

**NORTH YORKSHIRE CLINICAL COMMISSIONING GROUP  
(NYCCG)**

**Primary Care Commissioning Committee (PCCC)**

**27 May 2021  
14:00 – 16:00**

**Via Microsoft Teams**

<b>Present (Voting Members)</b>	
Sheenagh Powell	Governing Body Lay Member, Chair, NYCCG
Kate KENNADY	Governing Body Lay Member, NYCCG
Lisa Pope	Deputy Director of Primary Care and Integration, NYCCG
Dr Bruce Willoughby	NYCCG Governing Body GP
Jane Hawkard	Chief Finance Officer, NYCCG
Dr Peter Billingsley	NYCCG Governing Body GP
Mark Hodgson	Clinical Lead for Community & Integration, and Governing Body GP, NYCCG & Aldbrough St John Surgery
Sue Peckitt	Chief Nurse, NYCCG

<b>In Attendance (Non-Voting Members)</b>	
Chris Clarke	Senior Commissioning Manager, NHSE
Ashley Green	Healthwatch
Angela Hall	Public Health Consultant, NYCC
Dr Sally Tyrer	GP and LMC representative
Sharon Gent	Executive Assistant (minutes)
Cathy Tobin (part)	Attendance

<b>In Attendance</b>	
Tim Readman	Senior Communications Officer, NYCCG
Sasha Sencier	Board Secretary and Senior Governance Manager, NYCCG

Apologies	
Wendy Balmain	Director of Strategy and Integration, NYCCG
Andrew Dangerfield	Head of Primary Care Transformation, NYCCG
Dr Omnia Hefni	NYCCG GP

### 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 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 (NYCCG).

Sally Tyrer advised that the GP named in the rent review for Stokesley (Item 6.5c) was a Clinical Director whom she worked closely with. Sally's declaration was noted by the Committee. As a non-voting member she would play no part in the decision.

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 that Sally Tyrer worked closely with the GP named within Item 6.5c.

### 3.0 Questions from Members of the Public

The Chair advised that there were no questions from members of the public and there had been no requests from members of the public to join the meeting.

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

Noted there were no questions from members of the public and no members of the public had requested to join the meeting.

## **4.0 Minutes and Matters Arising**

### **4.1 Minutes from the Meeting held on Thursday 25 March 2021**

Minutes of the meeting held on Thursday 25 March 2021 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 25 March 2021 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 it was confirmed that all actions were complete and the Healthy Child Consultation, Internal Audit Report and Terms of Reference were on the agenda.

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

Reviewed the action log and confirmed that all actions were complete and the Healthy Child Consultation, Internal Audit Report and Terms of Reference were on the agenda.

## **5.0 Governance**

### **5.1 Terms of Reference**

Sasha Sencier presented the Terms of Reference and noted they were presented to this Committee annually. NHSE and the Council of Members approved the Terms of Reference last year and there had been no changes since. The Primary Care Commissioning Committee were asked to approve the Terms of Reference which would then be presented to the Governing Body for formal ratification in June 2021. The Primary Care Commissioning Committee approved the Terms of Reference.

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

Approved the Terms of Reference.

### **5.2 Significant Risk Review**

Sasha Sencier presented the Significant Risk Review noting there were currently 3 risks that were scored 12 and above and aligned to the PCCC. Of those risks, 3 score at 12 and 0 score at 15 and above.

#### **The Primary Care Commissioning Committee was asked to:**

- Note the risks were being managed effectively through the Corporate Risk Review Group who are accountable to the Executive Directors.
- Note the controls and actions in place in order to reduce the significant risks effectively.

The Chair noted the concern leading from the pandemic and the challenges the Health Service had faced and noted it was helpful to identify the risks.

Sasha noted that there were no significant risks on the GBAF that are aligned to PCCC however there were some aligned to Workforce and Wendy Balmain and the Directors were looking at these. The Internal Audit Report had received high assurance.

**The Primary Care Commissioning Committee:**

Noted the Significant Risk Review and that the risks were being managed effectively through the Corporate Risk Review Group who are accountable to the Executive Directors and noted the controls and actions in place to reduce the significant risks effectively.

**5.3 PCCC Forward Plan**

The Chair presented the Forward Plan noting the Primary Care Strategy was still blank. Lisa Pope advised that she was working with Wendy Balmain, NHSE and HCV on the Primary Care Strategy and it was in development.

**Action: Lisa Pope to check if the schedule should be included on the forward plan.**

**The Primary Care Commissioning Committee:**

Noted the Forward Plan and the action above.

**6.0 Strategy and Planning**

**6.1 Healthy Child Consultation**

Sue Peckitt gave a verbal update noting the programme was for 0-19 years and had been delivered by Harrogate Trust for several years. There had been a reduction in funding grants and concerns regarding internal issues at Harrogate Trust and North Yorkshire County Council (NYCC) had deferred the rollover of the contract. The CCG were involved with the due diligence and what would be involved. A revised contract would hopefully be presented to the NYCC Executive Members and Council Members in mid-June 21.

There were issues regarding safeguarding and the CCG were working on this and would assure there was an approved service moving forward. Sally Tyrer asked that once the service had started could clear communications be given to practices along with a timeline as practices would be keen to feed back. Sue Peckitt advised that a more robust monitoring process had been requested and the CCG were working with South Tees and the County Council. Sue advised she would feed back to Richard Webb at NYCC and ensure that GPs were made aware. Sue asked that any concerns be directed to herself.

**The Primary Care Commissioning Committee:**

Noted the update on the Healthy Child Consultation.

## **6.2 Primary Care Planning**

Bruce Willoughby presented a slide pack noting the slides reflected the plans in place across North Yorkshire and York and form part of the planning round with NHSE. Bruce noted the priorities.

Lisa Pope noted the CCG had mapped out what the North Yorkshire and York geographical partnership would look like and noted the PCNs and priorities underneath those. The plan was for the next 0-6 and 6-12 months and would form part of the dashboard.

Lisa noted the key objectives and advised the need to be smarter on managing capacity and demand. Improvement had been seen in mental health.

The CCG would look to supporting the PCNs and moving forward as part of the ICS and look to supporting staff with development.

Kate Kennady asked how the landscape would look from April 2022 and how the patient voice would be captured. Bruce advised that mechanisms through the CCG were in place to do this but that it was still unclear on the detail of primary care commissioning post April 2022.

Ashley Greene reiterated the need for patient engagement to help primary care networks.

The plan would be measured by a number of metrics including patient survey data and those being looked at with NHSE. There were pieces of work ongoing with Business Intelligence on delivery of the National Plan and a national piece on the primary care dashboard.

The Chair noted that she looked forward to seeing how it all progressed and thanked all for their help in putting the plan together.

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

Noted the update on the Primary Care Planning.

The Chair noted that a report from NHSE was not included on the agenda and Chris Clarke advised that there was no update at this time.

## **6.4 Healthwatch GP Website Review**

Ashley Greene presented the review and advised that Healthwatch had undertaken a health check on GP websites and looked at what information was included and how accessible the information was. There was huge variation in websites and some were not easy to navigate. Healthwatch had put together a number of recommendations and had met with the CCG and a template had been produced as an aid.

Bruce Willoughby noted it was a good report, good practice and a good template and was something the CCG could take forwards with practices.

Kate Kennady advised some partners were working together on reshaping the format and content of the websites and this has been discussed at Vale of York.

Bruce advised there was a lot of work involved in pulling the content of practices websites together and most practices would likely use an external website provider.

**The Primary Commissioning Committee:**

Noted the update on the Healthwatch GP Website Review.

## **6.5 Practice Changes and Rent Reviews**

### **a) Mowbray Square**

Jane Hawkard presented the rent review and advised the CCG were obliged to fund this. The increase had been provided by the District Valuer and was considerable. The committee were asked to approve the increased rent reimbursement in line with the District Valuer report, a total increase of £24,449.00. The committee approved the rent increase.

**The Primary Care Commissioning Committee:**

Approved the rent increase of £24,449.00 for Mowbray Square.

### **b) Lawrence House**

The Chair presented the rent review for Lawrence House and advised that the rent review had been circulated via email at the end of March for virtual approval and had been approved. The rent review was presented to this committee for ratification. The committee gave ratification.

**The Primary Care Commissioning Committee:**

Gave ratification for the rent review for Lawrence House, an additional revenue consequence of £13,700.00 per annum.

### **c) Stokesley**

- **Rent Review**

Jane Hawkard presented the rent review for Stokesley and advised that an increase of £11,000.00 had already been approved virtually along with a further £3.5k. There was now a further increase of £3-4k. Discussion had taken place with NHS Property Services and the CCG and changes had resulted in an increase in cost of approximately £6k. The CCG had advised NHSE that this should be fully abated. The CCG agreed to pick up half of the cost over 5 years. The CCG are being asked to cover the remaining annual cost pressure of £3,866.86. The Committee approved the increase.

Discussion took place regarding the cost of premises, higher costs in un-deprived areas and more affordable costs in deprived areas. Lisa Pope advised that she and Dilani Gamble were members of the Capital Planning and Estates Group where the estates plans were worked through.

**The Primary Care Commissioning Committee:**

Approved the rent review for Stokesley Health Centre.

- **Business Case**

The Business Case was presented and ratified by the Primary Care Commissioning Committee.

**The Primary Care Commissioning Committee:**  
Ratified the Business Case for Stokesley Health Centre.

## **7.0 Finance and Performance**

### **7.1 Internal Audit Report**

Lisa Pope presented the Internal Audit Report and advised that primary care had received substantial assurance and maintained effective governance. There were three minor recommendations and one moderate recommendation. Three recommendations had been completed and one (the LES report) would be shared at the next Committee.

**The Primary Care Commissioning Committee:**  
Received and accepted the Internal Audit Report.

### **7.2 Finance Report**

Jane Hawkard presented the finance report and thanked Alec Cowell and his team for pulling the report together. In month 12 there had been an underspend on co-commissioning budgets. There was an overspend on locums to cover sickness re Covid and an overspend on prescribing due to an increase in cost for medicines. There are a number of additional resource allocations for 21/22 and the CCG are looking at plans to ensure the funding provides good value for money as with all investments made. The Chair asked if the funding would be distributed on a basis of need and Jane advised that some of the funding would likely be distributed on a weighted capitation basis which does somewhat take account of need within the weighting formula.

**The Primary Care Commissioning Committee:**  
Noted the contents of the Finance Report.

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

Bruce Willoughby presented the report and noted page 7 (CQC ratings), one practice had gone from 'inadequate' to 'requires improvement'. GP Indicators are now included in the dashboard. There are a number of indicators across a range of themes and it is highlighted where practices are a statistical outlier. Bruce noted the data always has a slight time lag and that the GP indicators should not be used in isolation.

On page 8 (Learning Disability Health Check Scheme) shows the target was met through Covid and gave good assurance. Bruce passed on thanks to all the practices for the achievement.

With regard to primary care appointments, up to March 2021, anecdotally activity had surged as practices had reopened.

Peter Billingsley commented on the excellent new primary care dashboard and how good it was to see. He also asked whether there were plans to measure and record access time for appointments and not just the number of appointments provided.

**The Primary Care Commissioning Committee:**

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

### **6.3 Public Health Update**

Angela Hall provided highlights of the public health report and updated the Committee about the Summer Unlocked campaign which will be launched the following week to re-enforce the 'Hands, Face and Space' campaign.

Public Health's provider list has been approved.

Public Health stated that they have requested to extend the current Primary Care contract for a period of time and will be looking at developing a strategy / pathway for the next three years.

Funding has been approved for the adult substance misuse and Adult Weight Management Service. Angela stated that it was Public Health's' recommendation to commission and build an effective new Adult Weight Management Pathway across North Yorkshire with the CCG.

BW informed the Committee about the digital weight management service which will be launched soon.

**The Primary Care Commissioning Committee:**

Noted the Public Health Update.

### **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.

**The Primary Care Commissioning Committee:**

Noted the highlights of the minutes and key messages to the Governing Body.

### **10. Any Other Business**

There was no other business to discuss.

**The Primary Care Commissioning Committee:**

Noted there was no other business to discuss.



## **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 22 July 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 reviewed and approved the Committee's Terms of Reference without amendment. The Committee also received a significant risk report showing no unmitigated risks scoring above 12.
- the Committee received a presentation of the Primary Care plan for 2021/22, detailing the priorities for PC over the twelve months from April 2021. It detailed plans to shift PC from COVID response to development of PC services, recruitment of staff in PCNs, digital development and maintaining the ongoing vaccination programme.
- the Chief Nurse provided an update on the North Yorkshire CC Healthy Child consultation. GPs requested that practices be kept fully informed as the new services rolled out.
- Healthwatch presented their GP Website Review Report. The Committee noted it's interesting positive content and the further action which has been agreed to assist practices further with website development.
- the Committee approved/ratified GP practice rent increases as proposed by the District Valuer at Mowbray Street, Harrogate, Lawrence House, Scarborough and Stokesley. The committee also ratified the Stokesley Development Business Case which had previously been circulated.
- the Internal Audit of Primary Care Commissioning which is requested by NHS England each year, had provided significant assurance around the systems and processes within the CCG with only minimal minor/moderate recommendations.
- the Committee received assurance from the regular well presented Finance and Integrated Quality Performance reports. There are no significant issues to report.
- Public Health provided an update on COVID, adult weight management services, drug and alcohol services, PH commissioned PC services and NY and Y Dual Diagnosis Strategic Forum.

Item 4.2 Appendix A

**North Yorkshire Clinical Commissioning Group  
Actions from the Primary Care Commissioning Committee on 27 May 2021**

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
27 May 2021	5.3 PCCC Forward Plan	<p>Lisa Pope to check if the Primary Care Strategy should be included in the forward plan.</p> <p>11.06.21 – Lisa confirmed the Primary Care Strategy does not need to be included in the forward plan.</p>	LP	<b>Closed</b>
27 May 2021	7.1 Internal Audit Report	LES Report to be brought to a future committee.	LP	<b>22 July 2021</b>