

# Primary Care Commissioning Committee meeting in public

Tuesday, 18 April 2017, 4.00-5.00pm

Meeting Room 5.4 – 15 Marylebone Road, London, [NW1](#)  
[5JD](#)

## Minutes

### Present

Name	Role/ organisation	Initials
Victoria Stark	Lay Member, Chair	VS
Dr Fiona Butler	GP member, Chair NHS West London CCG	FB
Simon Hope	Deputy Managing Director, NHS West London CCG	SH
Dr Philip Mackney	GP member	
Nick Sodhi	Assistant Head of Primary Care Commissioning NW London, NHS England	NS

### In attendance

Name	Role/ organisation	Initials
Jeevan Jayanthan	Corporate Services Manager (minutes)	JJ
Katrina Mindel	Head of Primary Care Strategy and Development, NHS West London CCG	KM
Garry Money	Delivery Consultant on Primary Care, NHS West London CCG	GM
Michael Roach	Assistant Director for Quality Improvement and Clinical Assurance	MR
Lesley Williams	LMC Representative	LW

### Apologies

Name	Role/ organisation	Initials
Atilade Adeoye	Senior Primary Care Commissioning Manager NW London, NHS England	AA
Dr David Finch	Medical Director – NW London	DF
Cynthia Folarin	Public Health Representative	CF
Dr Naomi Katz	GP member, NHS West London CCG	NK
Julie Sands	Head of Primary Care NW London, NHS England	JS
Louise Proctor	Managing Director, NHS West London CCG (items 3.2 - 6)	LP
Dr Shivali Talsania	Deputy Medical Director, NHS England, North West London	ST
Jonathan Webster	Director of Quality & Patient Safety	JW
Philip Young	Lay member	PY

Item	Action
<b>1</b>	<b>Introduction</b>
1.1	<u>Welcome and apologies</u> The chair welcomed members, attendees, and members of the public to the Committee's inaugural

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<p>meeting.</p> <p>It was noted that, as the meeting was not quorate, decisions could not be made at the meeting that day. The Committee agreed to consult with the non-conflicted clinician after the meeting prior to making any decision.</p> <p>The apologies were noted above.</p>	
<p>1.2 <u>Declarations of Interest</u></p> <p>It was noted that Drs Butler and Mackney would both have an interest in items 3.1 and 3.2, as they were partners in GP practices holding Personal Medical Services contracts with NHS England.</p>	
<p><b>2 Governance</b></p>	
<p>2.1 <u>Terms of Reference / membership</u></p> <p>The Deputy Managing Director presented the paper, which outlined the terms of reference of the Committee.</p> <p>The Committee discussed clinical input, and it was noted that increased representation from colleagues in Primary Care, while not being voting members, would be helpful.</p> <p>The Committee noted the paper.</p>	
<p><b>3 Achieving strategic objectives</b></p>	
<p>3.1 <u>Primary Care Resilience and Provider Development Programme – update</u></p> <p>The Head of Primary Care Development and Strategy presented the paper.</p> <p>The committee was advised that the General Practice Resilience Programme had been developed in support of the General Practice Forward View, which aimed to deliver a support to member practices to manage challenges in developing and delivering primary care services.</p> <p>It was noted that for West London CCG, the 2016/17 allocation amounted to £110,000, and that the funding would be used for a variety of activities, such as:</p> <ul style="list-style-type: none"> <li>• Diagnostic services to quickly identify areas for improvement support;</li> <li>• Specialist advice and guidance e.g. HR/ IT;</li> <li>• Coaching/supervision/mentoring;</li> <li>• Rapid intervention and management support for practices at risk of closure;</li> <li>• Co-ordinated support to help practices struggling with workforce issues;</li> <li>• Change management and improvement support to individual practices or groups of practices.</li> </ul> <p>The Committee was informed that a working group had been set up to steer the work as outlined above, and that a proposed programme had been drafted.</p> <p>It was proposed that the £3 per head spend would be split across two years: 2017/18 and 2018/19. The Committee was informed that there would be further engagement with member practices, with a presentation being taken to Commissioning Learning Sets in April, prior to being presented to the Governing Body at its meeting in May 2017.</p>	

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<p>It noted that, once the proposal was finalised, it would be shared with the LMC for their comments. The committee noted the report.</p>	
<p>3.2 <u>Personal Medical Services (PMS) review</u></p> <p>The Delivery Consultant on Primary Care for West London CCG presented the paper.</p> <p>The Committee was advised that the proposed transitional funding model and commissioning intentions for Year 1 were recommended for West London CCG to adopt as part of the PMS review:</p> <p><u>Transition Funding Model</u></p> <ul style="list-style-type: none"> <li>• Transition funding model aimed to support Personal Medical Service (PMS) practice stability, as they moved to new arrangements as part of the PMS review;</li> <li>• Three transition pathways, each offering different lengths of funding based on scale of income change;</li> <li>• Proposed methodology made all PMS practices in West London CCG qualify for the full 4 year transition offer, it was recommended for all CCGs at the North West London PMS Review Steering Group meeting;</li> <li>• Final offers would be based on 2017/18 figures when available.</li> </ul> <p><u>Commissioning Intentions for year 1</u></p> <ul style="list-style-type: none"> <li>• Engagement with stakeholders included Primary Care Commissioning Intentions Steering Group, held several clinically-led workshops, patient forums, and early discussions with NHS England and London Local Medical Committees;</li> <li>• The PMS premium in West London CCG (approx. £6million) was one of the largest in London, and therefore the programme of commissioning new services was more complex than elsewhere;</li> <li>• Three services had been developed and recommended through the local Steering Group:               <ol style="list-style-type: none"> <li>1) Support for Carers</li> <li>2) Supportive Care – Last Phase of Life</li> <li>3) Reducing High Attendance at A&amp;E</li> </ol> </li> </ul> <p>It was noted work had started to secure resource to develop the associated SystemOne templates, searches, codes and crib sheets to support Practices in delivering the new services.</p> <p>There were no questions from the public.</p> <p>The Committee noted the paper and recommended for approval subject to approval from the non-conflicted clinician.</p> <p style="text-align: right;"><b>Action</b></p> <ul style="list-style-type: none"> <li>• Share the paper with the non-conflicted clinician and agree an outcome <b>(SH)</b> <ul style="list-style-type: none"> <li>• To email the members the agreed final decision <b>(SH/JJ)</b></li> </ul> </li> </ul>	

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<b>4</b>	<b>For information</b>
4.1	None
<b>5</b>	<b>Questions from the public</b>
5.1	There were no questions from the public.
<b>6</b>	<b>Any other business</b>
	There were no any other businesses.

DRAFT