

**NHS DORSET CLINICAL COMMISSIONING GROUP  
PRIMARY CARE COMMISSIONING COMMITTEE**

**6 December 2017**

**PART ONE PUBLIC - MINUTES**

Part 1 of the Primary Care Commissioning Committee of NHS Dorset Clinical Commissioning Group was held at 2pm on 6 December 2017 at Vespasian House, Barrack Road, Dorchester, Dorset, DT1 1TG.

**Present:** Jacqueline Swift, Chair of the Primary Care Commissioning Committee (JS)  
Anu Dhir, Primary Care Lead (AD)  
Tim Goodson, Chief Officer (TG)  
Stuart Hunter, Chief Finance Officer (SH)  
David Jenkins, Vice Chair, Primary Care Commissioning Committee (DHJ)  
Mufeed Ni'man, Governing Body GP Representative (MN)  
Sally Sandcraft, Deputy Director of Service Delivery (SSa)  
Sally Shead, Director of Nursing and Quality (SSh)

**In attendance:** Sam Crowe, Deputy Director of Public Health (SC)  
Margaret Guy, Vice Chair, Healthwatch Dorset (MG)  
Councillor Jill Haynes, Dorset Health and Wellbeing Board (JH)  
Conrad Lakeman, Secretary and General Counsel (CGL)  
Louise Trent, Personal Assistant (LT)  
Dr Craig Wakeham, Chief Clinical Information Officer and Clinical Lead for Circulation (CW)

**1. Apologies**

Claire Lehman, Primary Care Lead

**2. Quorum**

2.1 It was agreed that the meeting could proceed as there was a quorum of Committee members present.

**3. Declarations of Interest**

3.1 Declarations of Interest were made as follows:

- The Governing Body GP Representative (MN) declared an interest in agenda item 15 – Primary Care 2018/19 Commissioning Intentions.

**Action**

It was agreed that he could remain for the debate but could not vote on the issue.

#### 4. Minutes

- 4.1 The draft minutes of Part 1 of the meeting held on 4 October 2017 were **approved** as a true record.
- 4.2 The draft minutes of the Primary Care Reference Group meeting held on 8 November 2017 were noted.

#### 5. Matters Arising

- 5.1 The Committee **noted** the Report of the Chair on matters arising from the Part 1 minutes of the previous meeting.

#### 6. Chair's Update

- 6.1 The Chair introduced her update.
- 6.2 The Remuneration Committee had discussed proposed changes to the executive structure to take forward the move to an Accountable Care System (ACS). This had included the impact on Primary Care. A briefing note had been circulated to the Governing Body.
- 6.3 The Committee **noted** the update of the Chair.

#### 7.1 Academic Health Science Networks (AHSN) Anticoagulant Bid

- 7.1.1 The Director of Nursing and Quality introduced the Academic Health Science Networks (AHSN) Anticoagulant Bid.
- 7.1.2 The CCG had been successful with a funding bid for the identification and management of patients with Atrial Fibrillation (AF). The Clinical Lead for Circulation would lead the project.
- 7.1.3 There was significant variation within Dorset practices to address the AF risk. The project would support practices to provide effective treatment to identify difficulties and focus on why patients were not prescribed anticoagulants.
- 7.1.4 The Committee **approved** the recommendations set out in the Academic Health Science Networks (AHSN) Anticoagulant Bid.

#### 7.2 Mail Transport Service

- 7.2.1 The Deputy Director of Service Delivery introduced the report on the Mail Transport Service.

- 7.2.2 The Mail Transport Service was part of the Mail and Medical Transport Services and distributed mail, bloods and certain medical supplies between NHS organisations in Dorset. The CCG was the lead commissioner and the service was operated by Southwestern Ambulance Services NHS Foundation Trust (SWAST) in the East with Dorset County Hospital NHS Foundation Trust (DCHFT) in the West.
- 7.2.3 The CCG would no longer obtain an income from practices for mail pick up and withdrawal from the Mail Transport Service element would commence in April 2018.
- 7.2.4 The arrangements for the blood service would be reviewed as part of the Support Services Workstream for the ACS.
- 7.2.5 The Committee **approved** the recommendations set out in the Mail Transport Service report.
- 7.3 Primary Care Update**
- 7.3.1 The Deputy Director of Service Delivery introduced the Primary Care Strategy update.
- 7.3.2 The development of estate planning linked to the transformation plan would be part of wider prioritisation discussions taking place in January 2018.
- 7.3.3 The plans for Improving Access to GP Practices (IAGPS) had been progressing and mobilisation had taken place in the East of the County.
- 7.3.4 Work regarding online consultations had progressed through an assessment of products.
- 7.3.5 The Committee noted all practices having been inspected by the Care Quality Commission (CQC). The outcomes of the inspections had been significantly higher than both the regional and national averages.
- 7.3.6 The Governing Body GP lead was concerned that the issue of the transfer of GP contracts to limited companies was ongoing.
- 7.3.7 The Governing Body GP Lead said that many practices had progressed work to move to a social enterprise from 1 April 2018. The Committee directed the Deputy Director of Service Delivery to work with the Governing Body GP Lead to explore the requirements for practices to progress this.

SSa

- 7.3.8 The Committee noted the number of sub-groups for the Committee and scope for maximising time use going forward. The Deputy Director of Service Delivery confirmed each group added value through their differing remit and functions. The group structure would be kept under review.
- 7.3.9 The Health and Wellbeing Board had approved the creation of a number of mini Health and Wellbeing Groups within GP localities to align with Locality Transformation Groups.
- 7.3.10 The Committee **noted** the Primary Care Update.

#### **7.4 Primary Care Communications and Engagement Strategy Update**

- 7.4.1 The Deputy Director of Service Delivery introduced the Primary Care Communications and Engagement Strategy Update.
- 7.4.2 There had been extensive work to provide a range of engagement activities and workshops at a locality level with a rolling programme of events.
- 7.4.3 The Vice Chair of Healthwatch said that the Manager of Healthwatch Dorset did not feel that the CCG was engaging sufficiently with Healthwatch as invitations had not been received for all meetings.
- 7.4.4 Healthwatch reported concern from some patients regarding the difficulties in contacting their GP Practice by telephone. The Deputy Director of Service Delivery said that the GP Patient Survey had seen positive results in that area but that there were outliers. The CCG continually reviewed ways of addressing variation within practices and this issue had been highlighted in the GP Bulletin and was addressed at Practice Manager meetings.
- 7.4.5 The Committee **noted** the Primary Care Communications and Engagement Strategy Update.

#### **7.5 Learning Disability Health Checks**

- 7.5.1 The Deputy Director of Service Delivery introduced the Learning Disability Health Checks report.
- 7.5.2 The uptake of the healthchecks continued to be an area of concern. Work had been progressing with a Service Improvement Plan in place to target specific areas of work to enable improvement.

7.5.3 The Committee was concerned that there was no mechanism when patients had been diagnosed with a learning disability to flag this to the GP to add to their Learning Disability Register to manage their further care. The Deputy Director of Service Delivery would review to see how this could be improved.

SSa

7.5.4 The Committee **noted** the Learning Disability Health Checks report.

## 8. Public Health Update

8.1 The Deputy Director of Public Health introduced his Public Health update.

8.2 The Public Health Team would provide a named Public Health Advisor to work collaboratively within each of the localities to take forward the Prevention at Scale Initiative. All localities would have an advisor by April 2018.

8.3 The Public Health Team had been working on the development of consistent locality profiles which would be available for the Primary Care Strategy Implementation Group (PSIG) on 20 December. Working within the localities would inform locality profiles with supporting local planning and the creation of priority actions for the transformation plans.

8.4 The Consultation for the 2018 Pharmaceutical Needs Assessment (PNA) was live on the Public Health Dorset website and the Deputy Director of Public Health asked for this to be highlighted to localities to provide input on pharmacies for their area.

8.5 The Committee **noted** the Public Health update.

## 9. Any Other Business

9.1 There was no further business discussed.

## 10. Date and Time of the Next Meeting

10.1 The next meeting of the Primary Care Commissioning Committee would be held at 2pm on Wednesday 7 February 2018 at Vespasian House.

## 11. Exclusion of the Public

- 11.1 Resolved : 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 transacted, publicity of which would be prejudicial to the public interest.

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