



## Contract Management Meeting Report

<b>NAME OF PROVIDER</b>	East Leicestershire Federation
<b>NAME OF SERVICE</b>	Community Based Services – Health Checks, IUD/S – SDI, Alcohol Advice
<b>DATE OF MEETING</b>	27/4/18
<b>PRESENT ON BEHALF OF PROVIDER</b>	James Watkins, Hina Patel
<b>CONTRACT MANAGER</b>	Gareth Pymm

OVERALL OUTCOME				
<b>No issues identified or actions required</b>				
Reasons for Outcome:				
<p>No serious issues with the practices in this federation. Improvement on the use of Quest Browser should be the main focus for Q1 and claims for alcohol screening at Latham House also need to be checked. The completion of the quality assessment for this practice is also required by the end of the month, together with coil and implant audits for all practices providing the services. Otherwise performance of practices is good and claims data now seems more consistent and accurate.</p>				
<b>Action plan/further information required</b>	Yes	✓	No	
				Action plan/further information required by next meeting

**Key**

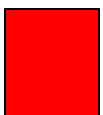
No issues identified, no actions required



Some concerns/issues to be addressed



Serious issues to be addressed, immediate action required



<b>Agenda Item 1</b>	<b>Welcome and Introductions</b>

<b>Agenda Item 2</b>	<b>The Organisation</b>	
<b>Comments</b>		
<p>The federation has secured funding for another year and with extra areas of income such as supporting practices on transformation plans. The federation is looking financially healthy.</p> <p>CCG Management teams will be merging soon, impact of this on the CBS contact is unknown at this time</p> <p>There has been a change of management at Latham House</p>		
<b>Actions Required</b>		<b>By</b>

<b>Agenda Item 3</b>	<b>Performance Indicators</b>	
<b>Outcome:</b>	Some concerns/issues to be addressed	
<b>Actions from Previous Meeting</b>		
<p>Data discrepancies below need further investigation and explanation –</p> <p>Alcohol Brief Advice –</p> <p>Latham House - The number of patients scoring more than 5 and moving on to the second stage audit remains very high compared to the number of patients carrying out the initial screening (347 out of 384). This trend has continued throughout the 17-18 year and required further investigation with the practice each year. GP is happy to visit the practice and look into the matter if this helps. JW to speak to practice</p> <p>Health Checks – Slight improvement on last quarter but still some practices that are not using the system at all. These are to be prioritised so that activity can be seen next quarter.</p> <p>IUD/S SDI – No issues</p>		
<b>Comments</b>		
<b>Actions Required</b>		<b>By</b>
<b>JW to speak to Latham House re alcohol screening</b>		
<b>All practices to be encouraged to use Quest Browser for Health Checks</b>		

<b>Agenda Item 4</b>	<b>Quality</b>	
<b>Outcome:</b>	Some concerns/issues to be addressed	
<b>Comments</b>		
<p>Quality assessment of Latham House is ongoing. There are quite a few documents that still need reviewing and these have not been sent to GP yet. JW to chase this up</p> <p>IUD/S and SDI audits are due at the end of the month JW to ensure these are completed by practices on time</p>		
<b>Actions Required</b>		<b>By</b>
Completion of online audits		31 <sup>st</sup> May
Latham House to send all remaining documents to GP		11 <sup>th</sup> May

<b>Agenda Item 5</b>	<b>Clinical Quality and Governance</b>	
<b>Outcome:</b>	No issues identified	
<b>Comments</b>		
<p>Following suspension of services at another practice it has been brought to the attention of the department that practices offering coil and implant fitting need to be specifically registered for that service with the CQC. JW to ensure this is done for all federation practices providing the services.</p>		
<b>Actions Required</b>		<b>By</b>

<b>Agenda Item 6</b>	<b>Payments</b>	
<b>Outcome:</b>	No issues identified	
<b>Comments</b>		
No issues		
<b>Actions Required</b>		<b>By</b>

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

<b>Agenda Item 8</b>	<b>Good Practice/Innovation</b>	
<b>Comments</b>		

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