**ELR GP Federation Ltd**

**Chief Operating Officer Report – September 2018**

1. **Strategy and roles and responsibilities - update**
* CQC registration – JW has spoken with CQC (Olivia Edwards) who have advised that we cannot register unless we are directly carrying out a ‘regulated activity’. As we currently sub-contract services to our member practices; we do not currently require our own registration and would be refused if we did apply. The CQC guidance for Federations is attached as **Paper C** for information.
* Independent Provider status to enable it to employ staff with NHS pensions; will be kept under review but will also be linked to us holding a relevant NHS contract.
* JW met with Helen Rose and agreed that we are happy to discuss options for joint working. JW will speak with Anu Rao on 3rd October 2018.
1. **Business plan for FY19/20**
* JW will table an updated income and expenditure forecast at the Board meeting and present the associated business plan assumptions.
1. **Localities & transformation fund update**
* JW is updating the Locality reports and finance schedules for the Q2 CCG transformation fund panel meeting on 16th October 2018.
* Funding arrangements will be finalised with the Localities; using the Board approved pricing model as a guide.
* A contract has been finalised between the Federation, Jamie Bell Physiotherapy Ltd and market Harborough Medical Practice for a six month First Contact Physiotherapy pilot in the Harborough Locality. LMC Law advised on this contract; **see paper D attached**.
* We are working on a similar arrangements as follows;
	+ First Contact Physiotherapy contract for the Oadby and Wigston Locality
	+ ECP/Visiting contract for the SLAM Locality and potentially the Rutland Locality
	+ Contract with Clarity Informatics to enable all ELR member practices to have access to the GPTeamNet tool
* **The Board is asked to approve that the Federation proceeds with these contract arrangements to support its member practices.**
1. **Urgent Care / extended primary care**
* The specification has been released and tenders are due in on 12th October 2018.
* We have met with Simon Harris and run through the tender documents. DHU will complete a first draft for review for the first week of October 2018.
* We have agreed that DHU will propose the commercial terms with the Federation based on the deal with the West and City Federations; we await the draft.
* An email has been circulated to our Localities asking for interest in providing part of the service. O&W, Rutland and Latham House have expressed an interest.
1. **Collaboration with West & City Federations / Community services re-design**
* JW will verbally update the Board on conversation with Anu Rao.
* RB will verbally update on the Rutland pilot.
1. **Winter Access scheme**
	* Balance of funds to be distributed.
2. **NHS England; Clinical pharmacists in general practice Project**
* Rosemead have agreed to join the scheme.
* With Glenfield and Rosemead - we achieve the 90,000 patients.
* Due to the passage of time; practices have been asked to confirm that they wish to proceed.
* LMC law will then be asked to review the PSS contracts; costs to be shared.
* The Croft have indicated that they will require some consideration to act as a lead practice.
* Start date to be asap after contracts have been agreed.
1. **Community Based Services and inter-practice referral process**
* HP is contacting our sub-contracting practices to update the schedule of fitters and their evidence to practice and indemnity certificates.
* We have received a contract variation; a key element of which is to mandate the use of Quest. We have issued this to our sub-contracting practices and asked them to sign a confirmation that they have received and accepted this contract variation.
1. **Correspondence management**
* A project review has been completed for WLCCG – **see paper E attached.**
1. **Demand Management / Referral Hubs**
* RB/JW have finalized the quarterly report which has been sent to all six Localities with guidance on the top 4 specialties to focus on and the actions required.
* Practices have been asked to provide referral information for the month of October 2018 for the specialties identified; which will be discussed at the November Locality meetings.
* We were asked to assist with the CCG Referral Management work stream to potentially develop referral hubs. This needs to be followed up. This could also provide a business opportunity for the Federation.
1. **Diabetes nurse specialists**
* Implementing with Latham House, with support from Diabetes Centre (Laura Willcocks)
* Three DSNs have now been recruited.
* We held a review meeting with NHS England in September 2018 who were pleased with the progress that has been made.
* Anne Scott (ELR CCG) has agreed to assist with implementing a clinical governance process to assure this scheme. GC/JW top follow up.
1. **Rutland Patient App project (VitruCare)**
* Sub-contract agreements have not been developed with the Practices. However, there is good engagement with the practices.
* An open day for patients was held in September 2018.
* Two care homes and >40 patients have signed up to use the product
* We are now in the process of emailing invitations to our the Diabetic and hypertension cohort.
* Key review date in November 2018 to determine whether the project will continue into Year 2.
1. **GP TeamNet -** All six Localities have agreed to join the GPTeamNet project utilizing Transformation Funds. The Federation will hold the contract with Clarity Informatics on behalf of member practices.

**The Board is asked to approve this approach.**

1. **H Pylori –** The majority of Practices have decided to provide an H Pylori service as a sub-contractor to the Federation. Sub-contracts have been issued for a start date in July 2018.

1. **Primary Care Exchange** – At the annual shareholders meeting it was suggested that a ‘Locum Agency’ solution would be well received by practices and could generate useful revenue for the Federation. Primary Care Exchange could provide a solution. Jubilee have offered to support this initiative and JW will progress this.
2. **Teaching Academy**
* Following discussion with the Jubilee and South Leics Academies and the University; we have been asked to consider an option of facilitating practices to join existing Academies
* It is suggested that the Jubilee and South Leics Academy Leads meet with the Federation Academy practices to explore other options.
* JW will provide a verbal update at the Board meeting so that we can decide how to proceed.
1. **GDPR – DPO service**
	* The majority of the Practices have now signed up.
	* Practices now need chasing to complete the self-survey.
	* We will hold a joint workshop in October 2018.
2. **Osteoporosis project**
	* JW / GC have met with Tim Jones and Sat Sanhu
	* The proposal is to trial a locality based ‘fracture liaison service’ to help prevent further fractures in the identified risk group.
	* Tim Jones will draft a business case for us to consider.
3. **Communications update**

The Transformation Fund pilot scheme to develop hub level web portal, integrated with social media and e-marketing approaches with Rutland Healthcare is progressing well. Joe will provide an update at the meeting.

A positive Annual Shareholders’ meeting was held on 25th September 2018.