

Primary Care Commissioning Committee (local) – meeting in public

Tuesday, 20 June 2017, 10.30-11.15am

Boardroom, The Museum of Brands, 111-117 Lancaster
Road, London [W11 1QT](#)



Minutes

Present

Name	Role/ organisation	Initials
Simon Tucker	Lay member, West London CCG, acting chair	ST
Christopher Corfield	Head of Medicines Management, CWHH CCGs	CC
Simon Hope	Deputy Managing Director, West London CCG	SH
Dr Eva Hrobonova	Public Health representative	EH
Dr Naomi Katz	GP member (non-voting), CCG Vice Chair (job share), Clinical Lead for Primary Care	NK
Katrina Mindel	Head of Primary Care Development, West London CCG (minutes)	KM
Dr Puvana Rajakulendran	GP member (non-voting), West London CCG	PR
Julie Sands	Head of Primary Care Commissioning, NHS England	JS

In attendance

Name	Role/ organisation	Initials
Atilade Adeoye	Senior Primary Care Commissioning Manager, NHS England	AA
Peter Buckman	Deputy Chief Financial Officer, CWHHE CCGs	PB
Chris Dorian	Management Accountant, West London CCG	CD
Kerry Doyle	Head of Corporate Services, West London CCG (minutes)	KD
Garry Money	Delivery Consultant to West London CCG, Primary Care	GN
Michael Roach	Assistant Director of Quality Improvement, West London CCG	MR
Nick Sodhi	Assistant Head of Primary Care Commissioning, NHS England	NS

Apologies

Name	Role/ organisation	Initials
Dr Fiona Butler	GP member (non-voting), CCG Chair	FB
Dr Philip Mackney	GP member (non-voting), West London CCG	PM
Louise Proctor	Managing Director, NHS West London CCG	LP
Victoria Stark	Lay member (Chair), West London CCG	VS

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Name	Role/ organisation	Initials
Jonathan Webster	Director of Nursing, Quality & Patient Safety , CWHHE CCGs	JW

Item	Action
1	Introduction
1.1	<p><u>Welcome and apologies</u></p> <p>The acting chair welcomed members and attendees to the meeting. The apologies were noted as above.</p>
1.2	<p><u>Declarations of Interest</u></p> <p>It was noted that there were no further declarations of interest.</p>
2	Minutes of the previous meeting
2.1	<p><u>Minutes of the meeting held on 18 April 2017</u></p> <p>The minutes were agreed to be an accurate record of the meeting.</p>
2.2	<p><u>Action log</u></p> <p>The Committee noted there were no outstanding actions.</p>
2.3	<p><u>Matters arising</u></p>
2.3.1	<p><u>Non-conflicted clinician</u></p> <p>The Committee was advised that recruitment was underway across CCGs for these posts.</p>
3	Strategy and commissioning
3.1	<p><u>PMS update</u></p> <p>The Delivery Consultant, Primary Care, gave a verbal update on the Personal Medical Services (PMS) review.</p> <p>The Committee was advised that progress included:</p> <ul style="list-style-type: none"> - Submission to NHS England, as part of assurance process, had been completed; - NHS England awaiting London Local Medical Committees (LMC) feedback; a meeting was being held that week to complete this work; - Work underway within the CCG team to ensure that once assurance was received, offer letters could be circulated to practices, and preparation for negotiations could begin; - Engagement event for PMS practices 21 June 2017, with representation from NHS England and LMC invited; - Work was on track to implement new services by 1 October 2017; - Risks to implementation had been identified, and were being managed;

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<p>- The Committee would be informed in July if the October timeframe was not achievable.</p> <p>It was confirmed that updates would be presented to the Committee on a regular basis.</p> <p>The Committee noted the update.</p>	
<p>4</p>	<p>Finance & activity</p>
<p>4.1 <u>Primary Care Services Budget 2017/18</u></p> <p>The Management Accountant presented the report, which gave an overview of the delegated primary care allocation and budget for which West London CCG had assumed responsibility from 1 April 2017.</p> <p>Potential risks were discussed, including premises costs.</p> <p>The Committee was informed that CCG primary care budgets were with the Chief Financial Officer for review before being approved. It was confirmed that once reviewed, they would be presented to CCG Committees for approval. The Committee requested that further detail was included in each budget line descriptor. The Committee sought clarification of what information would be presented to it as part of financial reporting, such as a single budget that brought together all the primary care budgets: core funding, designated enhanced schemes, out of hospital services, personal medical services etc.</p> <p>The role of the CCG’s Finance & Activity Committee was discussed, and it was agreed that it was important to ensure there was no duplication of work across the two Committees. It was noted that decisions regarding funding for primary care from CCG core allocations would need to be scrutinised by the CWHHE Investment Committee. The Committee acknowledged that it was difficult for it to approve a deficit budget, when it did not have scope to review it in light of wider considerations across the CCG, CWHHE and North West London.</p> <p>The Committee discussed how other actions, such as NHS England agreement to back pay any rent issues prior to commencement of delegation in in April 2017 may help mitigate the funding gap.</p> <p>The Committee:</p> <ul style="list-style-type: none"> - Noted the allocation provided to the CCG for the management of the Primary Care Medical Services; - Noted the expenditure budget produced by the NHS England finance team, along with additions identified locally and potential funding gap. 	<p>Action:</p> <ul style="list-style-type: none"> • To include descriptor in each budget line detail (CD) • To clarify what budget information would be presented to the Committee, and how (CD/ SH)
<p>5</p>	<p>Quality & performance</p>
<p>5.1 <u>Improving Quality in Primary Care</u></p> <p>The Deputy Managing Director presented the report, which described work underway to develop a framework for defining and managing Quality standards for Primary Care across North West London in order to ensure appropriate oversight and deliver improved service quality.</p>	

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	<p>The Committee was informed that teams were working to develop a supportive approach for practices, and that colleagues from primary care practices had been invited to events to give input to its development.</p> <p>Resources were discussed, and it was noted that some practices would require more support than others. The Committee discussed how this aligned to primary care resilience work.</p> <p>It was confirmed that there was an aim to have one quality schedule for primary care in place across North West London.</p> <p>The Committee noted and discussed the report.</p>
6	Questions from the public
6.1	There were no questions from the public.
7	Any other business
7.1	There was no other business.

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