

NHS BOLTON CLINICAL COMMISSIONING GROUP
Public Board Meeting

AGENDA ITEM NO:14.....

Date of Meeting:10th September 2021.....

TITLE OF REPORT:	Primary Care Commissioning Committee	
AUTHOR:	Joanne Taylor, Board Secretary	
PRESENTED BY:	Alan Stephenson, PCCC Chair	
PURPOSE OF PAPER: (Linking to Strategic Objectives)	For the Board to receive and review the minutes of the Primary Care Commissioning Committee meeting held on 5 th August 2021.	
LINKS TO CORPORATE OBJECTIVES (tick relevant boxes):	Deliver the outcomes in the Bolton Joint Health and Care Plan.	
	Ensure compliance with the NHS statutory duties and NHS Constitution.	
	Deliver financial balance.	
	Regulatory Requirement.	
	Standing Item.	√
RECOMMENDATION TO THE BOARD: (Please be clear if decision required, or for noting)	The Board is asked to approve the Minutes. The key points the Board is asked to note from these minutes are:- <ul style="list-style-type: none"> • Approval in principle to the incorporation of a PMS Contract. • Approval to extend the Income Protection process. 	
COMMITTEES/GROUPS PREVIOUSLY CONSULTED:	Primary Care Commissioning Committee	
REVIEW OF CONFLICTS OF INTEREST:	Conflicts of Interest are reviewed at every meeting.	
VIEW OF THE PATIENTS, CARERS OR THE PUBLIC, AND THE EXTENT OF THEIR INVOLVEMENT:	Patient views are not specifically sought as part of this report.	
OUTCOME OF EQUALITY IMPACT ASSESSMENT (EIA) AND ANY ASSOCIATED RISKS:	EIA and an assessment is not considered necessary for the report.	

MINUTES

Primary Care Commissioning Committee – Virtual Meeting

Date: 5th August 2021

Time: 12.00pm

Present:

Alan Stephenson	CCG Lay Member (Committee Chair)
Su Long	CCG Chief Officer (in the Chair for items 9/21 to 12/21 and 14/21)
Stephen Liversedge	CCG Clinical Director, Primary Care & Health Improvement
Lynda Helsby	CCG Associate Director Primary Care & Health Improvement
Kathryn Oddi	CCG Head of Primary Care Contracting
Kelly Knowles	CCG Acting Chief Finance Officer
Susan Baines	Bolton Council Elected Member
Steven Whittaker	Local GP representative
Kerry Porter	GMH&SCP Primary Care team representative
Stacey Walsh	Local Practice Manager representative

Minutes by:

Joanne Taylor	Board Secretary
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Minute No.	Topic
32/21	<p><u>Apologies for Absence</u> Apologies for absence were received from:-</p> <ul style="list-style-type: none"> • Lynn Donkin, Public Health representative, Bolton Council. • Melissa Maguinness, CCG Director of Strategic Commissioning/Deputy CO. • Jim Fawcett, Health Watch representative. • Andy Morgan, Bolton Council elected member.
33/21	<p><u>Declarations of Interest</u> Stephen Liversedge, Stacey Walsh and Steven Whittaker declared an interest in all the items on the agenda relating to primary care, due to potential financial conflicts of interest.</p> <p>The Chair agreed that for each item, views would be taken on the potential conflicts of interest to confirm if these members could take part in any voting or decisions taken.</p> <p>The Chair reminded members of their obligation to declare any interest they may have on any issues arising at meetings which might conflict with the business of the committee. It was noted that declarations declared by members of the committee are listed in the CCG's Register of Interest. The Register is available either via the CCG Board Secretary or the CCG's website at the following link: http://www.boltonccg.nhs.uk/about-us/declarations-of-interest</p>

34/21	<p><u>Minutes from the Meeting held on 10th June 2021</u> The Minutes were approved as a correct record.</p>
35/21	<p><u>Primary Care Commissioning Contract Review</u> The report from the MIAA internal audit review on primary care contracting was presented. Members were informed that the CCG has received substantial assurance in this area. There were 3 recommendations within the report relating to inclusion of an approval date, ensuring all contracts were submitted on time and the development of a communication strategy in relation to primary care. It was noted that the first two recommendations have now been remedied and the third recommendation is in development.</p> <p>The Committee thanked the primary care contracting team for their hard work in gaining this assurance from internal audit.</p> <p>The Committee noted the report.</p>
36/21	<p><u>Application for incorporation of a PMS Contract</u> Further to discussions held at the last meeting, the Committee was presented with further legal advice on the potential risks and implications raised by this application.</p> <p>The Committee reviewed the legal advice received which highlights similar issues on ensuring a safe harbour arrangement is in place to process the novation without having to invite competition and to evidence that a tender process is not required due to lack of competition for technical reasons. The legal view concluding that challenge is likely to be low but advices on the need to assess if there are alternative providers in the market that could make a challenge.</p> <p>Members discussed the level of risk versus the effort and cost of a procurement process, acknowledging that the application appears to have relatively minor changes and is based on continuity of care and is in the interest of patients. Members discussed the option of requesting assurances from the practice to reduce the level of risk, in particular to confirm any future changes to directorship etc.</p> <p>The Committee agreed to the application in principle, based on a further review of the documentation to include any conditions as appropriate to reduce these risks further.</p>
37/21	<p><u>Update on the Application to Increase a Boundary Area</u> The Committee was reminded of the previous discussions held regarding this application and that following a review of boundary areas, the primary care contracting team had highlighted an area that was not covered by any practice.</p> <p>This had been discussed further with the practice submitting the application, to request they accept this area within their boundary area but that a wider discussion with the PCN takes place to ensure all practices are in agreement.</p> <p>The meeting is scheduled to take place this week so a further update will be presented to the Committee at the next meeting.</p> <p>The Committee agreed to review this application further at the next meeting.</p>
38/21	<p><u>Proposal to Extend Income Protection</u> Practices had been informed in February 2021 of the changes regarding the submission of invoices and income protection for the locally commissioned services that were outside of the Bolton Quality Contract.</p>

	<p>The proposal was to extend this to the end of quarter 2, 30th September 2021 with a review being undertaken in the meantime with practices to re-start the submission of invoices and activity from 1st October 2021.</p> <p>The Committee agreed to the extension of the income protection and submission of invoices for locally commissioned services to 30th September 2021.</p>
39/21	<p><u>Estates Update</u></p> <p>The Committee was informed that the Little Lever project is on track for completion in January 2022. Practices will be fully involved in the final design stage, the contractual relocation processes and engagement with patients will take place prior to opening.</p> <p>The Committee noted the update.</p>
40/21	<p><u>Any Other Business</u></p> <p><u>Update on BQC 2021/22</u></p> <p>The Chair informed members of the pressure received from some practices regarding the standard and KPIs agreed regarding face to face consultations. The Chair has confirmed that following the next access audit review, he will ask the Committee to review this requirement at this stage.</p> <p>The Committee agreed to review the BQC standard and KPIs regarding face to face consultations at the December meeting, once the access audit has been undertaken.</p> <p><u>Future Agenda Items</u></p> <p>Members were informed of 2 items to be presented at future meetings:</p> <ul style="list-style-type: none"> • BQC Appeals process – October meeting. • Full review of the Local Enhanced Services – October meeting.
41/21	<p><u>Chair reflection on significant decisions/actions/risks that may need reporting to the Board through these minutes</u></p> <p>The main points highlighted were:-</p> <ul style="list-style-type: none"> • Approval in principle to the incorporation of a PMS Contract. • Approval to extend the Income Protection process.
42/21	<p><u>Time and Date of Next Meeting</u></p> <p>It was agreed that the next meeting would be held on Thursday 14th October 2021 at 12 noon.</p>
43/21	<p><u>Exclusion of the Public</u></p> <p><i>“That representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest”, Section 1 (2), Public Bodies (Admission to Meetings) Act 1960”.</i></p>