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PRACTICE BASED COMMISSIONING CONSORTIUM

**MINUTES OF WH.C BOARD MEETING HELD ON
WEDNESDAY 18 JUNE AT 2PM IN THE
CONFERENCE ROOM AT PRIORY HOUSE, WELLS**

Present:

Paul Bearman (PB)
Anne Salkeld (AS)
Matthew Dolman (MD)
Sue Davies (SD)

Geoff Sharp (GS)
David Rooke (DR)
Mike Gorman (MG)
Janet Loe (JL)

In attendance:

Lisa Hulford (LH), Alison Stephens, The Health Consultancy (AStephens)

	Item	Action
1.	Apologies – Nick Matthews	
2.	Minutes from the Meeting held on 21 May (Appendix A) and Minutes from the Conference Call held on 4 June 2008 (Appendix B) Received as accurate records.	
3.	Matters Arising GP Led Health Centres – JL and AS asked whether they have a conflict of interest as they are members of WH.C. DR's view was that the Board could manage this issue at a local level. A Dorset-wide meeting was held yesterday and 33 expressions of interest have been received from primary care. PQQ needs to be submitted by 18 July. The PCT will decide where the GP centre will be sited in early September after consultation with stakeholders and public. Only separate funding for one centre currently. Letter to practice managers regarding contributions – JL asked if WH.C were expecting replies from practices. It was agreed that no reply was expected however it was believed that if practices had any issues they would be in contact. PB reported that so far only one practice has commented. DS does not want to top slice the practices now. PB will discuss with DS at their meeting tomorrow. Freed Up Resources – AS stated that she has heard comments that it might have been fairer to ask for a	PB

	percentage of practice savings.	
4.	<p>Declarations of Interest</p> <p>It was requested that AS and JL re-submit their Declarations of Interest forms in respect of the GP Led Health Centres raised above.</p>	AS, JL
5.	<p>Update from PBC LIT and WH.C / PCT Meeting:</p> <p>FUR – feedback limited. Concern was raised that Practices don't understand this issue. WH.C need to ensure that this is not an issue next year. It was suggested that WH.C set up a small working group (PB, JL/DR?) to resolve this issue.</p> <p>Budget – PCT optimistically promised practices their budgets by the end of May however PB will get to see the budgets at his meeting with DS tomorrow. WH.C to write to practices after the release of these budgets stating that if a practice has a particular issue with their budget, they should contact the PCT but that WH.C will be setting up a working group to clarify the FUR/Prescribing issues.</p> <p>JL stated that four practices are significantly away from their fair share budget. The PCT wanted an independent GP to be involved in reviewing these practices' budgets. NM had done some work before he went away however there is a requirement to understand if there is a health need issue and whether these practices are significantly away from the average. PB to find out from PCT what their expectations are from JL.</p> <p>PBC LES – nothing new to report.</p> <p>Information for PBC – The PCT has identified Practice Information Leads; a meeting has been scheduled for 1 July to bring them up to speed around the PBC project; work on clinical coding, improve Ardentia and work on improving the quarterly budget reports.</p>	
6.	<p>Prescribing</p> <p>PB reported that Catch On are starting work with WH.C on 1 July to work up the business case for prescribing budgets falling within the remit of WH.C, understanding the pros and cons and producing an action plan. A meeting has been arranged with DS and Shaun Green for 1 July so they can give their</p>	

	<p>perspective. PB asked for a Board lead for this project, AS volunteered.</p> <p>PB reported that a commissioning proposal had been received from St James Medical Centre stating that they would like to employ a prescribing advisor. PB was unsure whether this fits in with other PBC proposals and asked for members' views on whether WH.C should support it. A discussion ensued and it was decided that PB would feedback to the practice advising them of our position. It was also suggested that perhaps towards the end of the summer the office send out a request to practices for further commissioning proposals.</p> <p>PB to review proposals submitted last year to ensure being appropriately addressed and reported to the next Board meeting.</p>	PB
7.	<p>Commissioning Plan 07/08</p> <p>ACGP – MG stated that the outstanding problem is the accommodation at Yeovil. It was felt that this needed some involvement from AS who was tasked with finding out what the issues are. A Consultant arrived with pre-conceived ideas of ACGP. There are capacity issues; the service is probably still being underused. AS to meet with clinician.</p>	AS
8.	<p>Palliative Care (Appendices C, D & E)</p> <p>Small pilot with Porlock Medical Centre. The PCT is a national pilot for the Marie Curie Delivering Choice Programme and we are a stakeholder in the project. PB has met with project lead and Dr Chris Absolon who is keen that WH.C takes forward a commissioning proposal around a Gold Standards Framework working with care homes in Somerset. Generally this proposal would keep patients out of hospital so it fits in with WH.C's criteria. PB asked members for their views; should WH.C support this proposal? A discussion ensued and it was agreed to support this proposal in principle but to think about extending the future service. Concerns were expressed about the additional workload for GPs when care homes adopted these standards.</p> <p>PB to invite Chris Absolon to attend a future Board meeting.</p>	PB

9.	<p>Communication</p> <p>A draft newsletter was issued to members via email earlier in the day with a view to issuing either Friday or Monday. Members were asked to view and comment.</p> <p>JL reported that she had attended a Practice Manager's meeting recently and she thought members ought to be aware that it was their perception that WH.C are now part of the PCT. This will be a key focus for the communication project that is starting in July.</p>	ALL
10.	<p>Succession Planning for Board Members</p> <p>Half of the Board members stand for two years the other half stand for three years. Proposed that the longer standing member of each of the localities should be serving the two year term and the newer members serving three years.</p> <p>To be added to agenda for Locality Meetings.</p>	LH
11.	<p>Governance Arrangements</p> <p>The Conference Call scheduled for Wednesday 9 July is to be swapped with a Board meeting (to be held from 4pm in Wynford House) to facilitate Ian Tipney's attendance.</p> <p>MD, JL and PB to meet with Alison Stephens to discuss the establishment of an advisory group to gain greater engagement in commissioning.</p> <p>WH.C is being asked to send representatives to lots of PCT meetings.</p>	MD, JL, PB, AStephens
12.	<p>Management Capacity</p> <p>Recruitment Process - WH.C received a total of 15 applicants and eight have been shortlisted. The interviews are to take place on Wednesday 2 July.</p> <p>Interim Arrangements – AStephens reported that her role is to lay the ground work so WH.C has a robust plan for 09/10 for when the Implementation Managers are in post. She hopes to help PB identify practical solutions to the governance arrangements.</p>	PB, JL, MD

	<p>She has set up an action plan with all the priorities detailed. She will set milestones to ensure delivery is obtained.</p> <p>It was decided that the October Board meeting should become another Away Day.</p> <p>Michelle Comins from AstraZeneca is to attend a future Board meeting to update members on communications and marketing.</p>	<p>PB</p> <p>PB</p>
13.	<p>Commissioning Plan 08/09</p> <p>Public Health and Wellbeing – Glastonbury Homelessness project up and running.</p> <p>Sip Feeds - practices looking forward to seeing this service up and running.</p> <p>Community Dietetics for South Somerset – has been discussed with Alison Kyle who is looking to recruit staff.</p> <p>Diabetes Workstream – a paper is going to the PEC this month.</p> <p>Interface Services – PB is taking a paper to the PEC this month to get endorsement of DVT pathway (PB to raise with DS at their meeting), two diagnostics and one interface service.</p> <p>Gynae progressing; PB has a meeting scheduled with PCT Sue Davies on Monday 23 June.</p> <p>ENT – to be progressed. AS stated that patients are being sent backwards and forwards from hospital to GP practices. Practice Nurses can't syringe an ear if they can see the ear drum. It was suggested that WH.C obtain a protocol model for best practice.</p> <p>MG to discuss with Andrew ... and bring to a future meeting. It was also suggested that this issue be raised at the event on Friday 4 July.</p> <p>Emergency Admissions – Porlock practice rolling out; PB has a meeting set up for Monday 7 July. PB has met with Claire Gregory and Richard Eve (specialist residential care beds) and the practice is arranging a meeting for all stakeholders.</p>	<p>PB</p> <p>DR</p> <p>MG</p>

	<p>Primary Mental Health Services – a stakeholder meeting has taken place. An Operational Board is meeting tomorrow afternoon; Janet Millar is attending with PB.</p> <p>Diagnostics – taking ECG and Echo proposal to PEC this month.</p>	
14.	<p>AOB / Items for the Next Agenda</p> <p>Richard Mills’ presentation – bring forward to next Board meeting.</p>	LH
15.	<p>Dates of Next Meetings / Conference Calls:</p> <p>Board Meeting - Wednesday 9 July, 4pm Meeting Room 2, Wynford House, Yeovil</p> <p>Board Meeting - Wednesday 23 July, 2pm Priors House, Wells</p>	ALL