

Minutes of the Meeting (Part A) of the **Somerset Primary Care Commissioning Committee**  
held on **Wednesday, 10 June 2020** Via **Microsoft Teams**

Present:	David Heath	Chair, Non-Executive Director, Patient and Public Engagement, Somerset CCG
	Basil Fozard	Non-Executive Director, Secondary Care Specialist Doctor, Somerset CCG
	Alison Henly	Director of Finance, Performance and Contracting, Somerset CCG
	Tanya Whittle	Deputy Director of Contracting, Somerset CCG
	Michael Bainbridge	Associate Director of Primary Care, Somerset CCG
	Karen Taylor	Associate Director of Safety and Quality Improvement, Somerset CCG
	Dr Emma Keane	Associate Clinical Director of Primary Care, Somerset CCG
	Judith Goodchild	Chair of Healthwatch Somerset, Healthwatch
	Dr Karen Sylvester	Chairman, Somerset LMC
	Dr Chris Campbell	External GP Member
Secretariat	Sarah Matthews-Attree	Primary Care Contracts Officer, Somerset CCG
Apologies:	Sandra Corry	Director of Quality and Nursing, Somerset CCG

**PCCC 028/2020 WELCOME AND INTRODUCTIONS**

David Heath welcomed everyone to the Somerset Primary Care Commissioning Committee meeting.

The main function of the Somerset Primary Care Commissioning Committee is to provide a forum for commissioning of primary medical services.

David Heath highlighted that meetings and decisions of the Somerset Primary Care Commissioning Committee are held in public to ensure accountability and transparency. Due to the current guidelines on public meetings, it was noted that this meeting was taking place over Microsoft Teams and that it would be recorded and uploaded to the Somerset CCG's website.

David Heath also welcomed Dr Karen Sylvester, LMC Chairman, who has replaced Dr Nick Bray.

**PCCC 029/2020 APOLOGIES FOR ABSENCE**

Apologies for absence were received as shown above.

**PCCC 030/2020 REGISTER OF MEMBERS' INTERESTS**

The Somerset Primary Care Commissioning Committee was asked to review the register of interests, check for accuracy and declare any changes.

Dr Karen Sylvester's interests were given and it was agreed that these would be added to the register.

**Action:** Update the register of members' interests.

**PCCC 031/2020 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

No Interests were declared.

**PCCC 032/2020 MINUTES OF THE PART A SOMERSET PRIMARY CARE COMMISSIONING COMMITTEE MEETING HELD ON 10 MARCH 2020**

The Minutes of the Part A meeting held on 10 March 2020 were reviewed by the Somerset Primary Care Commissioning Committee. The Somerset Primary Care Commissioning Committee approved the minutes as an accurate record of the meeting.

**PCCC 033/2020 MATTERS ARISING**

Tanya Whittle noted that there are two actions outstanding. The first, action 013/2020, had been delayed due to COVID19, in line with the national guidance issued at the end of March advising of the suspension of unnecessary work. Tanya Whittle noted that this would be resumed as part of the restoration work.

Michael Bainbridge noted that although action 014/2020 had been unable to be completed, work on PCNs had continued with 95% of practices participating this year; a total of 3 Somerset practices were not participating.

Michael confirmed that work is progressing to ensure those patients are still receiving cover through a PCN.

## **PCCC 034/2020 COVID19 REPONSE VERBAL UPDATE**

Dr Emma Keane provided a detailed overview of the CCG response to COVID19. It was noted that the situation had rapidly changed across the system since the last meeting. Dr Emma Keane highlighted that as part of the CCG's initial response, a Primary Care Cell has been set up which was part of the overall Incident Control structure. The cell has key membership from across the system including PCN Clinical Director representation, LMC, Acute and community providers.

Digital support was noted; emphasising that practices have been able to work remotely and that telephone triage and use of videoconference has been greatly utilised. PCN collaboration has been instrumental during the pandemic and work has taken place to ensure that every practice has a way of being able to respond to an increased number of COVID19 patients whilst being able to safely manage shielded patients. This meant many practices have developed a zoned approach and all developed Primary Care Assessment Centres (PACs) to allow for the PCN to refer suspected COVID19 patients. It was noted that some of these were not required to be stood up due to the lower than expected levels of activity. The CCG also developed key home visiting guidance with support from the Infection, Prevention and Control team.

Given the challenges of remote consultations, management, and recognition that silent hypoxia being key features of COVID19, the CCG also developed and approved a business care for pulse oximeters to be supplied to PCNs to support clinical decision making.

A Primary Care COVID19 guide was also developed which summarised all the guidance published, both locally and nationally, to support primary care and continues to be updated as guidance changes.

Dr Emma Keane specifically noted work around care homes, due to the numbers of outbreaks witnessed. It was explained that the NHS has been asked to support three elements which include; weekly check-ins with Multidisciplinary Team input, advanced care planning and pharmacy support. It was detailed that the response is very much system wide and whilst these are key elements of the PCN DES in the future, this was currently being done on a voluntary basis. The CCG has seconded Kat Dalby-Welsh to support this work over the next few weeks, with the necessary support also identified. It was emphasised that Somerset are in a strong position due to the work that has been developed over the past few years.

It was outlined that work is now taking place for the next stage of COVID19 management and routine primary care demand. There is currently no further national guidance for restoration, and the CCG are looking to develop local guidance to assist with returning to the new normal. Winter planning is also underway and there is focus on how to develop a more local Clinical Assessment Service as part of the urgent care response, with interest from some PCNs to pilot this.

Dr Emma Keane reflected that, although a challenging situation, there has been a positive change in primary care relationships across the system and closer working with the wider healthcare system.

The Somerset Primary Care Commissioning Committee noted the update.

## **PCCC 035/2020 PRIMARY CARE FINANCE**

Jacqui Damant noted the two reports. In her overview for the 2019/20 report, Jacqui Damant noted that the year-end audit is still underway, but that there is no anticipated change from the information reported. It was highlighted that the CCG would break even for 2019/20 for the delegated budgets but that there would be an underspend on the non-delegated budgets.

Jacqui Damant then provided an overview of the 2020/21 budgets. It was detailed that the CCG has received a new allocation amount, which has seen a reduction to the delegated budgets. Jacqui Damant explained that the CCG were still anticipating a spend similar to 2019/20 and that this would therefore cause a deficit of around £700k. It was outlined that the finance team are collating a report back to NHS England, detailing the planned spend compared to the budget. This will then be reviewed and it is hoped that there will be a top up process undertaken by NHS England permitting the CCG to breakeven. Jacqui Damant emphasised that the figures submitted should provide enough assurance to NHS England for the top up funding.

It was noted that financial commitments are only until July, and that the CCG will be able to provide a more comprehensive update at the September meeting.

**Action:** An update on the commitments and 2020/21 budgets to be brought to the September Committee meeting.

The Somerset Primary Care Commissioning Committee noted the report.

## **PCCC 036/2020 PRIMARY CARE UPDATE REPORT**

Tanya Whittle provided an overview of the report, describing that although a lot of work and reporting had been paused, this report contained details about the work that is still taking place. It was highlighted that since the last meeting Exmoor Medical Centre had now integrated with Symphony Healthcare Services Ltd.

Tanya Whittle also explained that the temporary closure process had been suspended to assist with the response to COVID19, unless there were exceptional circumstances. Tanya Whittle noted that this month's primary care operational group meeting has agreed to re-instate the process

Other updates included the branch surgery closure application for Minehead Medical Centre. The Ryalls Park Surgery CQC notice update was provided, noting that the practice had received a further CQC inspection in March and had received a revised rating of 'Requires Improvement'. It was confirmed that the CCG are still working with the practice and the aspiration is to help

the practice achieve a CQC rating of 'Good'. It was also noted that Summervale Surgery had now been rated as 'Good'.

The premises update was noted, specifically expanding on the expansion expected at Lyngford Park and the need to appraise both Yeovil and Taunton practices given the development planned. David Heath questioned the recent article published about a development planned in Williton, which would include healthcare provisions. Michael confirmed that they are in discussion with the local practice and will bring a formal update to the next Committee meeting.

**Action:** An update to be provided in the September Committee meeting around the Williton development.

Tanya Whittle noted the other areas of interest, which included the suspension of activity reporting for Q4 and Q1 of 2020/21 in line with national guidance, the progress on developing the Assurance Framework practice report and restarting of visits and the suspension of the Microsuction work.

The final item of note in the report was the confirmation that the CCG had received the rating of 'substantial' in the full delegation audit, along with no recommendations. The Committee members congratulated the Primary Care Contracting, Commissioning and Finance Teams on this achievement, noting the amount of hard work put into ensuring delegation had been successful. Alison Henly expressed thanks and congratulations from the Audit Committee on this achievement.

The Somerset Primary Care Commissioning Committee noted the report.

## **PCCC 037/2020 IMPROVING QUALITY IN PRIMARY CARE**

Karen Taylor explained that the report was divided into three sections; the reactive response to incidents and complaints, the Quality Improvement activity and then the clinical risk management support.

Karen Taylor provided an overview of slide one, noting that the number of reports received had reduced, likely due to the reduction in appointments/referrals made in Primary Care during the COVID pandemic. It was also noted that the Quality team will be reviewing the process for detecting quality and safety risks with a potential to refresh the significant event analysis feedback. Another area of work highlighted was the RESTORE 2 work, and helping to identify deteriorating patients and sepsis, especially in young children.

An overview of slide two was provided, specifically noting the work between the LMC and the CCG to help develop some advice and guidance for practices on how to achieve a 'Good' rating. It was also noted that the team are working with care homes to support RESTORE2 training and this is then fed back to primary care.

The third and final slide was discussed, focusing on the development work for Treatment Escalation Plans. It was also shared that CQC inspections

have been suspended and that there is a change in how these will be managed going forward. The quality improvement training has also had to be paused due to COVID19, however the team are now reviewing the possibility of a virtual training programme.

The Somerset Primary Care Commissioning Committee noted the report.

**PCCC 038/2020 ANY OTHER BUSINESS**

There was no other business.

**PCCC 039/2020 DATE OF NEXT MEETING**

David Heath thanked members of the Somerset Primary Care Commissioning Committee for their attendance and confirmed the date of the next Primary Care Commissioning Committee was 17 September 2020 from 9.30am.

**PCCC 040/2020 DATES OF FUTURE PRIMARY CARE COMMISSIONING COMMITTEE MEETINGS**

Future Meetings of the Primary Care Commissioning Committee:

- 08 December 2020 (Wynford House)

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CHAIRMAN

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DATE