

Minutes of the NHS Northumberland Primary Care Co-Commissioning Committee
16 December 2015

Members Present:

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| Janet Guy | Lay Chair Northumberland CCG |
| Karen Bower | Lay Governor Northumberland CCG |
| Julie Ross | Chief Operating Officer |
| Matt Brown | NHS England |

In attendance:

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| Steve Brazier | Chair of Audit Committee |
| Cynthia Atkin | Healthwatch |
| Stephen Young | Strategic Head of Corporate Affairs |

NPCCC/15/19 Agenda item 1 - Welcome and questions on agenda items from the public

Janet Guy welcomed all members to the meeting and introduced Matt Brown to the Committee. There were no members of the public present.

NPCCC/15/20 Agenda item 2 – Apologies for absence:

There were no apologies for absence.

NPCCC/15/21 Agenda item 3.1 – Declarations of conflicts of interest

Janet Guy declared a possible conflict of interest in item 5.2 (Rothbury practice relocation), due to her husband's involvement with the proposed relocation project. It was agreed that she would not take part in discussion and Karen Bower would take over as chair for this agenda item.

Matt Brown declared a general interest in any discussion regarding Northumbria Health Care Foundation Trust and noted that he is currently on secondment from the trust to NHS England. It was agreed that any conflicts in this regard would be addressed as they occurred.

NPCCC/15/22 Agenda item 3.2 – Quoracy

The meeting was quorate.



NPCCC/15/23 Agenda item 4 – Minutes of the previous meeting

The minutes were accepted as a true record of the meeting.

NPCCC/15/24 Agenda item 4.1- Matters arising

4.1: Legal position on Northumbria Primary Care. Denise Jones has received satisfactory clarification regarding governance arrangements in this respect. This matter is now closed.

5.2: Karen Bower asked if any progress had been made regarding the recommendations in the Laburnum Care Quality Commission report. Julie Ross confirmed that progress would be reviewed at the three month checkpoint in January 2016. The Committee agreed that they were assured by the actions taken in response to the report and that any further updates would be via exception reporting. Matt Brown suggested that the committee considers an inspection overview report at future meetings and this was agreed by the committee.

5.2: Karen Bower asked for an update regarding Royal College of General Practitioners accreditation. Matt Brown confirmed that accreditation, while a good example of best practice, is not mandatory and not required for registration.

NPCCC/15/25 Agenda item 5.1 Harbottle surgery update

Matt Brown updated the committee on progress at Harbottle and highlighted the following:

- Alternative practice arrangements are now in place for patients.
- The agreed interim arrangements are also in place.
- A review of dispensing and pharmacy is now complete and a letter has been sent to residents informing them of how to access these services.
- A service proposal has been produced regarding the long term model of care, including a draft timeline.

He noted that the proposed engagement timeline had suggested that engagement with residents would begin in December 2015; however he felt that this posed a risk to meaningful engagement. The Committee agreed that engagement with residents should begin in January 2016.

NPCC/15/25/1 MB to amend the engagement timeline to reflect a January 2016 start date

Cynthia Atkin noted that Healthwatch have yet to receive responses from NHS England to recent letters concerning patient engagement.

NPCC/15/25/2 Cynthia Atkin and Matt Brown to discuss Healthwatch involvement in patient engagement in Harbottle

Cynthia Atkin queried whether alternative arrangements have been made for all patients and Matt Brown confirmed that less than 60 patients do not have an alternative



arrangement in place. This number requires further investigation but may represent multiple records and patients who have left the area and have not de-registered. He assured the Committee that the most vulnerable patients had been reallocated to another GP as a priority, followed by the general population based on each individual's decision about their preferences.

Karen Bower and Janet Guy highlighted issues raised by members of the public at the Annual Public Meeting of the Governing Body in October 2015, including timings of surgery opening hours and how these coincide with school hours and local transport. Discussions have subsequently been held with the relevant GPs.

Julie Ross noted that Harbottle continues to be a high-priority issue, and stressed the importance of finding a long term, sustainable solution for the area. Matt Brown felt that it was important to engage the local community about a solution that will meet their needs, whilst also providing a realistic picture regarding what can be achieved.

The Committee were assured that all appropriate action is being taken and agreed to the actions outlined in the engagement timeline, subject to the date amendments discussed.

NPCCC/15/26 Agenda item 5.2 Rothbury practice relocation

Karen Bower took over as chair for this item and Janet Guy abstained from the discussion. It was confirmed that the Committee was still quorate.

Julie Ross explained that there has been discussion regarding the relocation of Rothbury practice into Rothbury hospital for some time and confirmed that the process had commenced. A letter has been sent out to residents asking for their thoughts and inviting them to drop-in sessions to discuss the proposals.

Karen Bower asked whether there would be any difficulties for elderly patients in getting to the new location. Julie Ross confirmed that engagement so far showed that residents are supportive of the proposals, but that there would be further opportunities to raise concerns at the drop-in sessions. Cynthia Atkin noted that the current surgery location is not compliant with the Disability Discrimination Act and that there would be improved accessibility in the new location.

Julie Ross explained that Practice relocations should be cost neutral to the commissioner (NHS England and CCG) in order to have the best chance of being approved. The Rothbury relocation should be a like for like move and therefore the rents/ rates reimbursement should be the same as at present. Cynthia Atkin confirmed that Healthwatch are fully engaged in the proposed move and will report any emerging issues of concern back to the Committee. She further highlighted that there will be a need for engagement to continue after the practice has relocated to ensure any patient issues are captured once they begin to experience the new facility.

The Committee confirmed that they are supportive of the engagement programme for Rothbury practice and supported the principle of financial neutrality.



NPCCC/15/27 Agenda item 6.1 – Delegated Commissioning

Stephen Young explained that the CCGs expression of interest regarding becoming a delegated co-commissioner has been provisionally approved by regional and national teams. Ratification is due to take place on 17 December 2015 to approve the CCG as a delegated commissioner from April 2016.

This will involve a number of constitutional changes and revised terms of reference for this committee. He presented draft terms of reference for discussion, which had been produced based on national guidance, and noted that there has been no feedback yet from NHS England. The Committee are therefore only asked to consider them at this stage.

Stephen Young noted that NHS England will continue to attend Committee meetings as non-voting advisory members. Matt Brown suggested reflecting this by adding NHS England to the standing non-voting invitation list.

Karen Bower queried whether paragraph 16, referring to activities of the CCG, should be included given that they are not activities that the Committee will be undertaking. Janet Guy further noted that paragraphs 14 and 15 should be amalgamated and Stephen Young agreed to review in this respect.

The Committee discussed whether there will be representation from the Health and Well Being Board on the new committee. Julie Ross noted the existing terms of reference, for co-commissioning, include a representative from the board. Stephen Young said that the board's proposed representative on the new committee was a non-voting member. Julie Ross suggested taking the terms of reference to the board in March 2016 to request either an elected member representative to be nominated or to seek agreement that she and Cynthia Atkin will be the board representatives on the Committee.

The Committee noted that they had considered the draft terms of reference and suggested amendments. The Committee requested that a revised version is brought to a later meeting for further review.

NPCC/15/27/1 Stephen Young to amend the draft terms of reference and ensure that the March 2016 Health and Wellbeing Board consider Committee representation

The Committee agreed to hold a development session as part of the next meeting on 17 February 2016 which will focus on delegated commissioning.

NPCCC/15/28 Agenda item 6.2 Northumberland Vanguard models of care presentation

This item was deferred to the February 2016 meeting, to be presented as part of the Committee's development session.



NPCCC/15/29 Agenda item 7 Any other business

Julie Ross asked the Committee to note that the GP practice at Middle Farm in Felton has been taken over by a new GP. The premises of the surgery are owned by the previous GP Contract holder and are likely to be sold in the near future.

The practice is considering how best to secure new premises and is working with a local housing developer and the parish council to consider the options.

The CCG has shared information with the surgery about how practice relocations are handled. Julie Ross noted that there may be a revenue consequence of moving to a new location, given the level of upgrade required; she said that she has advised the surgery of the need to contain costs as far as possible. The Committee noted the principle of financial neutrality in practice relocations, as discussed in the Rothbury agenda item above.

The Committee discussed the various aspects of the potential relocation in detail and agreed to be further updated as the situation progresses.

NPCCC/15/30 Agenda item 8 Date and time of next meeting

17 February 2016 at 1200

