes</i> )                    | LS  |

|    | <b>Item</b>                                                                                                                                                                                                                       | <b>Action</b> |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 01 | <p><b>Welcome and Introductions – aim of meeting</b></p> <p><b>Apologies for Absence:</b></p> <p>Apologies were noted from Ben Bennett and Georgie Biggs<br/>Members were welcomed to the meeting and introductions were made</p> |               |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action                                       |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|    | <p>around the table.</p> <p>Tara Mistry (TM) explained that this was the first in common meeting of primary care commissioning bodies across BNSSG CCG's. It was agreed that Bristol CCG would chair this first meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                              |
| 02 | <p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>• Mary Backhouse (MB) - partner in a GP practice in North Somerset.</li> <li>• Alison Bolam (AB) - partner in a GP practice in Bristol.</li> <li>• Kathy Headdon (KH) – relating to item 13, provides consultancy services to Capita, however it is a different section of the organisation to that on the agenda for discussion today. The group agreed that this would not constitute an unacceptable conflict of interest and that KH could remain in the room during the discussion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                              |
| 03 | <p><b>Public Question Time</b></p> <p>It was noted that there were no members of public present and that no questions had been submitted in advance of the meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                              |
| 04 | <p><b>Minutes of Previous CCG Meetings &amp; Action Logs</b></p> <p>The group reviewed the minutes of the final North Somerset Joint Commissioning Committee meeting, which had taken place on 23<sup>rd</sup> June 2017. These were agreed as a true and accurate record by the North Somerset CCG members</p> <p>It was noted that there was one item outstanding on the action log for North Somerset, which related to a discussion with a Public Health colleague about public engagement. KH advised that this related to a decision by the local Public Health team to change their contractual position relating to contraceptive services and subsequent concern from members of the North Somerset Joint Commissioning Committee that adequate engagement hadn't taken place prior to this. The action had been for Debbie Campbell (DC) to pick this up and discuss with Natalie Field, who was the Director of Public Health for the area. KH advised that she had not received an update on this from DC and agreed to follow up on this. <b>Action – KH.</b></p> <p>Mary Backhouse (MB) added that Natalie Field is no longer in post and there has since been a subsequent issue in another area procured by North Somerset Public Health team. Julia Ross (JR) felt that this should be picked up directly with North Somerset Council. It was noted that the Public Health team in Bristol have regular meetings with primary care colleagues where issues like this can be discussed and suggested that this could be considered in North Somerset. It was agreed that the action would remain open on the understanding that the context has changed and</p> | <p style="text-align: center;"><b>KH</b></p> |

|  | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action            |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|  | <p>it would be resolved at the next meeting with clarity around Public Health contracting and contractual changes.</p> <p>The group then reviewed the minutes of the final Bristol Primary Care Joint Commissioning Committee meeting, which had taken place on Tuesday 2<sup>nd</sup> May 2017. These were agreed as a true and accurate record.</p> <p>TM highlighted an action in the minutes which didn't appear to have been included on the action log. The action had followed a discussion about the recommissioning of substance misuse and harm prevention services and had been for Linda Prosser to provide report in quarter 3 around the level of need for the service. TM asked if this had been received now. Barbara Coleman (BC) advised that Public Health had just renewed the contract for a further 18 months and that there had been no reduction in funding. Specialist Services have been recommissioned, there has been a slight reduction in funding but not everything has been let and BC felt that this action did not need to be pursued in light of this.</p> <p>AM referred to the discussion on page 4 of the minutes, which related to primary care quality and a note that a draft quality dashboard would be shared by the Commissioning Oversight Group with CCG Quality Leads for comment. This also did not appear to be included on the action log and AM asked for clarification on how far this had progressed. Debra Elliott (DE) advised that there had been some work done nationally but undertook to ensure that NHSE cross reference what they have with the CCG. The group then reviewed the action log:</p> <p>The first action was from the meeting on the 20<sup>th</sup> December 2016 and requested the clarification of the Bristol allocation and control total in relation to other CCG's. A target had been set within the allocation but each year, the CCG are getting further away from target. JR felt that this was a serious issue as it inferred that practices weren't being funded as they should be and wanted to understand how the CCG can be assured on behalf of practices that money isn't going to be taken away from them. DE felt that a detailed piece of work was needed to look at this and pledged to provide a response to the CCG within 2 weeks. <b>Action – JBu to provide this</b></p> <p>The second action related to a conversation at the last JCC about the Broadmead APMS reprocurement and the need to understand the contract term. It was noted that information has been shared, a different service has been procured, it was a different model based on GMS rates. The practice is eligible for income streams and no concerns have been raised. An EIA was also undertaken and there were no issues. DE advised that NHSE cannot issue a 25 year contract and it was agreed that the action would be closed and picked up outside of the meeting.</p> | <p><b>JBu</b></p> |

|           | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action                            |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|           | <p>The next outstanding action related to the Homeless Health Service and a conversation at the last meeting around understanding whether there was ongoing monitoring of demand for the service and a cap on people being seen. It was advised that no concerns have been raised, the service is progressing well and patients are happy with it. No further action on this was felt necessary.</p> <p>Danielle Neale (DN) referred to the closed action around the clarification of efficiency targets for the Homeless Health Service and asked for the rationale behind the statement on the action log that there was no efficiency target to apply. Laila Pennington (LP) and DN discussed this and it was agreed that LP would take this away and look at it. <b>Action – LP.</b></p> <p>The final outstanding action was to review learning from the independent evaluation of a CCG who had developed their own QOF scheme. It was noted that this has not been nationally published yet, so there hasn't been the opportunity to review, however, the CCG would like to do this when the information is available. It was agreed that this should be picked up at a later date and JR asked for it to be included on the agenda for the next meeting of this group in the context of a wider item on quality and primary care, as well as quality dashboard and any thinking about learning on QOF frameworks. <b>Action – JB.</b></p> | <p><b>LP</b></p> <p><b>JB</b></p> |
|           | <p><b>BNSSG items</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <p>05</p> | <p><b>Application for Delegated Commissioning for Primary Medical Services</b></p> <p>Lisa Manson (LM) referred to the paper summarising the CCG's application to take on delegated Primary Care Medical Services from NHSE, which had been presented to the CCG's Governing Body meeting. Since the meeting earlier this month, the CCG has received confirmation that the application has been approved. LM was clear that there is not a management budget for this that transfers to the CCG; it is an arrangement for us to undertake NHSE responsibilities on their behalf. A number of functions such as management of performer's lists and revalidation will remain with NHSE.</p> <p>There will be a hybrid arrangement around capital where the CCG will pull together a capital programme. A governance model has been developed by NHSE which sets up a Primary Care Commissioning Committee and this will sit as a subcommittee of the Governing Body. The committee is supported by a Primary Care Operational Group (PCOG). The intention is for some functions to transfer from 1<sup>st</sup> April in Quarter 1 and then remaining functions to follow in quarters 2-4. There has recently been a review of</p>                                                                                                                                                                                                               |                                   |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|    | <p>legacy payments, with the process currently being worked through and it is likely that this will result in a £700k underspend being available to the CCG for reinvestment in primary medical care services.</p> <p>KH raised a query about the mandatory online conflict of interest training that NHSE are planning to roll out and this was discussed, along with a further question about ensuring that any training provided by the CCG would be at an acceptable level to fit the criteria set down. LM felt that there was also learning that could be picked up from other CCG's in that respect.</p> <p>There was a discussion about the financial resource applications following a query from DN. LM advised that there had been a full review of legacy payments, there were elements that have been paid to practices around telephony, which are non-reimbursable and there has also been budget allocation movement at market rent. As the process has been worked through, some of these have been removed, e.g., telephony and a big piece of work is being done in regard to non-recurrent allocation for premises, in order to work through charges and leases. A steering group has been established to work for and with the 24 practices this affects. DN then queried whether it was known how long the non-recurrent financial support in relation to market rent costs would be available for and what the impact would be when it ceased. LM advised that it ceases this year as there was an expectation that practices would work with CHP and NHSPS around this, she added that it is part of the work that is being done by the steering group.</p> |        |
| 06 | <p><b>Transition plan for delegated commissioning</b></p> <p>LM outlined the key areas that the CCG would be working through, against a memorandum of understanding.</p> <p><b>Contracting</b> – there is a Head of Contracts for Primary Care post included in the draft structure for the merged BNSSG CCG's.</p> <p><b>Quality</b> – A memorandum of understanding is still under development and the CCG will work with NHSE as we take this on although some things will always remain NHSE responsibility.</p> <p><b>Communications and PPI</b> – LM advised that this has also been built into the proposed BNSSG CCG structure and that a thorough handover will need to take place with NHSE as there is a lot of history that we will need to be aware of. JB confirmed that NHSE and CCG Comms teams have been working very closely together.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |

|           | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action           |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|           | <p><b>Procurement</b> – will remain with the CSU on behalf of NHSE.</p> <p><b>Premises</b> – one of the primary pieces of work is to make sure that a robust primary care estate strategy is developed so that we can build in a future look around our estate. DE added that Gloucestershire CCG have agreed to buddy BNSSG to enable us to start to put this in place.</p> <p>TM advised that there did not appear to be any reference in the paper around PPI consultations taking place in terms of the CCG’s taking on delegated commissioning of primary care. LM advised that there would be an opportunity under delegation to create a whole process that will feed PPI through. TM felt that it would be helpful to have references to PPI included in the paper. KH added that cohesion between NHSE and ourselves is really important in terms of PPI as patients don’t see the boundary.</p> <p>LM advised that a risk register would also need to be developed for transition and primary care and that this will come back to a future meeting.</p> <p><b>Action - LM</b></p> <p>TM felt that it would also be useful to add in Nolan principles training.</p>                                                                                                                                                                                                                                                           | <p><b>LM</b></p> |
| <p>07</p> | <p><b>BNSSG CCGs Report</b></p> <p>JB advised that this was a report on the CCG’s activities across BNSSG, on behalf of key workstreams. It uses the North Somerset template which has been adapted to present a BNSSG wide report, the group will need to take a view on whether this format is the appropriate one going forward.</p> <p>Key areas highlighted within the report were noted:</p> <p><b>Locality Transformation Scheme</b> – this was approved by the BNSSG Governing Bodies in September to develop a more integrated out of hospital system, to make agreements about how localities can work together to deliver services more effectively and work with community providers. It was launched in September and is now at a position where the locality have submitted their draft agreements, now looking at population needs and priorities. Plans from localities on how they will work with community providers are due at the end of June 2018.</p> <p><b>Improved Access</b> – this is one of the key platforms in the CCG primary care strategy. This is a national agenda and is about improving access to primary care in non-core hours. There are national targets in terms of delivery of additional activity. NHSE have a contract with One Care to deliver improved access in BNSSG and they have a strong history in this as they were a PM challenge fund site. The national minimum requirement</p> |                  |

|  | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action           |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|  | <p>of 30 additional minutes is being met. As a next step, localities have been asked to look at improved access for populations, Equalities Impact Assessment and whether there is an opportunity to look at things such as improved ways to meet community needs. Alison Moon (AM) queried the fact that there were no red risks identified for this, JB advised that the target is being met and the potential risk is around stretching this from 30 to 45 minutes, as the offer is currently met through practices and community providers, but also creates opportunities to look at doing things in a better way. Ruth Taylor (RT) suggested picking up the risk in the monthly contract meetings. JB will check national funding, as it does cause an issue if we're not able to have a fixed position going forward. <b>Action – JB.</b></p> <p><b>Resilience Planning</b> – this is supported by the GP forward view funding that goes to CCG's to support resilience. We have worked jointly to develop a stocktake of primary care and information and output in clusters was shared. Following this, practices were asked to develop resilience plans to support more at scale thinking around this. Another key part is workforce and a primary care workforce plan is being developed which will be brought back to a future meeting. The approach has been about building resilience and there also needs to be a plan in place for practices who are vulnerable. There was a discussion about when the group could expect to see the workforce plan and DE advised that this was a challenging piece of work and there needs to be conversations about what we're trying to achieve. It was suggested that this could be discussed with clinical leads to determine how this could be approached.</p> <p><b>PMS review/Supplementary Services ES</b> – we are 2 years into a 5 year review process between CCG's and NHSE, the purpose of which was to equalise funding so that there is a fairer allocation. This is a detailed piece of work and we have committed to do a review of the supplementary services agreement within this.</p> <p><b>CCG bids to Estates and Transformation Technology Programme</b> – this is another key funding stream. The CCG's have received additional investment for Weston and Worle as well as Lawrence Weston. Outline business cases for these are being developed.. A GP cloud based sharing telephony system is also being rolled out by One Care and this is expected in March 2019.</p> <p><b>NHS Minor Improvement Grant Scheme 16/17 and 17/18</b> – this is a funding stream available to GP practices to enable minor improvements to premises. 13 schemes have been approved across BNSSG for 17/18, but there is risk to delivery of some projects completing on time and we also need to be prepared for 18/19. There needs to be a common approach to supporting practices to apply for this. JR noted that the 17/18 period is nearly at an end and asked what processes were in place for 18/19 bids.</p> | <p><b>JB</b></p> |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                      |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|    | <p>She also expressed concern around the cost pressure to the CCG which had been identified as amber and asked where governance and decision making was sitting. JB advised that recommendations are currently being put together to take through Executive Team and JR replied that this needs to be resolved urgently so a paper will be needed for the Executive Team in the next few weeks to provide clarity and the issue about revenue funding will then need to be picked up. . <b>Action – JB.</b></p> <p>It was agreed that the format of the report was useful, but that mitigations needed to be added to the risks.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>JB</b>                                                                                   |
| 08 | <p><b>NHSE report to JCC</b></p> <p>NHSE Finance Report</p> <p>John Burrows (JBU) presented the finance report and gave a brief summary of the position.</p> <ul style="list-style-type: none"> <li>• Not showing significant variances.</li> <li>• Overall position for BNSSG is reasonably well in line with budgets, but in excess of allocation. This is not a problem for NHSE as it is part of a much larger budget, however, will need to be addressed for the CCG. Work is being done to set a budget for 18/19 and this is going through the CCG approval process.</li> <li>• No notice yet of what the 18/19 doctors contract will be. JR said that she thought GMS settlements have to be funded and it was her understanding that a GMS settlement would be covered in full in terms of the allocation coming across. She asked for clarification that the core contract would be fully funded. <b>Action – JBU to provide clarification.</b></li> <li>• Operational budgets for 17/18 are a little underspent. AM queried what was included under the “other services” in the analysis of spend and it was noted that this covered a variety of areas, which JBU offered to provide a detailed breakdown of. <b>Action – JBU to provide.</b> There was a query about the RAG rating thresholds and JBU confirmed that these were outlined in the individual reports. It was also noted that further clarification in the report on how headroom was calculated would be useful.</li> </ul> <p><b>Bristol GP contracts procurement</b></p> <p>LP advised that this was intended to be a high level report giving a picture of developments since the last meeting and the group noted the contents of this report. Highlights were as follows:</p> <ul style="list-style-type: none"> <li>• Very positive news around quality of primary care being delivered in</li> </ul> | <p style="text-align: center;"><b>JBU</b></p> <p style="text-align: center;"><b>JBU</b></p> |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action                                                                                       |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|    | <p>the West.</p> <ul style="list-style-type: none"> <li>• JR asked if there was an action plan in place around the Mendip Vale Medical Practice, which was noted by the CQC as requiring improvement and LP advised that there was and that she could give an update about this if needed.</li> <li>• It was noted that there was an additional report about procurement, particularly around the running of Charlotte Keel and Bishopston following the resignation of the partners there.</li> <li>• There are a number of practice merger applications, which are at various stages and a lot of work is ongoing around this with NHSE and the CCG working very closely together on these. A key factor of mergers is stakeholder engagement and JR asked for a full list of this, in a part 2 for the next meeting. <b>Action NH to provide</b></li> <li>• There have been no applications for closure other than temporary closures which are predominantly a few hours, mainly undertaken for training and development processes. JR asked what provisions practices needed to make in these circumstances as there needs to be assurance of cover e.g. a local arrangement with other practices or out of hour's provider. JR asked what our policy was on this and whether there was any protected learning time for practices at this stage. LP advised that NHSE have had a local policy for some time, which JR requested a copy of. DE added that NHSE need to operate to a single countrywide policy so will look at policies with LP and share with JR. <b>Action – DE/LP.</b></li> <li>• NHSE have now developed sub-contracting guide which is available for practices to use.</li> </ul> <p>It was noted that following the contract resignations at Bishopston and Charlotte Keel, a procurement process using the provider framework available to NHSE was undertaken and a provider identified to come in and pick up services in the interim of up to a maximum of 2 years. This resulted in Brisdoc being the preferred bidder, which was announced on the 8th December and both commissioning organisations are now working towards awarding the final contract. Work was also undertaken in regard to PPI, including local media briefings, posters displayed in practices and community buildings and a number of patient drop in sessions. This is now in the mobilisation stage and work is being done with the provider to finalise arrangements. NHSE will also work with CCG colleagues and the practices to better understand challenges and how to keep the practices sustainable going forward. BC advised that both have contracts with the local authority and Bishopston have withdrawn from one of the public health services as they weren't able to deliver this within their current workload.</p> | <p style="text-align: center;"><b>NH</b></p> <p style="text-align: center;"><b>DE/LP</b></p> |
| 10 | <b>Review of Legacy Payments to practices</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                              |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|    | <p>This relates to a number of payments that NHS England has continued to make to practices that are not covered by the Standing Financial Entitlements (SFE) for general medical services and were not included in the PMS review carried out in 2015/16. DE advised that the practices were written to in December to advise that these payments could no longer continue. Meetings have taken place with practices, to work through issues practices are facing. Working groups are being set up to look at this further as some charges have no detail behind them. Four practices have indicated that they will be better off and there will be a number of practices that will apply for S96 financial support. This is a national process; applications will be brought to panel on 29<sup>th</sup> January where consideration for support to practices to keep them sustainable over the next few years will be discussed. Practices will then be advised of the decision. DE said that in the main, the meetings were very positive and helpful and that practices just want to understand the end point and what it means for them.</p>                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 10 | <p><b>CCG Enhanced Services</b></p> <p>LM advised that as we start to move to a single CCG, we will need to start reviewing enhanced services. These are all different in terms of both outcomes and payment mechanisms and those which need to be prioritised will be identified and reviewed first. A meeting will then take place with the LMC to discuss these.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| 11 | <p><b>Future governance arrangement</b></p> <p>Louise Rickitt (LR) presented this paper, which describes the committee structure from 1<sup>st</sup> April. The Terms of Reference are very straightforward as they are based on a tried and tested national model. Some consideration around membership going forward is needed in terms of the CCG merger. Sitting above governance arrangements will also be a new constitution for the new organisation. Phillip Kirby (PK) referred to the membership and asked whether it could be expanded to include either the Chairman or Chief Executive from the LMC which LR noted. The next step is a further review, along with an all draft committee TOR that will be set up by the new merged CCG. This will be reviewed in advance and taken to a new Governing Body in April for full establishment of all committees. Lance Allen (LA) queried that there was no reference to Healthwatch in the Primary Care Operational Group and that it also needs to be recognised that across BNSSG, Healthwatch is three separate organisations. JR felt that there would need to be an arrangement across the three Healthwatch groups for one representative to sit on the committee. JR proposed that the number of non-voting GP members was increased from two to three. She also highlighted that in terms of membership, quality is missing and Public Health will also have to have a conversation about who could represent all 3 areas. Further comments were noted around membership</p> |        |

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action                                |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|    | <p>and clarification was also requested around timelines for sending out papers. JR felt that the group should meet monthly while delegated commissioning is being set up, there will need to be a clear distinction between a part 1 and a part 2, with a minimum of 6 meetings per year. There also needs to be agreement around quoracy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
|    | <p><b>CCG items</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |
| 12 | <p><b>Healthy Weston Programme Update</b></p> <p>Due to time constraints, this item was deferred.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                       |
| 13 | <p><b>Any Other Business</b></p> <p>It was agreed that an email would be circulated with the TOR and deadline for updates to LR within a week. <b>Action – All.</b></p> <p><b>Primary Care Support England (PCSE – Capita)</b></p> <p>This was raised at a previous Bristol JCC meeting but continues to be an issue with practices experiencing problems with payments and deductions via PCSE. AB asked what the local escalation routes were and LP advised that in the South West, an issues log is maintained and practices are encouraged to report problems to the NHSE team. There has been frequent contact with PCSE around issues raised and NHSE work with them to ensure problems are resolved. There has also been an NHSE improvement team embedded within PCSE and improvements are starting to be seen, although these are not across the board. Issues are sent to the Regional Manager at PCSE and they are asked to review and give feedback. PK advised that the LMC get notified of a number of problems, things are slightly better though but end up escalating issues to PCSE directly. JR felt that this was an ongoing issue and that a log of this would need to come to future part 2 meetings of the PCC. <b>Action – NH to bring update to future meeting.</b></p> | <p><b>LR/All</b></p> <p><b>NH</b></p> |
| 14 | <p><b>Dates of Future Meetings</b></p> <p>Dates of future meetings will be circulated.</p> <p>Meeting closed 11.06am.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                       |

## BNSSG CCG Primary Care Commissioning Committee - Action Log

| Meeting Date & Item No.                                                       | Ref. | Action Point                                                                                                                                 | Owner            | Timescale | Update/Comments                                                                                                                                                                                                                                                                                                                                                                           | Status          |
|-------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Actions brought forward from North Somerset CCG Joint Commissioning Committee |      |                                                                                                                                              |                  |           |                                                                                                                                                                                                                                                                                                                                                                                           |                 |
| 30-Mar-17<br>Item 5                                                           |      | <u>Public Engagement</u><br>DC to discuss CCG engagement further with Natalie Field.                                                         | Debbie Campbell  |           | Head of Medicines Management and Primary Care met with North Somerset Director of Public Health and a member of the team to suggest closer communication in future about additional services commissioned by public health from primary care.                                                                                                                                             | Recommend close |
| Actions brought forward from BNSSG Joint Primary Care Commissioning Committee |      |                                                                                                                                              |                  |           |                                                                                                                                                                                                                                                                                                                                                                                           |                 |
| 20-Dec-16<br>Item 6                                                           |      | <u>Report to Bristol Group</u><br>Clarification of the Bristol allocation and control total in relation to other CCG's to be provided.       | John Burrows     |           | 22-Jan-18 update: action handed over to Debra Elliott to provide a response to the CCG within the next two weeks.<br>April 18 update: included an overview as an appendix to the finance paper at April's meeting.                                                                                                                                                                        | Recommend close |
| 02-May-17<br>Item 5                                                           |      | <u>NHS England Report - Broadmead Medical Centre</u><br>Clarification of impact assessment needed in relation to impact of contract profile. | LP               |           | 22-Jan-18 update: An EIA was undertaken and there were no issues.                                                                                                                                                                                                                                                                                                                         | Recommend close |
| 02-May-17<br>Item 5                                                           |      | <u>NHS England Report - Homeless Health</u><br>Update on need and demand profile for Homeless health service for JCC.                        | LP               |           | 22-Jan-18 update: It was advised that no concerns have been raised, the service is progressing well and patients are happy with it. No further action on this was felt necessary.                                                                                                                                                                                                         | Recommend close |
| 02-May-17<br>Item 5                                                           |      | <u>NHS England Report - Homeless Health</u><br>Clarification of application of efficiency targets for Homeless Health Service.               | Laila Pennington |           | 22-Jan-18 update: action reopened. Danielle Neale asked for the rationale behind the statement on the previous action log that there was no efficiency target to apply. Laila Pennington and DN discussed this and it was agreed that Laila would take this away and look at it.<br>April 18 update: Jenny Collins circulated a response to this action to all PCC members on 24th April. | Recommend close |



|                      |  |                                                                                                                                                                 |                |  |                                                                                                                                                                                                |                 |
|----------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 02-May-17<br>Item 5  |  | <u>NHS England Report</u><br>BNSSG CCG primary care leads to review learning from independent evaluation of Somerset scheme once published.                     | Jenny Bowker   |  | 22-Jan-18 update: It was agreed that this should be picked up at a later date and Julia Ross asked for quality in primary care to be included on the agenda for the next meeting of this group | Recommend close |
| 22-Jan-18<br>Item 6  |  | <u>Transition Plan for Delegated Commissioning</u><br>Risk register for transition and ongoing primary care commissioning to be brought back to future meeting. | Lisa Manson    |  | April 18 update: verbal update on the agenda for April's meeting. Jointly agreed plan to be presented to PCC in May.                                                                           | Recommend close |
| 22-Jan-18<br>Item 7  |  | <u>BNSSG CCGs Report</u><br>Clarification of national allocation to be sought for Improved Access.                                                              | Jenny Bowker   |  | April 18 update: national allocation questioned and confirmed. Totals £5.88 per head weighted population for BNSSG.                                                                            | Recommend close |
| 22-Jan-18<br>Item 7  |  | <u>BNSSG CCGs Report</u><br>Update on Minor Improvement Grants scheme for 17/18 and proposals for 18/19 to be taken to Executive Team.                          | Jenny Bowker   |  | April 18 update: paper presented to Executive Team February 18. Practices have been advised of process for 18/19 and bids invited.                                                             | Recommend close |
| 22-Jan-18<br>Item 8  |  | <u>NHSE report to JCC Finance Report</u><br>John Burrows to confirm core contract will be fully funded.                                                         | John Burrows   |  | April 18 update: see finance paper for April Open meeting.                                                                                                                                     | Recommend close |
| 22-Jan-18<br>Item 8  |  | <u>NHSE report to JCC Finance Report</u><br>John Burrows to provide a detailed breakdown of "other services".                                                   | John Burrows   |  | April 18 update: see finance paper for April Open meeting.                                                                                                                                     | Recommend close |
| 22-Jan-18<br>Item 8  |  | <u>NHSE Report to JCC</u><br>Nikki Holmes to provide full list of practice merger applications for part 2 of PCC.                                               | Nikki Holmes   |  | April 18 update: see Medical Contract Overview Report paper for April Closed meeting.                                                                                                          | Recommend close |
| 22-Jan-18<br>Item 8  |  | <u>NHSE Report to PCC</u><br>Debra Elliott to share policy for applications for temporary closures.                                                             | Debra Elliott  |  | April 18 update: Jenny Collins circulated a response to this action to all PCC members on 24th April.                                                                                          | Recommend close |
| 22-Jan-18<br>Item 13 |  | <u>Any Other Business</u><br>Terms of Reference to be circulated for comment.                                                                                   | Louise Rickett |  | April 18 update: circulated and Terms of Reference presented to Governing Body.                                                                                                                | Recommend close |
| 22-Jan-18<br>Item 13 |  | <u>Any Other Business</u><br>Update on process for handling issues raised with PCSE and issue log to be brought to future meeting.                              | Nikki Holmes   |  | April 18 update: jointly agreed this will go to the Primary Care Operational Group (PCOG) from May onwards.                                                                                    | Recommend close |