

JOINT COMMISSIONING COMMITTEE

MEETING:	Ninth Meeting in Public of the Joint Commissioning Committee
MEETING DATE:	Thursday 8 September 2016
VENUE:	Board Room, Health Place, Brigg
TIME:	13:00

PRESENT:

NAME	TITLE	SERVICE/AGENCY
Ian Reekie (<i>IR</i>)	Chair/CCG Lay Member, Patient & Public Involvement	NHS North Lincolnshire CCG
Dr Margaret Sanderson (<i>MS</i>)	CCG Chair/General Practitioner	NHS North Lincolnshire CCG
Dr Andrew Lee (<i>AL</i>)	CCG Member/General Practitioner <i>In attendance from Item 6.0 onwards</i>	NHS North Lincolnshire CCG
Liane Langdon (<i>LL</i>)	Chief Officer	NHS North Lincolnshire CCG
Ian Holborn (<i>IH</i>)	Chief Finance Officer	NHS North Lincolnshire CCG
Catherine Wylie (<i>CW</i>)	Director of Risk & Quality Assurance/ Nurse Member <i>In attendance from Item 6.0 onwards</i>	NHS North Lincolnshire CCG
Paul Evans (<i>PE</i>)	CCG Lay Member, Governance	NHS North Lincolnshire CCG
Dr Wendy Barker (<i>WB</i>)	Deputy Director of Nursing	NHS England – North (Yorkshire and the Humber)
Julia Pollock (<i>JuP</i>)	Chair	Healthwatch North Lincolnshire
Dr Krishna Kasaraneni (<i>KK</i>)	Medical Director	Humberside Group of Local Medical Committees (LMC)
Cheryl George (<i>CG</i>)	Consultant in Public Health	North Lincolnshire Council

IN ATTENDANCE:

Clare Smith (<i>CS</i>)	PA (<i>Note Taker</i>)	NHS North Lincolnshire CCG
Helen Phillips (<i>HP</i>)	Assistant Primary Care Contract Manager <i>In attendance on behalf of Heather Marsh</i> <i>In attendance for all items</i>	NHS England – North (Yorkshire and the Humber)
John Pougher (<i>JoP</i>)	Assistant Senior Officer, Quality & Assurance <i>In attendance for all items</i>	NHS North Lincolnshire CCG

APOLOGIES:

NAME	TITLE	SERVICE/AGENCY
Richard Young (<i>RY</i>)	Interim Director of Commissioning	NHS North Lincolnshire CCG
Dr Robert Jaggs-Fowler (<i>RJF</i>)	Medical Director	NHS North Lincolnshire CCG
Heather Marsh (<i>HM</i>)	Assistant Director of Primary Care	NHS England – North (Yorkshire and the Humber)

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
1.0 WELCOME, ANNOUNCEMENTS, APOLOGIES AND QUORACY		
<p>IR welcomed all attendees to the ninth meeting 'in public' of the Joint Commissioning Committee. It was noted that the meeting was a meeting in public, and not a public meeting, therefore there was no public question time as part of the agenda.</p> <p>Apologies were noted, as detailed above.</p> <p>IR extended the welcome to Ian Holborn, Chief Finance Officer and Cheryl George, Consultant in Public Health as this was their first Joint Commissioning Committee meeting.</p> <p>It was noted that Helen Phillips, Assistant Primary Care Contract Manager was attending the meeting on behalf of Heather Marsh, Assistant Director of Primary Care, NHS England – North (Yorkshire and the Humber).</p> <p>It was noted that the meeting was quorate to proceed.</p>	<p>Decision: Noted</p>	<p>Chair</p>
2.0 DECLARATION OF INTERESTS		
<p>IR invited those with any Declarations of Interest in relation to the agenda or not previously declared, to make them known to the meeting.</p> <p>IH advised that he had no declarations of interest specifically in relation to the agenda, but stated that he that he was a Director/Trustee for the charity, Centrepoint.</p> <p>CG advised that she had no declarations of interest specifically in relation to the agenda, but stated that she was a member of the Northern Lincolnshire and Goole NHS Foundation Trust (NLaGFT) Council of Governors.</p> <p>HP advised that she had no declarations of interest.</p> <p>PE declared an interest specifically in relation to the NHS England Update: temporary list closure request from Bridge Street Surgery, as he was a patient with the Bridge Street Surgery in Brigg. It was agreed that PE could remain in the room but not participate in the discussion.</p> <p>AL declared an interest specifically in relation to Item 11.0 (NHS England Update: West Common Lane Teaching Practice - application for sale and lease back of practice premises), as he was a GP partner of West Common Lane Teaching Practice. It was agreed that AL could remain in the room but not participate in the discussion.</p>	<p>Decision: Noted</p>	<p>Chair</p>
3.0 MINUTES OF THE MEETING HELD ON 14 JULY 2016		
<p>The minutes were accepted as an accurate record of the meeting.</p>	<p>Decision: Noted</p>	<p>Chair</p>
4.0 ACTION LOG		
<p>Actions from the meeting held on 8 September 2016:</p> <ul style="list-style-type: none"> • Item 8.0: Primary Care Performance Dashboard <ul style="list-style-type: none"> ○ IH advised that the dashboard would be available for discussion as a substantive item at the next Joint Commissioning Committee meeting on 20 October 2016 	<p>Decision: Noted</p>	<p>Chair</p>

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<ul style="list-style-type: none"> • Item 5.1: Market Hill 8 to 8 Centre: Procurement <ul style="list-style-type: none"> ○ It was noted that an update was available as part of the NHS England Update (item 11.0) • Item 5.1: Market Hill 8 to 8 Centre: Lessons Learnt Exercise <ul style="list-style-type: none"> ○ It was reported that a meeting had taken place with representatives from NHS England and the CCG. It was highlighted that due process had been followed. The collection and monitoring of data was discussed. It was agreed that the item could now be removed from the action log. • Item 9.0: Primary Care Estates and Technology Transformation Fund Update <ul style="list-style-type: none"> ○ It was noted that bids had been submitted. A regional review by NHS England would be taking place shortly, with more information expected in October 2016 • Item 9.0: Finance Report <ul style="list-style-type: none"> ○ It was agreed that the action could be closed 		
5.0 MATTERS ARISING (NOT COVERED ON THE AGENDA)		
There were no matters arising to be discussed.	Decision: Noted	Chair
6.0 TERMS OF REFERENCE		
<p>IR presented Item 6.0 and the report was taken as 'read'. The decision to reschedule the Joint Commissioning Committee meeting date and time to 16:15 on the third Thursday of every even month meant that the secondary care doctor on the CCG's governing body would no longer be able to attend the meeting. A further amendment to the committee's terms of reference was therefore required to remove the secondary care doctor from the list of voting members. Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> • It was highlighted that further amendments may need to be made once the CCG revised structure was in place, as the CCG would have a Primary Care Directorate • JuP advised that the rescheduled meeting meant that she would be unable to attend future meetings due to existing commitments. JuP would discuss a representative with the Healthwatch North Lincolnshire Board in due course 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Approved the amendment to the committee's terms of reference, to remove the secondary care doctor on the CCG's governing body from the membership 	Chair
7.0 GP PATIENT SURVEY		
<p>IR presented Item 7.0 and the report was taken as 'read'. NHS England commissions an extensive, statistically robust survey of GP practice patients twice per annum from Ipsos MORI. This produces a wealth of patient experience data which can be analysed to identify user satisfaction trends at individual practice, CCG, regional and national levels.</p> <p>The PowerPoint report presented some of the key aggregated results from the survey data published in July 2016 in respect of the 19 North Lincolnshire CCG member practices. Some of the individual practice data would be incorporated in the first iteration of the new style GP practice performance dashboard which would be considered at the meeting of the Joint Commissioning Committee on 20 October 2016. Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> • It was suggested that the performance dashboard should 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Received, considered and noted the report, for information 	Chair

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
include all relevant information on the same page, to avoid having to refer back to multiple pages to interpret/understand the data		
8.0 A NEW CONVERSATION IN PRIMARY CARE		
<p>LL presented Item 8.0 on behalf of RJF and RY as they had passed on apologies for the meeting, and the report was taken as 'read'. Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> • It was highlighted that primary care was working under extreme pressures, with increasing workloads and a diminishing workforce • A 'new' offer was being explored, which would look at ways to do things differently, with a view to ensuring GP provision was sustainable • A Task and Finish/Working Group had been established, any ideas/draft plans would be shared with the Council of Members in due course • It was queried whether patients would be involved in the process <ul style="list-style-type: none"> ○ It was confirmed that at present, patients were not involved ○ The lay members on the CCG Governing Body would have input ○ It was agreed that the Patient Participation Group (PPG) members could be briefed/involved at a later stage <ul style="list-style-type: none"> ▪ It was highlighted that PPGs were aware of the pressures within primary care ○ Public input and understanding of the pressures were discussed • Contractual and behavioural changes were discussed 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Received and noted the contents of the report regarding 'a new conversation in primary care' 	CO
9.0 PATIENT PARTICIPATION GROUP (PPG) MEMBERS' CONFERENCE		
<p>IR presented Item 9.0 and the report was taken as 'read'. As part of the CCG's drive to improve the effectiveness of GP practice based patient participation groups (PPGs) an inaugural PPG Members' Conference was promoted in association with Healthwatch North Lincolnshire on 27 October 2015. In view of the success of this event it was now planned to hold a second conference on Friday 4 November 2016.</p> <p>The programme will include a mixture of plenary sessions and participative workshops. Four distinguished external speakers/workshop facilitators have agreed to participate, namely:</p> <ul style="list-style-type: none"> • Dr Andrew Furber, President, Association of Directors of Public Health – 'The role of primary care in promoting patient activation, prevention and self-care' • Richard Armstrong, Head of Public Health and Primary Care, NHS England (North) – 'Implementing the General Practice Forward View' • Christopher Cherry, Primary Medical Services and Integrated Care Inspector, Care Quality Commission – 'Reflections on the first round of new style GP practice inspections and the role of PPGs in the process' • Christina McArthur, Implementation Consultant, National 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Received and noted the contents of the report regarding the PPG members' conference 	Chair

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p>Institute for Health and Care Excellence – ‘How NICE can support quality improvement in primary care’</p> <p>Although primarily aimed at PPG members, given the scope of the programme and the quality of the speakers it was intended to extend conference invitations to any GP practice, CCG, and public health staff members who may be available to attend. The invitation was also extended to NHS England, via HP and WB.</p>		
10.0 FINANCE REPORT		
<p>IH presented Item 10.0 and the report was taken as ‘read’. The report summarised the latest financial position of primary care (summarised by care network), drawing on the practice specific direct expenditure that is attributed to individual practices held by NHS England and NHS North Lincolnshire CCG.</p> <p>At the end of the first four months of the financial year (i.e. up to 31 July 2016) the main area of financial concern was the prescribing budget, which has an overall adverse variance of circa £153.4k.</p> <p>Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> • Total co-commissioning expenditure (<i>page 2</i>) <ul style="list-style-type: none"> ○ NHS England funded expenditure <ul style="list-style-type: none"> ▪ Forecast at month 4 <ul style="list-style-type: none"> • Annual Budget (£000s) = £22,082 • Budget (£000s) = £7,380,066 • Actual (£000s) = £7,367,264 ▪ It was queried what the ‘Other GP Services’ expenditure related to ○ CCG funded expenditure <ul style="list-style-type: none"> ▪ Forecast at month 4 <ul style="list-style-type: none"> • Annual Budget (£000s) = £32,899,996 • Budget (£000s) = £10,966,449 • Actual (£000s) = £11,119,856 ○ Total primary care expenditure <ul style="list-style-type: none"> ▪ Forecast at month 4 <ul style="list-style-type: none"> • Annual Budget (£000s) = 54,981,996 • Budget (£000s) = £18,346,515 • Actual (£000s) = £18,487,120 • Variance (£000s) = £140,605 overspend • Care network figures (<i>page 3</i>) 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Received, noted and discussed the financial forecast at month 4 (up to 31 July 2016) <p>Action: HP to obtain narrative in relation to ‘Other GP Services’</p>	<p>CFO</p> <p>APCCM</p>
11.0 NHS ENGLAND UPDATE REPORT		
<p>PE declared an interest specifically in relation to the NHS England Update: temporary list closure request from Bridge Street Surgery, as he was a patient with the Bridge Street Surgery in Brigg. It was agreed that PE could remain in the room but not participate in the discussion.</p> <p>AL declared an interest specifically in relation to Item 11.0 (NHS</p>	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Received and noted the NHS England update report 	<p>DDoN APCCM</p>

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p>England Update: West Common Lane Teaching Practice - application for sale and lease back of practice premises), as he was a GP partner of West Common Lane Teaching Practice. It was agreed that AL could remain in the room but not participate in the discussion.</p> <p>WB and HP presented Item 11.0 and the report was taken as 'read'. Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> • West Common Lane Teaching Practice: Application for sale and lease back of practice premises <ul style="list-style-type: none"> ○ West Common Lane Teaching Practice has formally submitted a request to NHS England regarding the sale and lease back of its practice premises at Dorchester Road, Scunthorpe. The practice is planning for the future and as new partners are increasingly reluctant to buy into the ownership of the premises, it was considered best for the practice to sell the premises and lease back <ul style="list-style-type: none"> ▪ Discussion took place regarding the reluctance of new partners to buy into the ownership of premises ▪ It was highlighted that there is very little appetite at the present time for GPs to become partners in their early career ○ The practice currently receives notional rent payments (as described in the paper) in accordance with the 2013 Premises Costs Directions ○ The 2013 Premises Costs Directions allow for a practice to submit a proposal as requested by this practice. The practice has confirmed that the purchaser and future landlord would be Assura, a company based in Warrington, Cheshire ○ The practice will need to agree a heads of terms for the proposed lease and there is a requirement to present the entire lease in an agreed format to NHS England for approval by the District Valuer prior to completion of the lease. NHS England has received the proposed lease which will be submitted to the District Valuer, subject to this request being granted. The lease rent proposed does not exceed the current notional rent paid; therefore the financial implications are cost neutral ○ The practice is currently seeking legal advice regarding a charge on the property which was imposed by the previous Health Authority body, when the premises were constructed. This charge will need to be removed prior to sale of the property ○ The report was circulated by virtual means to members of the committee due to the timescales as to when a decision was required ○ The Joint Commissioning Committee were asked to 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the virtual decision to agree that West Common Lane Teaching Practice can progress with the sale and lease back of its premises on Dorchester Road, Scunthorpe, subject to the charge on the property being released 	

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Note the request from West Common Lane Teaching Practice ▪ Agree that the practice can progress with the sale and lease back of their premises subject to the charge on the property being released. ○ The responses to the request for virtual approval were noted by the CCG and NHS England and the following decision was made in line with the terms of reference <ul style="list-style-type: none"> ▪ The Joint Commissioning Committee considered the application, and it was confirmed that a majority of both NHS England and CCG voting members on the Committee were in agreement with approving the application from West Common Lane Teaching Practice for permission to proceed with the sale and lease back of their practice premises ○ The practice was duly informed of this decision by NHS England. The Committee is asked to note this update and the virtual decision • Practice Merger Application: Scotter and Kirton Lindsey Surgeries <ul style="list-style-type: none"> ○ At the last Joint Commissioning Committee a practice merger application was considered and it was agreed that further work should be undertaken with regards to patient and public consultation in order to progress the application ○ In the period since the last Committee, colleagues from each CCG and the respective NHS England regional teams have developed an action plan and draft consultation plan which is currently being finalised and agreed with both practices ○ A copy of the consultation plan, along with the prepared Frequently Asked Questions (FAQ) will be submitted to the committee for final approval shortly. This would be by virtual means due to timescales involved • Market Hill Procurement <ul style="list-style-type: none"> ○ The committee was informed at the previous meeting that the procurement for the Market Hill practice would be advertised at the end of July. Due to delays in finalising the documentation for the Hull GP practice procurements, NHS England has been unable to advertise the Market Hill contract. To enable the Market Hill contract to be extended for 12 months only and to minimise the financial cost of undertaking two procurements within a short timescale, NHS England has linked the procurements together, and are in the process of seeking approval for the Hull procurement. It 	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the contents of the update • Noted that the consultation plan would be circulated for approval by virtual means before the next Committee meeting <p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the update 	

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p>was anticipated that the adverts would be placed within the next month.</p> <p>Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> ▪ It was noted that an update paper would be discussed by the NHS England Executive Team week commencing 12 September 2016 ▪ Assurance in relation to an agreed way forward was discussed and sought from NHS England <ul style="list-style-type: none"> • Annual Appraisal Report <ul style="list-style-type: none"> ○ In June 2016, Dr Paul Twomey, as the lead Responsible Officer for NHS England North (Yorkshire and Humber) presented the Annual Assurance Report on Revalidation and the Responsible Office Regulations to the Senior Management Team. This report was attached and was presented to the Committee as assurance that the Appraisal and Revalidation system in Yorkshire and Humber was being provided to an appropriate standard • General Practice Forward View Update <p>The General Practice Forward View was published in April 2016. The NHS England Board recently gave an update on five key actions which illustrated progress against the commitments made in the document in relation to:</p> <ul style="list-style-type: none"> ○ GP indemnity proposals ○ General Practice Resilience Programme (GPRP) ○ General practice national development programme ○ Retained doctor scheme – extra resources for GPs and practices ○ Improving how hospitals work with general practice – new requirements on hospitals in the NHS Standard Contract 2016/2017 	<p>Action: HP to discuss with the NHS England Executive Team</p> <p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the contents of the report <p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the contents of the update 	<p>APCCM</p>
<p>12.0 ANY OTHER BUSINESS <i>Urgent Items by Prior Notice</i></p>		
<ul style="list-style-type: none"> • Application to extend current temporary list closure: Bridge Street Surgery, Brigg HP provided a verbal update and advised that the temporary closed list application for Bridge Street Surgery in Brigg was circulated as a virtual report on 29 June 2016. <p>The Joint Commissioning Committee considered the application and recommended that the twelve month list closure request be reduced to a three month temporary approval; thus enabling the Joint Commissioning Committee to assess progress made in implementing the proposed action plan (to enable the list to reopen) at its September meeting.</p> <p>It was requested that an extension of the current temporary list closure be extended to enable full consideration of progress in</p>	<p>Decision: The Joint Commissioning Committee:</p> <ul style="list-style-type: none"> • Noted the verbal update and agreed to an extension of the current temporary Bridge Street Surgery list closure to enable full consideration at the next Joint Commissioning Committee meeting on 20 October 2016 	<p>APCCM</p>

Please note: These minutes remain in 'draft' form until they are approved at the next Joint Commissioning Committee Meeting on 13 October 2016

SUMMARY OF DISCUSSION			DECISION/ACTION (including timescale for completion or update)	LEAD																														
implementing the action plan at the next Joint Commissioning Committee on 20 October 2016.																																		
13.0 DATE AND TIME OF NEXT PUBLIC MEETING																																		
<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Thursday 20 October 2016</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 15 December 2016</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 16 February 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 20 April 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 15 June 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 17 August 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 19 October 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 21 December 2017</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> <tr> <td>Thursday 15 February 2018</td> <td>16:15 – 17:30</td> <td>Board Room, Health Place, Brigg</td> </tr> </tbody> </table>			Date	Time	Venue	Thursday 20 October 2016	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 15 December 2016	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 16 February 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 20 April 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 15 June 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 17 August 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 19 October 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 21 December 2017	16:15 – 17:30	Board Room, Health Place, Brigg	Thursday 15 February 2018	16:15 – 17:30	Board Room, Health Place, Brigg	Decision: Noted	Chair
Date	Time	Venue																																
Thursday 20 October 2016	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 15 December 2016	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 16 February 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 20 April 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 15 June 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 17 August 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 19 October 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 21 December 2017	16:15 – 17:30	Board Room, Health Place, Brigg																																
Thursday 15 February 2018	16:15 – 17:30	Board Room, Health Place, Brigg																																