



Contract Management Meeting Report

NAME OF PROVIDER	East Leicestershire Federation
NAME OF SERVICE	Community Based Services – Health Checks, IUD/S – SDI, Alcohol Advice
DATE OF MEETING	27/7/17
PRESENT ON BEHALF OF PROVIDER	James Watkins
CONTRACT MANAGER	Gareth Pymm

OVERALL OUTCOME				
No issues identified or actions required				
Reasons for Outcome:				
<p>This was the first CBS contract meeting with a GP federation and the format and length of the meeting seemed appropriate. There were discussions about the importance of working together to encourage practices to remain with and join the federations as this allows for better monitoring and support.</p> <p>GP went over the queries that arose from the Q1 performance data and explained that as this hasn't been done before it was important to get an understanding of the reasons behind the data that looks unusual. JW was happy to look into this further.</p> <p>There were no serious issues of concern and good working relationships are being established. It is important that right message goes out to practices and that practices that aren't part of federations are not spared a similar level of monitoring and support.</p>				
Action plan/further information required	Yes	✓	No	
				Action plan/further information required by next meeting

Key

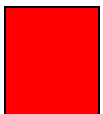
No issues identified, no actions required



Some concerns/issues to be addressed



Serious issues to be addressed, immediate action required



Agenda Item 1	Welcome and Introductions
GP introduced Jasmine Tom as contracts manager who is also responsible for CBS when GP is not working.	

Agenda Item 2	The Organisation	
Comments		
<p>There was a discussion about the need for the federation to become sustainable as CCG funding may not continue. At the moment all practices are charged 5% of their activity payments for federation services but only half of the practices in the area agreed to join, possibly due to this charge.</p> <p>JW is keen to start inter-practice referrals for IUD/S and SDI services, can JH assist with providing a list on practices with no qualified fitter?</p>		
Actions Required		By
GP to ask JH for list of practices with no fitter		

Agenda Item 3	Performance Indicators	
Outcome:	No issues identified	
Actions from Previous Meeting		
<p>GP agreed to send the performance spreadsheet ahead of the meetings as JW does not get to see this level of data.</p> <p>GP queried data as below –</p> <p>Latham House – numbers much higher than other practices. JW explained that this practice has a much larger population area than others at 35,000</p> <p>Latham House had carried out the same number of reviews as fittings. JW to explore this further as it is not a requirement to review every fitting.</p> <p>Some practices had more reviews than fittings – JW to explore the reasons for this.</p> <p>Latham house had more second part alcohol audits than first part but there were no referrals for specialist treatment. JW to look into why this is, GP wanted to make sure that referral pathways are clear.</p> <p>There were several practices that had carried out more health checks than had sent invites. Again, JW to look into this.</p> <p>GP explained that the reason for querying the data in this way was to better understand the reason behind the possible discrepancies and ensure that practices are clear on what to claim for etc. If some practices are doing better than others there may be learning there that can be shared to improve performance.</p>		

GP said that the basic service requirements will be monitored throughout the year, e.g. that 65% of eligible population is given a health check.	
Comments	
Actions Required	By
JW to look into data queries and report back to GP	

Agenda Item 4	Quality
Outcome:	No issues identified
Comments	
GP said that at the time of the meeting Latham House and Bushloe End had not submitted IUD/SDI audits. GP explained that quality visits may be undertaken with practices that are flagged from performance data.	
Actions Required	By

Agenda Item 5	Clinical Quality and Governance
Outcome:	No issues identified
Comments	
GP reminded JW that all practices must be aware of reporting requirements	
Actions Required	By

Agenda Item 6	Payments	
Outcome:	No issues identified	
Comments		
JW asked how quickly the federation will be paid after invoicing as it is important that the practices can be paid promptly. GP checked this with finance at the time and confirmed that invoices will be paid 30 days from the date of invoice.		
Actions Required		By

Agenda Item 7	Service User Involvement	
Outcome:	No issues identified	
Comments		
Nothing to report		
Actions Required		By

Agenda Item 8	Good Practice/Innovation	
Comments		
Nothing to report		

Agenda Item 9	Issues raised between contract management meetings/Any Other Business	
Comments		
n/a		
Actions Required		
n/a		