

## Paper A

### Draft Minutes

NHS Leeds South and East Primary Care Commissioning Committee Meeting (PCCC)  
Thursday 27 April 2017 11:30 – 13:30, Boardroom A, 3200 Century Way, Thorpe Park, Leeds, LS15 8ZB

Members	Role	Present	Apologies
Philip Lewer (PL)	Chair	✓	
Philomena Corrigan (PC)	Chief Executive		✓
Victoria Eaton (VE)	Public Health Consultant		✓
Jo Harding (JH)	Director of Nursing and Quality	✓	
Maureen Kelly (MK)	Acting Director of Nursing, Quality, & Corporate Affairs		✓
David Mitchell (DM)	Secondary Care Consultant	✓	
Brian Roebuck (BR)	Lay Member – Audit & Governance		✓
Gordon Tollefson (GT)	Lay Member – Patient and Public Involvement	✓	
Kathryn Vause (KV)	Interim Chief Finance Officer	✓	
Visseh Pejhan-Sykes	Chief Finance Officer		✓
Sue Robins	Director of Commissioning		✓
In Attendance	Role	Present	Apologies
Kathryn Hilliam (KH)	Head of Co Commissioning, NHS England		✓
Anna Ladd (AL)	Primary Care Manager, NHS England, Representing Kathryn Hilliam	✓	
Lisa Mulherin (LM)	Chair Health & Wellbeing Board		✓
Linn Phipps (LP)	Deputy Chair of Healthwatch Leeds		✓
Alistair Walling (AW)	Clinical Director of Primary Care	✓	
Gaynor Connor (GC)	Associate Director of Primary Care & New Models of Care	✓	
Deborah McCartney	Senior Manager Primary Care	✓	
Paul Crompton (JPC)	Head of Corporate Affairs (Minutes)	✓	
Helena Coates (HC)	Governance Manager		✓
Number	Item	Action	
	<p><b>Welcome</b></p> <p>In the interest of Health and Safety of the Members the Chair confirmed that there was no fire practice scheduled to take place during the meeting.</p>	-	
PCCC17/1	<b>Apologies for absence and quoracy</b>	-	

	The apologies for absence were noted as set out above. The meeting was confirmed as quorate.	
PCCC17/2	<p><b>Declarations of Interest</b></p> <p>Alistair Walling made declarations of interest in relation to two matters (1.3.1 and 1.5.2) in Agenda item PCCC17/7. <i>Dr Alistair Walling declared a direct financial interest in this item as a partner in a practice (Ashfield Medical Centre) which had taken on patients from Whinmoor Practice under an APMS contract. The agenda item was for information so no action required.</i></p>	HC to record
PCCC17/3	<p><b>Minutes of the Meeting held on 23 March 2017</b></p> <p>The minutes of the meeting of 23 March 2017 were <b>APPROVED</b> as a correct record.</p>	
PCCC17/4	<p><b>Consultation on the proposed Terms of Reference of the Primary Care Commissioning Committees in Common</b></p> <p>The Committee was presented with the draft Terms of Reference for the Primary Care Commissioning 'Committees in Common'. As part of a move to closer working between the three Leeds CCGs, the Council of Members Meeting on the 30<sup>th</sup> March 2017 agreed to changes to the governance structure and the Constitution of the CCG. As part of these changes the Primary Care Commissioning Committee will meet at the same time and location as the same Committees in Leeds North and West, this was termed as a meeting of 'Committees in Common'. In order for the 'Committees in Common' to operate effectively an agreed Terms of Reference are required, and a draft set was attached for review. The Governing Body would approve the final version at the meeting on the 25<sup>th</sup> May 2017.</p> <p>A discussion followed and the large number of individuals that would be present was raised, which would necessitate a meeting venue to accommodate these.</p> <p>The Committee <b>REVIEWED</b> the Draft Terms of Reference and had no changes to make.</p>	
PCCC17/5	<p><b>Exclusion of the Press and Public</b></p> <p>The Primary Care Commissioning Committee made the following resolution:</p> <p>"That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest" - (Section 1(2)Public Bodies (Admission to Meetings) Act 1960).</p>	
PCCC17/6	<p><b>Minutes of the Confidential Meeting held on 23 March 2017</b></p>	

	<p>The minutes of the Confidential Meeting held on the 23<sup>rd</sup> March 2017 were agreed as a correct record.</p> <p>Matters Arising:</p> <p>It was confirmed that the York Street Contract had been 'mobilised'. The Committee recorded their appreciation to LSE staff for their role in enabling the resolution of this matter.</p>	HC to record
PCCC17/7.1	<p><b>East Park Medical Centre</b></p> <p>The Committee were provided with an urgent report in respect of the East Park Medical Centre.</p> <p>The Committee <b>APPROVED</b> the recommendations set out in the report.</p>	
PCCC17/7	<p><b>Practices on the Radar Report</b></p> <p>Alistair Walling made declarations of interest in relation to two matters (1.3.1 and 1.5.2) in Agenda item PCCC17/7. <i>Dr Alistair Walling declared a direct financial interest in this item as a partner in a practice (Ashfield Medical Centre) which had taken on patients from Whinmoor Practice under an APMS contract. The agenda item was for information so no action required.</i></p> <p>The Committee were presented with an overview of the current practices within Leeds South and East which were on the CCG's radar, including a summary of the current issues facing the practices who were on the radar and the actions being taken in response to the identified issues.</p> <p>The Committee <b>APPROVED</b> the recommendations set out in the report and noted the impact of the General Election upon engagement processes.</p>	
PCCC17/8	<p><b>Cottingley Community Centre Practice</b></p> <p>The Committee were presented with a report in respect of the Cottingley Community Centre Practice.</p> <p>The Committee <b>APPROVED</b> the actions to be undertaken to enable further decisions to be made by the dates set out in the report.</p>	
PCCC17/9	<p><b>Garforth Medical Practice</b></p> <p>The Committee were presented with an initial request from Garforth Medical Practice.</p> <p>The Committee <b>APPROVED</b> the recommendations set out in the report and noted the impact of the General Election upon engagement processes.</p>	

PCCC17/10	<b>Date of next Meeting</b>  To be confirmed	
There being no further Agenda items, the Chair thanked everyone for their attendance and CLOSED the meeting.		
Chair..... Date.....		

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