ELR GP Federation Ltd

Minutes of the meeting of The Board of Directors

Thursday 21st February 2019 – Syston Medical Centre

**Present**: Dr R Bietzk (chair), Dr G Chidlow, K Whawell, J McCrea, J Watkins, Dr N Chotai, H Patel, R Whitehead

1. **Apologies** – Dr L Ryan
2. **Welcome**

Robert Whitehead was welcomed to the Board as the Director representing the Oadby & Wigston Locality.

1. **Minutes of the meeting held on 10th January 2019**

5 (i) should read that LLR PCL will hold the RSS contracts which can then be sub-contracted either to a GP Federation or a Practice.

1. **Matters arising** – covered in the agenda.
2. **COO Report**
3. **Business plan for FY19/20**
* HP tabled an updated income and expenditure forecast for FY18/19 (Appendix 1) and budget forecast for FY19/20 (Appendix 2). The Board reviewed these reports noting that a positive surplus was forecast for FY18/19 but that further work is required to secure income for FY19/20. The Federation is in the process of finalising the date from which it needs to register for VAT. This will be reviewed with Ballards advice.
* RB / JW met with Tim Sacks on 1st February 2019 and agreed that the Federation should build on the work over the last year to support Locality working and play a key role in the development of Primary Care Networks (PCN) in FY19/20. Tim indicated that funding could be made available at 25p per patient (c.£82K) but stated that this would need to be approved. However, this would represent a significant element of sustaining the Federation in FY19/20.
* Key income streams will be;
	+ - PCN (incl demand management @ c£82K (TBC)
		- Urgent Care (DHU) @ c£50K
		- H Pylori, CBS, GDPR @ £10-£15K
		- TF funds c/fwd @ c.£40K (TBC)

***Note;*** *all these numbers are quoted before the impact of VAT*

* JW / RB will be presenting an update to the PCCC on 5th March 2019. ***Action JW / RB***
1. **Localities & transformation fund update**
* The Federation has continued to provide support and facilitation to Localities in implementing their transformation fund projects
* The Federation is now holding the following contracts on behalf of practices.

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| --- | --- | --- | --- |
| **Locality** | **Contractor** | **Project**  | **Duration** |
| Harborough | Jamie Bell Physiotherapy Ltd | First Contact Physio | 7 months |
| O&W | Jamie Bell Physiotherapy Ltd | First Contact Physio | 6 months |
| SLAM | DHU | ECP | 6 months |
| All | Clarity Informatics | GPTeamNet | 12 months |
|  |  |  |  |

* The First Contact Physio and ECP contracts are progressing well and GP time is being saved.
* We are coordinating regular project review / monitoring meetings for these contracts
* The pilots are nearing their conclusion; practices will have to decide whether / how to extend / continue the service
* The Federation supported the Q3 update reports and attended the CCG panel that reviews the progress and implementation of the TF projects.
* Federation fee arrangements are summarised at **appendix 3.**
1. **Primary Care Networks**

The new GMS contract will require Practices to form Primary Care Networks (PCN) through a new Network DES. Networks will facilitate shared decision making between practices for their total network populations (typically 30-50,000), around funding and workforce distribution, and augmented service provision. Networks will need to be geographically contiguous.

**The Board agreed that the Federation should play a key role in facilitating and supporting our six Localities to develop their PCNs. *Action JW / all***

1. **Urgent Care / extended primary care**
* The weekly implementation meetings, including commissioner representatives, have been driving the implementation process.
* The key risks are;
	+ Clinical workforce recruitment (GPs and ANPs)
	+ S1 unit commissioning
	+ Activity being greater than contracted volume
* The Federation has been focused on GP recruitment; identifying 16 GPs who are interested in providing sessions. In addition, we are working with Bushloe & Croft on the option of the Practices taking responsibility for providing the GPs in core hours at the Oadby UCC. ***Action JW***
* LHMP and MHMP have decided not to provide the ANPs for the Melton and MH UCCs respectively.
* JW is coordinating the work to pilot / implement the ‘UCC booking pathway’; whereby Practices will make slots available for UCC to book directly into. ***Action JW***
* DHU have now sent across the draft Articles of Association and Shareholders agreement for the ***‘DHU East Leicestershire and Rutland CIC’***. LMC Law will review these documents. JW to follow up. ***Action JW***
1. **NHS England; Clinical pharmacists in general practice Project**
* NHS E have confirmed that we can proceed with two pharmacists in the first instance.
* NHS E have confirmed that we can proceed with patient population @ just under 60,000
* LMC Law have been instructed to review the PSS contracts; costs to be shared with PSS.
* PSS will be interviewing 7 candidates; and will provide 3/4 pharmacists for Practices to meet and decide on the preferred candidates.
* JW to follow up and clarify is there is a difference between the NHS E scheme and the PCN arrangements. ***Action JW***
1. **Community Based Services**
* Leicestershire CC has verbally confirmed that our contract will be extended into the third year. Written confirmation will follow.
* HP is confirming with our sub-contracting practices their schedule of fitters and their evidence to practice and indemnity certificates. ***Action HP***
* JW to communicate with Practices. ***Action JW***
* The new indemnity arrangements will need checking. ***Action JW***
1. **Correspondence management**
* We held a successful support / review session with our participating practices on 9th January 2019.
* We will arrange a workshop for both the admin staff and GPs after Easter; for Practices to provide an update on their progress and enable the sharing of best practice etc.  ***Action JW***
1. **Demand Management**
* RB has completed reports for each Locality – identifying key trends and areas for further investigation / training / service development.
* These have been presented to the Localities, where some Practices have updated on the tangible changes that they have made to reduce referrals, where appropriate.
* There has been an observable reduction in overall referrals growth across ELR; which has been contained within 1%
* Tim Sacks has indicated that CCG funding will continue for the Demand Management work into FY19/20 will be contained with the 25p / patient PCN resource.
* Following a review of progress with the CCG, Jamie Barratt circulated the following summary of the project;

*‘The Federation were commissioned to support delivery of the specification with localities/practices and one key aim was to achieve the following:*

* *GP Outpatient referral growth rate is currently running at 2% based on 2017/18 outturn.*
* *The expectation is that the practice will contribute to an achievement of 1% GP outpatient growth at Hub/Locality level*

*Q3 position and update has been communicated with localities and projected achievement is to only increase by****0.66%****overall for the CCG (the locality positions are fairly consistent with this). This is below the anticipated target of****1%.****This also supports our GP SIP position QIPP delivery re demand management which is also achieving a ‘green’ position.*

*I have attached an example for OW of the detailed analysis and interpretation conducted by the Federation. There has been real engagement in this and the focus of a programme of work across the year has shown that a targeted focussed, programme of work pay dividends.*

*The foundation is now set for this work to aim to continue in 19/20 and progressed further as we move into PCNs.’*

1. **Referral support service (RSS)**
* ELR and City CCGs have agreed to work with the Alliance to develop a model (see diagramme below) to shift more activity into the community in the following specialties;
* ENT
* Dermatology
* General Surgery
* Orthopaedics
* Rheumatology
* Expressions of interest have been sought for MSK Triage**;** this will be followed by dermatology.
* JW to progress with Danah Cadman. ***Action JW***
1. **Diabetes nurse specialists**
* Three DSNs continue to provide a valuable support to identified LLR practices.
* West Leicestershire CCG , who commission the service on behalf of NHS E, are pleased with the progress that has been made.
* Gareth has advised on the clinical governance process and JW will write up a draft for the Board consideration. ***Action JW***
1. **Rutland Patient App project (VitruCare)**
* Three care homes and >90 patients have signed up to trial / use the product
* RCC have confirmed funding for a second year @ £49K
* There has been a glitch with the system which has resulted in a 3 month extension to the contract. JW to follow up. ***Action JW.***
1. **GP TeamNet**
* All six Localities have signed up to the GPTeamNet project utilizing Transformation Funds.
* The Federation contract with Clarity Informatics has been signed.
* A project implementation team has been put in place which includes a lead from each Locality, JW and Kati Makepeace from Clarity Informatics.
* The Locality leads met with Clarity Informatics on 17th January 2019 to determine how to use the tool to facilitate Locality and ELR wide working.
* Five of the Localities wish to procure a second year utilising the Transformation Fund; JW has obtained a further quote. Clarity Informatics has agreed to constrain the fee to 325,000 patients. ***Action JW***
1. **H Pylori**
* All bar three Practices have decided to provide an H Pylori service as a sub-contractor to the Federation.
* Q3 returns are now been collated and passed to PCL for payment.

1. **Locum service**
* JW to progress. ***Action JW***
1. **GDPR – DPO service**
* The majority of the Practices have now signed up.
* Practices now need chasing to complete the self-survey.
* Joe will be providing an update on 13th March 2019 @ 7pm @ Kibworth
* The new GMS contract indicates that the CCG need to procure a DPO service on behalf of Practices. JW/JM to approach Tim Sacks to propose that the existing service is extended. ***Action JW / JM***
1. **Fracture Liaison Service (FLS) project**
* The proposal is to trial a locality based ‘fracture liaison service’ to help prevent further fractures in the identified risk group.
* The Public Health team have added their support to the scheme proposal
* The Business Case has been presented to the Alliance Leadership Board who support the proposal.
* The Business Case will now be presented to the Planned Care Board. GC / JW to follow up. ***Action GC / JW.***
1. **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 and the new Rutland hub has now been launched.
	* The Hub enables;
		+ NHS E messages to be published directly to Practice web-sites
		+ Practices to share information from their website at a Rutland Hub level
		+ Links with Rutland County Council and the Rutland Information Service
	* JW / JM to contact Tim Sacks to discuss how this approach could be broadened within the CCG area. ***Action JW / JM***
2. **INR STAR**
* The CCG will cease funding INR STAR wef April 2019.
* The Federation (KW) has obtained quotes from two companies; LumiraDX and DAWN.
* The Board noted that the Federation will hold the contract on behalf of Practices for 12 months in the first instance. JW / KW to finalise. ***Action JW / KW***
1. **Second blood collection**
* 19 practices have indicated that they wish to procure a second blood collection
* UHL advised that there is compelling evidence that the lack of a second collection is resulting in many unnecessary referrals to ED and that a proposal to provide a second collection will be considered by the three CCGs. JW to follow up. ***Action JW.***

1. **Active signposting**
* ELR CCG has asked the Federation to coordinate a pilot within 1/2 Localities to support practices with Active Signposting (funding @ c£6K to £8K)
* The first session would have to take place before the end of March 2019 to qualify for the funding support.
* JW will develop a proposal, building on the initiatives that have started in Rutland and O&W. ***Action JW.***

1. **Respiratory Diagnostic Hub**
* The Board discussed the paper prepared by Louise Ryan and agreed that developing Respiratory Diagnostic Hubs make much sense and could be done as part of a wider Locality based diagnostic hubs.
* Tim Sacks has asked the Planned Care team (Helen Mather) to work on Diagnostic Hubs.
* JW to follow-up with Helen Mather. ***Action JW***
1. **Financial issues**
* The budget forecast reports (Appendices 1 & 2) were reviewed in the Business Plan section of the agenda.
* HP / JW will determine the date from which the Federation needs to register for VAT, taking advice from Ballards. ***Action JW / HP***
1. **Board issues**
* No applications have been received for the vacancy in the Blaby & Lutterworth Locality. Louise Ryan has indicated that she wishes to remain on the Board. **The Board agreed that Louise Ryan should be co-opted onto the Board.**
* HP to check the arrangements for removing Narborough Health Centre. ***Action HP***
1. **Any other business**
* A process to be determined for making the ECG machines available to Practices.
1. **Date & venue of next meetings**

Thursday 21st March 2019 @ 7pm @ Syston Health Centre.

**Action Log**

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| **Id** | **Detail** | **Who** | **Update** | **Status** |
| 1 | CQC registration | JW | JW spoken to CQC. We need a contract to trigger an application. | G |
| 2 | Business Plan for FY19/20 | JW | To be drafted in Q4 | A |
| 3 | Follow-up meeting with Tim Sacks re projects / funding options | JW / RB | Complete | G |
| 4 | Fracture Liaison Service Biz Case | GC/JW | Completed. To be considered by Planned Care Board | G |
| 6 | Clarify £2/patient scheme with Tim Sacks | RB/JW | Completed | G |
| 7 | NHSE Pharmacists scheme implementation * Check difference with PCN scheme
 | JW | Finalised the practices will take part. Portal updated, subject to PSS confirmation. Emailed NHS E to confirm next steps. LMC Law prepared contract. | A |
| 8 | Physio contracts  | JW | Harborough and O&W complete.  | G |
| 9 | Finalise Federation TF fee arrangements | JW | Complete | G |
| 10 | Urgent Care; * Follow up Localities / Practices
* Finalise JV legals
 | JWJW | In handIn hand | G |
| 11 | CBS contract – * Update accreditation and indemnity details
* Comms to Practices
* Indemnity arrangements
 | HPJWJW | In processTo completeTo check | A |
| 12 | Correspondence management workshop | JW | In hand. | G |
| 13 | Clinical governance process for DSN project | GC/JW | Gareth advised on the approach. To be completed. | A |
| 14 | GPTeamNet – Y2 quote / implementation | JW | Contract signed. Quote obtained for Y2. | G |
| 15 | H Pylori contract | JW/GC | Implementation of sub-contracts | G |
| 16 | Blaby & Lutterworth Board Director vacancy | JW | No response to the advert. Dr Louise Ryan co-opted. | G |
| 17 | O&W Director recruitment | JW/JM | Robert Whitehead appointed. | G |
| 19 | Establish skills / GPSIs in LLR for RSS | JW | In hand | G |
| 20 | DPO; chase practices and determine the approach for FY19/20 | JM/JW | To be completed | A |
| 21 | Wider involvement of practices | RB | Plan to be developed | A |
| 22 | Complete Board / shareholder removals | HP | Complete. Severn to be checked. | G |
| 23 | Policy development | JW | To be developed, as required. | A |
| 24 | VAT registration | HP | In hand. | G |
| 25 | Demand management identify next steps and funding for FY19/20 | RB/JW | In hand | G |
| 26 | File 17/18 accounts  | HP | Complete. | G |
| 27 | Locum service next steps | JW | TBC | A |
| 28 | Diagnostic hubs proposal | JW | Helen Mather contacted | G |
| 29 | Determine approach for Narborough shares | HP/JW | TBD | A |
| 30 | Rutland ECP pilot | RB / JW | Pilot is being planned and scheduled for Q1 | G |
| 31 | RSS - preparations | JW | Contacted Danah Cadman | A |
| 32 | INR – obtain quotes & implement | JW / KW |  | G |
| 33 | PCN development –support Localities | JW | In hand | G |

**Appendix 1 – Cashflow forecast FY18/19**



**Appendix 2 – Budget forecast for FY19/20**



**Appendix 3 – Transformation Fund projects – Federation fees**

