

North Central London Primary Care Joint Committee Minutes (Part 1)

Date: Wednesday 21 September 2016
Time: 10.00 – 11.00
Venue: Conference Suite, St Pancras Hospital, London, NW1 0PE



Voting Members

Lay Member Representatives

Ms Cathy Herman – Chair (Apologies)	Haringey CCG
Ms Sorrel Brookes (Vice Chair)	Islington CCG
Ms Bernadette Conroy	Barnet CCG
Ms Kathy Elliott	Camden CCG
Ms Karen Trew	Enfield CCG

GP Representatives

Ahmer Farooqi	Governing Body GP Member, Barnet CCG
Dr Neel Gupta	Governing Body GP Member, Camden CCG
Dr Alpesh Patel	Governing Body GP Member, Enfield CCG
Dr Dina Dhorajiwala	Governing Body GP Member, Haringey CCG
Dr Katie Coleman	Governing Body GP Member, Islington CCG

Officer Representatives

Mr Leigh Griffin	Director of Primary Care Barnet CCG
Ms Susan Achmatowicz (Apologies)	Director of Primary Care, Camden CCG
Ms Deborah McBeal (Apologies)	Interim Deputy Chief Officer, Enfield CCG
Ms Jennie Williams	Executive Nurse & Director of Quality, Haringey CCG
Ms Alison Blair	Chief Officer, Islington CCG

Practice Nurse Representative

Ms Katherine Gerrans	Lead Nurse & Quality Workforce Manager, Haringey CCG
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NHS England

Ms Liz Wise	Director of Primary Care Commissioning, London
Ms Ceri Jacobs (Apologies)	Director of Commissioning Operations North Central and East London
Dr Henrietta Hughes (Apologies)	Medical Director North and East London

Non-Voting Members

Ms Emma Whitby	Chief Executive, Healthwatch Islington
Mr Greg Cairns	Director of Primary Care Strategy, Londonwide LMCs
Dr Manish Kumar (Apologies)	Chair, Enfield LMC
To be confirmed	Health and Wellbeing Board Representative

In attendance

Mr Gordon Houliston (deputy for Ms Susan Achmatowicz)	Head of Primary Care, Camden CCG
Mr Alan Keane	Assistant Head of Primary Care, NHS England, London
Dr Jahan Mahmoodi	Clinical Director, Enfield CCG
Adam Sharples (for Cathy Herman)	Lay Member Haringey CCG (for Cathy Herman)
Jenny Mazarelo	Assistant Director of Transformation Enfield CCG

Minutes

Mr Frazer Tams

Corporate Affairs Manager, Islington CCG

1.	Welcome and Apologies	
1.1	Ms Sorrel Brookes Acting Chair welcomed the members and attendees to the North Central London Primary Care Joint Committee.	
1.2	Apologies were received from Ms Cathy Herman, Ms Deborah McBeal, Ms Susan Achmatowicz, Dr Henrietta Hughes, Dr Manish Kumar	
2.	Declarations of interest	
2.1	The Acting Chair drew the attention of the Committee to the conflicts of interest register and asked if there were any other conflicts to be declared.	
2.2	Dr Alpesh Patel declared an interest in the item to be proposed under AOB relating to the GP pilot scheme involving a small number of practices in Barnet and Enfield offering the opportunity to pay for quicker appointments.	
3.	Minutes and actions from the previous meeting	
3.1	The minutes are to be updated to record the attendance of both Ms Lucy De Groot and Ms Cassie Williams	
	Page 4 - 8.1 of the minutes should state "The purpose of this SOP is to support primary care commissioners to place due consideration on <u>what has led to this notification</u> ". In addition the last sentence in 8.1 should say " <u>comments are incorporated into the document</u> ".	
	Page 8 – 13.11 last sentence should state " <u>no resource to improve</u> "	
3.2	The minutes of the previous meeting on 27 July 2016 were APPROVED subject to the minor amendments referred to above.	
	The committee reviewed the action log: Ms Alison Blair confirmed that for item 14, the risk register had not been updated and this would be completed for a subsequent meeting.	
4.	Questions from the public	
4.1	There were no questions from the public.	
5.	PMS Contract Partnership Changes	
5.1	Ms Liz Wise presented the item requesting the approval of the following: <ul style="list-style-type: none">• Additional partner at Rutland House Surgery (Haringey)• Additional two partners at Brondesbury Medical Centre (Camden) The proposed changes were APPROVED by the Haringey and Camden representatives on the committee.	
6.	List Closure (The Surgery, 625 Green Lanes, Haringey)	
6.1	Ms Liz Wise presented a list closure paper for The Surgery 625 Green Lanes Haringey. The practice has a list size of just 5 and a decision has been taken under the urgent decision process by the Committee Chair, Accountable Officer and NHSE Director of Primary Care.	
6.2	The committee NOTED the decision to close the list.	
7.	Locally Commissioned Services	
7.1	<u>Camden Flu Local Incentive Scheme for Joint Co Committee (Camden CCG)</u> Dr Neel Gupta left the room for this item due to a conflict of interest.	
7.2	Mr Gordon Houlston presented the paper and noted the due diligence undertaken and confirmed this was an historic incentive scheme that Camden were looking to continue through this winter but it was likely to change in the future.	
7.3	Ms Sorrel Brookes raised the point that for items of this nature it is key that we are clear there is no double counting in the payment and understand what the likely costs are and whether it's value for money. This was supported by Ms Kathy Elliott who wanted to know how much the	

		DES was and how did it fit to get a full picture of the payment. Ms Karen Trew added that it would be good to understand what the learning had been from previous years as this was a multi-year scheme.
7.4		Ms Bernadette Conroy raised a general point in that the committee can be criticised on whether schemes are monitored effectively and therefore papers brought to the committee should provide more assurance around the audit mechanisms in place and what monitoring has happened.
7.5		Adam Sharples raised some concern as to whether the committee was required to approve this decision, if so additional information would be required in order to enable this to be signed off. If it was to acknowledge the due diligence work undertaken by Camden CCG and just note the decision made then this was different.
7.6		Alison Blair suggested that for the next meeting the flow chart outlining the governance process for items relating to locally commissioned services which defines the role and purpose of this committee would be tabled to remind the committee of the process agreed.
7.7		Action: The committee process flow chart for locally commissioned services will be brought back to the November meeting for a refresh of the role of the committee.
7.8		The committee NOTED the decision made. Dr Neel Gupta returned to the meeting.
7.9		<u>Islington Local Incentive Scheme (Islington CCG)</u> Ahmer Farooqi questioned whether the LMC had been involved in the service development proposals. Katie Coleman clarified that the LMC are involved in the Primary Care Strategy Group and work in partnership with the CCG.
7.10		Katie Coleman left the meeting at this point due to her role as an Islington based GP.
7.11		Alison Blair confirmed that this proposal had previously been to the May meeting and has returned now to give more detail now it had been worked up with partner organisations.
7.12		Alison Blair confirmed that the information was all in the public domain and therefore could be shared.
7.14		Greg Cairns commented that this represented a good positive example of collaborative working.
7.15		The committee NOTED the paper presented. Katie Coleman returned to the meeting.
8.		Committee Work Plan
8.1		Karen Trew suggested that finance reports should look at the following year as early as January. In addition, QUIP should be included in more detail as relevance to due diligence work being completed.
8.2		Jennie Williams felt it would be useful to look at the effectiveness of the committee. Alison Blair confirmed this had been looked at back in April but the committee could receive a follow up on the actions from that review.
8.3		Action: A review of progress against actions raised from the Committee effectiveness review back in April would be presented to the January meeting.
8.4		The committee NOTED the work plan subject to the above changes.
9.		Risk Register
9.1		Alison Blair confirmed that the risk register had not been updated in any depth and this would take place before the next meeting. It is anticipated that the register will look significantly different at that point.
9.2		The Committee NOTED the risk register and action to review in detail before the next meeting (November 2016).
10.		Quality and Performance September 2016
10.1		Liz Wise presented the report highlighting that the information was predominantly in the public domain and covered: <ul style="list-style-type: none"> • Patient survey • CQC • Quality and Outcomes Framework • Friends and Family

		The report showed some good performance for NCL and some where scores were below the national average. Overall London tends to not be quite as good as the rest of the country.
10.2		Alan Keane confirmed that Appendix 1 referred to in relation to CQC information was not circulated in the papers. This can be circulated to members post meeting.
10.3		Bernadette Conroy was concerned the report felt very static and it was not clear how we would take the information presented and learn from it and use it to take action.
10.4		Adam Sharples added that the information presented in the report is vital in order to review GP performance specifically equality of provision, quality and comparing standards across boroughs. Not having the Appendix meant the information was missing but even though the information is in the public domain accessing this proves to be difficult and you cannot compare CCGs across the footprint.
10.5		Karen Trew felt the committee should target something to look at in more detail next meeting such as friends and family and focus on lessons learnt from the CQC review, what has happened as a result and how support can be provided to other practices.
10.6		Neel Gupta noted that there was nothing on clinical quality in the report. He felt the committee should be looking at clinical quality across NCL and although this information has been launched to the public this committee was still not seeing it.
10.7		Liz Wise welcomed the feedback from the committee and emphasised that significant work is taking place to develop a Pan London dashboard that suits all and can be tailored to individual need. In addition, it is recognised that there needs to be a summation of what is happening locally in the CCGs whilst ensuring the information does not just repeat what is already reported in CCGs. Thirdly, there will need to be an agreement on what information is in the public domain and what is to be shared, this will require working through with the committee.
10.8		Action: A working group of people to include Jenny Williams, Cassie Williams, Neel Gupta, Fiona Erne will meet to agree a proposal for the role of the committee on quality improvement and what information needs to be seen and bring this back to the next meeting.
		The committee NOTED the report.
11.	Primary Care Commissioning Options Update	
11.1		Alison Blair updated the committee and the position with co-commissioning. There has been a significant amount of engagement work undertaken, which in respect of two CCGs meant under their constitution going to a vote. Haringey voted yes to delegation whereas the Camden vote was inconclusive as some practices abstained. Going forward Camden are talking to those practices who abstained to gain an understanding and try to work through that. Secondly we are looking at what we do if Camden do not participate. There are 2 options, either carry on as we are at level 2 or the 4 remaining CCGs seek delegation together. Papers were due to go to Governing Bodies in November on co-commissioning but are now seeking agreement from expressions of interest in December.
11.2		Action: Alison Blair to report back to the next meeting on how the governance would work if Camden was to remain outside of delegated co-commissioning.
11.2		The committee NOTED the update.
12.	Finance Report	
12.1		Liz Wise presented the position as at the end of month 4. It was noted that the committee had asked for more granularity on financial information presented which unfortunately has not been provided. This though will be available for the next meeting. The report shows an overall breakeven position with some small overs and unders that will resolve themselves through the year.
12.2		The committee NOTED the report
13.	Any other business	
13.1		Alpesh Patel left the room at this point due to a conflict of interest Emma Whitby raised questions based on a news article in relation to a pilot scheme in Barnet and Enfield, where patients from NHS practices can pay to be seen quicker by GPs. Leigh Griffin confirmed he was unaware this was happening in Barnet. It is believed that 2

		<p>practices in Barnet are involved in the private service but it was not possible to comment as to how the scheme operated locally.</p> <p>Liz Wise stated there was a need to ensure the service is fully understood as there are clear touch points with the NHS but this is not an NHS commissioned service. NHSE will need to ensure the practices remain compliant with the contract by looking at the touch points. NHSE would report back to the next meeting.</p>
13.2		The committee NOTED the AOB.

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NCL Primary Care Joint Committee

Action Log – Part 1

Meeting Date	Action No.	Action	Action lead	Deadline	Status update	Date closed
19/01/16	1	Register of interests to be updated.	Committee Secretary	Ongoing	The register of interests has been updated.	
17/5/16	10	Proposed actions to improve the Joint Committee to be taken forward. These include: <ul style="list-style-type: none"> Forming a task and finish group to agree '<i>what does good look like?</i>' in terms of a standard performance and quality report and a financial monitoring report that would come to the Committee; Develop a work plan; Focus on more CCG collaborative topics; More clarity on outcomes the Committee is trying to achieve and its added value Responding to the recommendations of the internal audit including improving the register of interest, establishing a work plan and committee templates, establishing a Committee risk register. 	Alison Blair, NCL senior responsible offer Primary Care	30/9/16	Closed : <ul style="list-style-type: none"> Task and finish group – NCL will now be contributing to London working group on quality and performance. A workplan and risk register have been developed. Focus on more collaborative topics and clarity of outcomes is linked to what the Committee's function will be in implementing NCL's Sustainability and Transformation Plan. Updates to this have been included in the Committee's workplan for 2016/17. Committee coversheet template is in place. Agreed that Equality Impact Assessment template is not required for the Committee as this is completed at CCG level. Updates have been made to the register of interests. 	12/8/16
27/7/16	11	Conflicts of Interest register to be updated for Ms Karen Trew and Ms Katherine Gerrans.	Committee Secretary	21/9/16	<ul style="list-style-type: none"> The Conflicts of Interest register has been updated 	30/8/16

					accordingly.	
27/7/16	12	Update on any amendments to the SOP for responding to CQC 'requires improvement' notifications be brought to the September Committee.	Ms Fiona Erne	21/9/16	<ul style="list-style-type: none"> The NHS England primary care contracts team have been asked to notify the NCL Primary Care Joint Committee of any proposed changes to the SOP. 	30/8/16
27/7/16	13	Committee workplan for 2016-17 to be updated with agreed additional items.	Committee Secretary	21/9/16	<ul style="list-style-type: none"> Workplan has been updated accordingly. 	30/8/16
27/7/16	14	Risk register to be updated to show rating before and after risk mitigations.	Ms Fiona Erne / Alison Blair	25/01/17	The register will be updated in detail for subsequent meeting in January	
21/9/16	15	The committee process flow chart for locally commissioned services will be brought back to the November meeting for a refresh of the role of the committee.	Ms Alison Blair	16/11/2016	The committee process flow chat for locally commissioned services will be brought back to the November meeting for a refresh of the role of the committee	
21/9/16	16	A review of progress against actions raised from the Committee effectiveness review back in April would be presented to the January meeting.	Ms Alison Blair	25/01/2017	To be reviewed at January 25 th 2017 meeting.	
21/9/16	18	A working group of people to include Jennie Williams, Cassie Williams, Neel Gupta, Fiona Erne will meet to agree a proposal for the role of the committee on quality improvement and what information needs to be seen and bring this back to the next meeting.	Dr Neel Gupta	16/11/2016	Verbal Update on the November agenda	
21/9/16	19	Alison Blair to report back to the next meeting on how the governance would work if Camden was to remain outside of delegated co-commissioning.	Ms Alison Blair	16/11/2016	Updated as Agenda item 8	
21/9/16		In reference to GMS contract breach case C1701, Liz Wise agreed to the following points: <ul style="list-style-type: none"> review sub section 1 of option 2 proceed with sub section 2 of option 2 comply with the recommendation in paragraph 8 come back to the committee in 	Ms Liz Wise	16/11/2016	Liz to provide verbal update at meeting	

		<p>November with a timeframe in place for the contract management framework currently being applied; and</p> <ul style="list-style-type: none">• Provide confirmation that the list has been validated.				
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