

## NORTH YORKSHIRE CLINICAL COMMISSIONING GROUP

### Primary Care Commissioning Committee (PCCC)

25 March 2021

14:00 – 16:00

Via Microsoft Teams

<b>Present (Voting Members)</b>	
Sheenagh Powell	Governing Body Lay Member, Chair
Wendy Balmain	Director of Strategy and Integration, North Yorkshire CCG
Alec Cowell	Deputy Director of Financial Services and Reporting, North Yorkshire CCG on behalf of Jane Hawkard
Kate Kennady	Governing Body Lay Member, North Yorkshire CCG
Dr Bruce Willoughby	North Yorkshire CCG Governing Body GP

<b>In Attendance (Non-Voting Members)</b>	
Chris Clarke	Senior Commissioning Manager, NHSE
Andrew Dangerfield	Head of Primary Care Transformation, North Yorkshire CCG
Ashley Green	Healthwatch
Dr Omnia Hefni	North Yorkshire CCG GP
Tim Readman	Senior Communications Officer, North Yorkshire CCG (part)
Sasha Sencier	Corporate Governance & Assurance Manager, North Yorkshire CCG
Natalie Smith	Health Improvement Manager, Public Health, NYCC on behalf of Angela Hall
Dr Sally Tyrer	GP and LMC representative
Cathy Tobin	Secretariat (Minutes)

<b>In Attendance (Observing)</b>	
Megan Kay	Management Trainee, North Yorkshire CCG
Claire Saunders	Service Improvement Manager, North Yorkshire CCG

<b>In Attendance (Members of the Public)</b>	
Alexandra Jager	PHD Student, Oxford University

<b>Apologies</b>	
Clare Beard	Public Health Consultant, NYCC
Dr Peter Billingsley	North Yorkshire CCG Governing Body GP
Jane Hawkard	Chief Finance Officer, North Yorkshire CCG
Mark Hodgson	Clinical Lead for Community & Integration, and Governing Body GP, North Yorkshire CCG & Aldbrough St John Surgery
Sue Peckitt	Chief Nurse, North Yorkshire CCG

## **1.0 Apologies for Absence and Quorum**

The Chair welcomed the Committee members and apologies were noted as above.

The Chair confirmed that the meeting was quorate taking into account any apologies for absence.

The Chair was informed that Megan Kay and Claire Saunders from the CCG were attending the meeting as observers.

The Chair also noted that two members of the public had registered to join the meeting however only one joined. Tim Readman from Communications joined the meeting briefly for their arrival.

### **The Primary Care Commissioning Committee:**

Noted attendance and apologies and confirmed the meeting was quorate under the requirements set out within the Terms of Reference.

## **2.0 Declarations of Members' Interests in relation to the Business of the Meeting**

The Chair reminded Committee members of their obligation to declare any interest they may have on any issues arising at Committee meetings which might conflict with the business of North Yorkshire Clinical Commissioning Group (CCG).

No declarations of interest were declared in relation to the business of the meeting.

Declarations declared by members of the Primary Care Commissioning Committee are listed on the CCG website: <https://www.northyorkshireccg.nhs.uk/home/about-us/publications/conflicts-of-interest/>

**The Primary Care Commissioning Committee:**

Noted there were no declarations of interest declared in relation to the business of the meeting.

**3.0 Questions from Members of the Public**

No questions from members of the public had been received.

**The Primary Care Commissioning Committee:**

Noted that no questions from members of the public had been received.

**4.0 Minutes and Matters Arising**

**4.1 Minutes from the Meeting held on Thursday 26 November 2020**

Minutes of the meeting held on Thursday 26 November 2020 were reviewed by the Primary Care Commissioning Committee for accuracy and were approved as an accurate and true record of the meeting.

**The Primary Care Commissioning Committee:**

Approved the minutes held on 26 November 2020 as an accurate and true record of the meeting.

**4.2 Matters arising from the Minutes**

The action log was reviewed by the Primary Care Commissioning Committee and confirmed that all actions were complete.

The Chair queried about the Healthy Child Consultation that Public Health had undertaken as the previous minutes stated that the response to the consultation would be brought back to the Committee. Wendy Balmain agreed and will ask Sue Peckitt to provide detailed feedback to the next meeting.

**ACTION:** The Chair queried about the Healthy Child Consultation response being brought back to the Committee. Wendy Balmain agreed and will ask Sue Peckitt to provide detailed feedback to the next meeting.

**The Primary Care Commissioning Committee:**

Reviewed the action log and confirmed that all actions were complete.

**5.0 Governance**

**5.1 Significant Risk Review**

Sasha Sencier provided a verbal update as detailed below:

It has been agreed to stand down any risk reporting during this period due to the significant pressures on staff being relocated to work on the vaccination programme. Risk leads have been asked by email to keep check of their risks, particularly the significant ones, and to update risks if any substantial changes occur. There have been no reports of any significant increases to individual risks as of 20 March 2021 and can confirm that there are no risks aligned to PCCC that are deemed significant (a score of 15 and above).

There is currently one scored at 12 but have been assured by the Assistant Director leading on this risk that this risk has not changed for March 2021.

The Committee is asked to note that there are no significant risks to consider and to receive assurance that processes are in place to manage risks effectively.

**The Primary Care Commissioning Committee:**

Noted that there are no significant risks to consider and to receive assurance that processes are in place to manage risks effectively.

**5.2 PCCC Annual Report and Effectiveness Review**

Sasha Sencier provided a verbal update below as detailed in the report:

The report covers the work of the Primary Care Commissioning Committee of NHS North Yorkshire CCG for matters relating to the year 2020/21 and details the outcome of the effectiveness review which has already been received by the Governing Body who were assured that the Committee had carried out their duties in accordance with the terms of reference. Both will form part of the Annual Governance Statement.

The Committee is asked to:

- Review and approve the draft PCCC Annual Report 2020/21.
- Approve for the Executive Lead, Director of Corporate Services, Governance and Performance and the Chair to approve any additional changes outside of the Committee due to the timeliness of publishing the combined Governing Body Committee's Annual Report 2020/21.
- Note that the Committee Annual Report will be combined to produce the Governing Body Committees Annual Report 2020/21 and will form part of the Annual Governance Statement 2020/21.
- Review the self-assessment and note that the Governing Body has received assurance that the report provides a level of assurance that the Committee is operating effectively.
- Agree any further actions required to address any gaps in assurance identified by the review.

**The Primary Care Commissioning Committee:**

Noted, accepted and approved all of the above as detailed in the Annual Report and Effectiveness Review.

### 5.3 Terms of Reference

Sasha Sencier provided a verbal update confirming that the Terms of Reference would normally be reviewed at this time of year however explained that all Terms of References are being reviewed after year-end. Therefore, the Terms of Reference will be reviewed by the Committee at the next meeting in May 2021. No significant changes are envisaged.

The Committee is asked to note the above.

**ACTION:** Terms of Reference to be presented to the next meeting.

#### **The Primary Care Commissioning Committee:**

Noted that the Terms of Reference will be reviewed by the Committee at the next meeting.

### 5.4 PCCC Forward Plan

The Forward Plan was presented to the Committee to note and the Committee was happy with it.

#### **The Primary Care Commissioning Committee:**

Noted the updated PCCC Forward Plan.

## 6.0 Strategy and Planning

### 6.1 Primary Care Report

Wendy Balmain highlighted the key issues of the Primary Care report and noted the significant response from practices across the patch supporting delivery of the vaccination programme. Wendy confirmed that planning discussions are underway to agree clear plans for restoration and recovery of Primary Care Services.

Bruce Willoughby expressed a huge thanks to Primary Care colleagues for their efforts during the last year and provided an overview of the report as detailed below:

- Covid incidents have come down.
- Funding for the Covid hot sites has been extended until the end of April 2021.
- The CCG has facilitated the roll-out of a Primary Care led Oximetry@home Service where anyone with COVID-19 aged 65 or older, clinically extremely vulnerable or where there is some clinical concern, can be given a pulse oximeter to monitor their oxygen saturations.
- £120m additional funding has been secured nationally for the next year to continue to support the seven priorities originally highlighted in the Covid Capacity Expansion letter in November 2020.
- There have been a number of changes to the GMS contract for next year.
- The Primary Care Networks (PCNS) continue to be mainly focused on the vaccination programme
- The current Extended Access contracts have been extended until April 2022.

- Digital (NECS Migration) – the three outstanding practices have appointed contractors to carry out the remedial cabling work required in order to migrate at the end of 2020.

**The Primary Care Commissioning Committee:**

Noted the update from the Primary Care Report.

**6.2 Vaccination Programme**

Andrew Dangerfield provided a verbal update on the key issues of the vaccination programme as detailed below:

- There are now eight vaccination sites across North Yorkshire.
- Seven pharmacy sites are in the process of going live.
- Overall, 48.2% of North Yorkshire GP registered patients have received a vaccination.
- There will be a reduction of supply of the vaccines in April which will slow down the first doses of the vaccinations. The second doses will be ring fenced and will therefore will not be affected by the reduction in supply. Currently we remain on track to vaccinate all the over 50's by 15 April and all adults to be offered a first dose by the end of July.

Sally Tyrer expressed her thanks to the CCG for the level of support received and stressed the success of the joint working with the CCG. Sally particularly wanted to thank Andrew Dangerfield and Sue Peckitt as well as the PCN's.

Ashley Green and Kate Kennady stated that positive responses had been received from patients about the vaccination rollout programme and Bruce Willoughby informed the Committee that a group will be set up to understand the reasons behind some patients not attending their appointments.

Andrew confirmed that practices were following up any patients who declined their vaccination appointments to understand any concerns.

**The Primary Care Commissioning Committee:**

Noted the update on the Vaccination Programme.

**6.3 Report from NHSE / NHS Improvement**

Chris Clarke presented highlights of the NHSE / Improvement report as detailed below:

General Practice Electronic Declaration (e-Dec) - The e-Dec is an annual contractual requirement in which practices provide responses to a series of questions with the purpose of providing assurances of contract compliance. Chris noted that it wasn't perhaps of major significance in the current scheme of things but it was worth highlighting that all North Yorkshire practices have submitted their returns before the deadline despite everything that the practices have been required to deal with over the last year. Once we have been provided with the details of the returns they will be shared with the Committee.

Primary Medical Care Policy and Guidance Manual - The manual is used by NHS England and CCG Commissioners to support contracting and commissioning in primary medical services and was updated in February 2021. The key amendments covered practice incorporation and the access to the dynamic purchasing system to support rapid commissioning of alternative provider medical services caretaker contracts.

Digital Primary Care - Digital Primary Care is a revenue funding stream being made available by NHS England and NHS Improvement to support the development of digital solutions across Primary Care. The programme runs from 2020/21 through to 2023/24 to support practices, PCNs and the wider system.

NHS Community Pharmacy Consultation Service - Since starting in October 2019, the NHS Community Pharmacy Consultation Service (CPCS) has supported thousands of patients referred from NHS111 with medicine needs and management of minor acuity conditions. The service has now been extended to include referrals from General Practice for minor illnesses and conditions such as constipation, cough, sore throat and joint pain. All practices have been contacted to make them aware of the programme and to ask for expressions of interest to take part.

Workforce Pooling System - £120k was secured to support the establishment of a system in HCV. A survey was undertaken across local medical committees and practice in Humber, Coast and Vale to raise awareness, secure feedback and gauge interest. Most of the interest has come from North Yorkshire practices so far. The team will look to working with North Yorkshire practices to develop the offer further.

#### **The Primary Care Commissioning Committee:**

Noted the update from the NHSE / NHS Improvement.

## **6.4 Public Health Update**

Natalie Smith provided highlights from the Public Health report as detailed below and expressed her thanks for the multi-agency approach:

Covid Pandemic - remains a priority.

Healthy Child Programme - continues.

Sexual Health Services - PrEP (pre-exposure prophylaxis) - PrEP is a drug taken by HIV-negative people before and after sex that reduces the risk of getting HIV. PrEP is now available free of charge in North Yorkshire via the Integrated Sexual Health Service – [YorSexualHealth](#).

Adult Weight Management Service – despite the restrictions associated with COVID-19, the North Yorkshire Adult Weight Management Services have continued to support local people who need support and specialist advice to lose weight. Discussions are taking place on how to move the service forward.

Approved Provider List (APL) – North Yorkshire County Council contracts with GP practices and Pharmacies for the provision of a range of primary care based public health services via an Approved Provider List. Current contracts expire on 31 March 2022 and North Yorkshire County Council plan to extend existing contracts for at least one year due to the impact of COVID-19, with break clauses applied for each service. North Yorkshire County Council will agree the contract extension period in May 2021. During the extension period, the Public Health Team will work with primary care partners to transform commissioning arrangements and would like to explore potential co-commissioning arrangements, potential primary care delivery footprints as well as service models that will meet population health needs in the future.

The Committee was asked to approve the extension to the APL contracts for at least one year from March 2022, which the committee agreed.

**The Primary Commissioning Committee:**

Noted the update from the Public Health report and agreed to extend the APL Contracts for at least a year from March 2022.

**DECISION:** The Committee agreed to extend the APL Contracts for at least a year from March 2022.

**6.5 Practice Changes / Rent Reviews**

No practice changes were submitted.

Alec Cowell verbally presented the following rent reviews / reimbursement as detailed below:

Rent reviews

As per the CCG's operational scheme of delegation, rent reviews with a financial impact of less than £5,000pa can be approved by NHSE and noted at PCCC. There have been two since the last meeting which the Committee was asked to note:

- Ripon Spa Practice - £2,365pa increase
- Sandsend Practice - £2,162pa increase

Stokesley Health Centre (Dr Duggleby & Partners)

The rent review has resulted in a reimbursement increase of £14,727pa. It should be noted that the CCG's resource allocation has actually already been adjusted to fund this increase. The Committee was asked to approve the increase.

**The Primary Commissioning Committee:**

The Committee noted the rent increases for both Ripon Spa and Sandsend practices and approved the rent reimbursement for Stokesley Health Centre.



**DECISION:** The Committee approved the rent reimbursement for Stokesley Health Centre of £14,727pa.

## **7.0 Finance and Performance**

### **7.1 Internal Audit Report**

Wendy Balmain provided a verbal update confirming that an internal audit report would normally be presented to the Committee prior to it being presented to the Audit Committee in April however there have been some delays in gathering some of the evidence due to Covid. Wendy assured the Committee that the last report did not include any significant risks and confirmed that no significant issues have been highlighted. Therefore the report will be presented to the next meeting.

The Committee is asked to:

- receive assurance that the audit is well underway and that it will be ready to go to the Audit Committee in April 2021.
- delegate authority for the Chair and Executive Lead to review before it goes to the Audit Committee in April 2021.
- note that the outcome will be brought to the Committee in May 2021.

**ACTION:** Internal Audit Report to be presented to the next meeting.

#### **The Primary Care Commissioning Committee:**

Noted the assurance provided, the delegated authority to the Chair and Executive Lead to review the report before it goes to the Audit Committee in April and presented to the Primary Care Commissioning Committee meeting in May.

### **7.2 Finance Report**

#### **Alec Cowell verbally updated on the key highlights of the report as detailed below:**

The finance report is presented to the committee for information. As previously noted, financially this is a year of two halves. The first half of the year has now been allocated an additional £1.3m resource allocation to allow the CCG to breakeven. The second half of the year to January 2021, is showing an overspend of £489k. However, it is forecast that this overspend will reduce to just £20k overspent at the end of the year.

Please note that the recommendations section of the paper is incorrect. It should ask the committee to note the current overspend of £489k to January 2021 and it is forecasted for this figure to reduce to £20k at the end of the financial year as stated above.

#### **The Primary Care Commissioning Committee:**

Noted the contents of the Finance Report.

### **7.3 Integrated Quality Performance Report**

Andrew Dangerfield provided highlights of the key issues from the Integrated Quality Performance report as detailed below:

CQC ratings – one practice was assessed last year as 'requiring improvement' and Andrew informed the committee that significant improvement has been made since and despite their rating still showing as requiring improvement the CCG is assured that the practice is running a safe and responsive service. Andrew added that the next CQC inspection date is still to be confirmed.

Learning Disability Health checks – the target is 67% however Andrew explained that the current data available is not 100% accurate and further work is being undertaken. Practices have provided assurance that they are following up with all LD patients.

The number of face to face appointments continues to rise following a drop last year at the beginning of the pandemic.

**The Primary Care Commissioning Committee:**

Noted and was assured with the update from the Integrated Quality Performance Report.

## **8.0 Investment Decisions**

There were no investment decisions to approve.

**The Primary Care Commissioning Committee:**

Noted that there were no investment decisions to approve.

## **9.0 Minutes and Key Messages to the Governing Body**

The Chair noted the highlights of the minutes and key messages to the Governing Body which will be included within her report to the Governing Body.

- No matters of concern.
- To reflect thanks to Primary Care colleagues who have been part of the covid vaccination programme.
- Approval of the Stokesley Health Centre rent reimbursement.

**The Primary Care Commissioning Committee:**

Noted the highlights of the minutes and key messages and that they will be presented to the next Governing Body meeting.

## **10. Any Other Business**

Andrew Dangerfield informed the Committee that there will be a further rent review which may need to be submitted virtually to the Committee before the next meeting.

**The Primary Care Commissioning Committee:**

Noted that a further rent review may be submitted virtually before the next meeting.

## **11. Meeting Reflection**

The Chair thanked everyone for their contributions.

### **The Primary Care Commissioning Committee:**

Noted the above.

## **12. Next Meeting**

The Chair advised that the next PCCC meeting was scheduled to take place on:

Thursday 27 May 2021: 14:00 – 16:00.

Via Microsoft Teams

### **The Primary Care Commissioning Committee:**

Noted the date and time of the next meeting.

## **Follow up actions**

The actions required as detailed in these minutes are attached at Appendix A.

## **Primary Care Commissioning Committee**

### **Key Messages to the Governing Body**

- The Committee received and noted the regular reports on Finance, PC performance, public health, and Primary Care. There were no issues of particular note to be brought to the attention of GB. The primary care report included updates particularly on the work related to Covid and the ongoing development of Primary Care Networks.
- The committee received an update on the Covid vaccination programme. Comments were received from Healthwatch and lay members with regard feedback they had received from the public on the success of the programme. Thanks were expressed by all the mutual partners for the cooperation between different elements to deliver a successful programme. It was acknowledged by all that the success was due to the huge effort and cooperation of all involved. Thanks were specifically expressed by the LMC to the CCG for their support and mutually the CCG thanked GPs and PCNs for their hard work. Public health also thanked all involved in the programme.
- The committee approved the rent increase for the Stokesley practice as recommended by the DV. Two further rent increases at Sandsend Practice and Ripon Spa were noted. These had already been approved as they were below the limit needing approval at the PCCC.

## Appendix A

### North Yorkshire Clinical Commissioning Group Actions from the Primary Care Commissioning Committee on 25 March 2021

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
25 March 2021	4.2 Matters arising from the Minutes	The Chair queried about the Healthy Child Consultation response being brought back to the Committee. Wendy Balmain agreed and will ask Sue Peckitt to provide detailed feedback to the next meeting.  <b>06.04.21:</b> Cathy Tobin contacted Sue who confirmed she will attend the next meeting.	Wendy Balmain	27 May 2021
25 March 2021	5.3 Terms of Reference	All Terms of References are being reviewed after year-end, therefore the Terms of Reference will be presented to the next meeting. No significant changes are envisaged.	Sasha Sencier / Sharon Gent	27 May 2021
25 March 2021	7.1 Internal Audit Report	Internal Audit Report was not ready to present, however it will be presented to the next meeting.	Sasha Sencier / Sharon Gent	27 May 2021

**North Yorkshire Clinical Commissioning Group  
Primary Care Commissioning Committee**

**CLOSED ITEMS**

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
26 November 2020	6.4 Public Health Update	Sue Peckitt and the CCG to pull together a collaborated response to the Healthy Child Consultation.	SPe/CCG	<b>Complete</b>
26 November 2020	7.1 Finance Report	Alec Cowell to send Sheenagh Powell a copy of the audit report from Deloittes.	Alec Cowell	<b>Complete</b>