



**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	27 August 2019
TEITL YR ADRODDIAD: TITLE OF REPORT:	Primary Care Applications Committee Assurance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Jill Paterson, Director of Primary Care, Community & Long Term Care
SWYDDOG ADRODD: REPORTING OFFICER:	Heledd Kirkbride, Primary Care Officer

**Pwrpas yr Adroddiad (dewiswch fel yn addas)
Purpose of the Report (select as appropriate)**

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

The External Governance Review undertaken during 2015 recommended that the Lead Director of each Board level Committee attends the Audit & Risk Assurance Committee on an annual basis to allow the Committee the opportunity to scrutinise the controls and assurances on which it relies, agreeing actions where appropriate.

The purpose of this report is to provide assurance to the Audit & Risk Assurance Committee that the Primary Care Applications Committee's terms of reference, set by the Board, are being appropriately discharged.

The Committee is asked to note the content of this report and comment on any issues in respect of the operation of the Primary Care Applications Committee (PCAC) going forward.

Cefndir / Background

The Primary Care Application Committee's terms of reference have been reviewed and were last approved by the University Health Board in May 2019.

The purpose of the Primary Care Applications Committee as expressed in its Terms of Reference is to :

- Determine Primary Care contractual matters on behalf of the Health Board, and in accordance with the appropriate NHS regulations.

The contractual matters to be determined by the Primary Care Application Committee include:

- General Medical Services Vacant Practices in accordance with WHC (2006) 063
- General Medical Services Sustainability Applications made in accordance with the Local Sustainability Assessment Process
- General Medical Services contractual changes in accordance with the NHS (General Medical Services Contracts) (Wales) Regulations 2004
- Community Pharmacy contractual changes in accordance with NHS (Pharmaceutical

Services) (Wales) Regulations 2013

- General Dental Services contractual changes in accordance with The National Health Service (Personal Dental Services Agreements) (Wales) Regulations 2006 and The National Health Service (General Dental Services Agreements) (Wales) Regulations 2006

Asesiad / Assessment

Key Objectives of the Primary Care Applications Committee	Assurances to the Audit & Risk Assurance Committee
General Medical Services Vacant Practices	<p>In total, recommendations of 4 Vacant Practice Panels were considered by the Primary Care Applications Committee during 2018/19 (compared to 2 in the previous year).</p> <p>The Committee received the following outcomes from the Vacant Practice Panel meetings:</p> <ul style="list-style-type: none">• Tenby Surgery Vacant Practice Panel: the Committee received the outcome from the Tenby Surgery Vacant Practice Panel. The outcome being this becoming a Health Board Managed Practice as an interim position, but to continue to focus on what could be a more sustainable independent contractor model in the future.• Ash Grove Medical Centre Vacant Practice Panel: the Committee received the outcome from the Ashgrove Medical Centre Vacant Practice Panel. The outcome being this becoming a Health Board Managed Practice as an interim position and to develop a more robust solution for the area in future.• Teifi Surgery, Llandysul: Members noted the Vacant Practice Panel's recommendation to disperse Teifi Surgery's list to neighbouring GP Practices. The Committee approved the recommendation to disperse the list, subject to a report to the Committee in November 2018 to include feedback from the public engagement event and on the GMS team's discussions with the receiving Practices. Following a subsequent update, Members noted that the feedback from Practice Managers has been mainly positive. At the meeting on 21st February 2019, Members were advised that the patient list dispersal took place on 1st February 2019 following the cessation of the GMS contract.• Ashleigh Surgery, Cardigan: the Committee received the recommendation from the Vacant Practice Panel's consideration of Ashleigh Surgery. The Committee agreed a dispersal in principle, and to delay a final decision until the GMS team could undertake the further work involved. At its extra-ordinary meeting on 23rd October 2018, the Committee received a progress report since the Practice returned its GMS contract to the Health Board on 14th August 2018. The Committee agreed to support dispersal in principle, subject to

	<p>the public engagement event on 20th November 2018. The Committee received an update in its meeting on 6th December 2018, noting that approximately 175 patients had attended the event. The Committee agreed that the dispersal is progressed.</p>
<p>General Medical Services Sustainability Applications</p>	<p>In total, 2 sustainability applications were received by the Primary Care Applications Committee during 2018/19 (compared to 3 the previous year).</p> <p>During 2018/2019:</p> <ul style="list-style-type: none"> • Members were advised that the heat map of GP Practices had recently been reviewed, reducing the scores of two of the Practices previously classified as at risk. • The Committee was presented with the GMS Sustainability Update Report, demonstrating that 55% of Hywel Dda GP Practices had been classified as being challenged, however there were no closed lists in place at that point in time. • The Committee received an update on the position with regard to Health Board Managed Practices and the two GMS Contract resignations in South Ceredigion. • Two formal applications for sustainability support (Avenue Villa and Cardigan Health Centre) were received and considered in line with the nationally agreed process. • Members noted the Practices that were currently considered as being of concern for a variety of reasons and it was agreed to bring back a number of the issues to a future meeting for further consideration.
<p>General Medical Services Contractual Changes</p>	<p>In total, 8 GMS contractual changes were considered by the Primary Care Applications Committee during 2018/19 (compared to 14 in the previous year):</p> <ul style="list-style-type: none"> • 1 Branch closure (<i>St Clements branch of Argyle Surgery, Pembroke Dock</i>). • 1 Boundary Change (<i>Argyle Surgery, Pembroke Dock</i>). • 1 List Closure Application (<i>Robert Street Surgery, Milford Haven</i>): Members agreed that the list closure application should be declined. • 1 Merger (<i>Goodwick and Fishguard Surgeries</i>). • 4 Return of GMS contracts (<i>Teifi Surgery, Llandysul; Ash Grove Medical Centre, Llanelli; Tenby Surgery and Ashleigh Surgery, Cardigan</i>). <p>The Committee received a report on the review of GP Managed Practices and Members noted that their number was set to increase by a further two Practices by the end of August 2018. Members acknowledged that consideration of the proposal was not within the Committee's Terms of Reference, and suggested the need for the report to be seen in the context of the Health Board's wider risks to ensure it is considered in the whole and not simply as a Primary Care issue. Members were informed at the meeting on 21st February 2019 that advice was being sought from Procurement colleagues to establish the principle for seeking</p>

	<p>Expressions of Interest in returning Managed Practices back to Independent Contractor status.</p> <p>The Committee received an update on GMS provision in the Neyland area and noted the update report.</p>
<p>Community Pharmacy Contractual Changes</p>	<p>At its meeting on 6th December 2018, Members noted the change of ownership of the NHS Pharmacy Contract from Borth Pharmacy Limited to IMG Jones.</p> <p>In total, 1 Community Pharmacy contractual change (change of ownership) was considered by the Primary Care Applications Committee during 2018/19 (compared to 6 in the previous year):</p>
<p>General Dental Services Contractual Changes</p>	<p>In total, 3 Dental contractual and/or service changes were considered by the Primary Care Applications Committee during 2018/19 (compared to 7 in the previous year).</p> <p>During 2018/2019:</p> <ul style="list-style-type: none"> • The Committee was provided with an update on the process for tendering for new GDS Contracts to commence on 1st June 2018, chosen mainly in areas with low access and high deprivation and poor access for urgent out of hours services. Members were assured that feedback had been taken from previous tender exercises for this year's round. Members acknowledged the slippage involved, given the Health Board's inability to award all the Contracts in this financial year's interim plan to discharge its funds and that consideration would now be given to a more innovative approach to attract practitioners by understanding the enablers involved, with a further report to be submitted to the 4th September 2018 Committee meeting. • The Committee was provided with an update on the Orthodontic Plan as the current Contract ends on 31st March 2019. Members noted that the Health Board would be re-tendering for specialist orthodontic services. • The Committee received an update on the challenges faced by the dental commissioning team. Members acknowledged the Committee's responsibility to ensure Contracts are in place to meet the dental needs of the population, and the Committee's role to consider only the contractual aspect of the report, with the Planning Sub-Committee (reporting to BPPAC) considering any planning aspects. • The Committee received an update regarding Phase 1 of the Dental Reform Programme for the period 1st November 2017 to 31st March 2018. The Committee recognised that Contract reform has many benefits both for patients and the Health Board. • The Committee received the Health Board's response to the Social Care and Sports Committee Inquiry into Dental Services for information at its 4th September 2018 meeting.

Risk	<p>Key Risks and Issues/Matters of Concern raised by the Committee to the Board during 2018/19 included:</p> <ul style="list-style-type: none"> • Sustainability issues within GMS • Challenges within Health Board Managed Practices and the impact this is having on the Health Board's GMS team
Assurance	<p>At its meeting on 27th March 2018, the Committee received the PCAC Terms of Reference for review. Members agreed to create an additional Sub-Committee, separate to the current GMS Sustainability Panel, entitled Vacant Practice Panel (VPP), and to remove its membership from PCAC's terms of reference and include within separate terms of reference for the VPP. It was further agreed to simplify the membership for the Pharmacy and Dental Application Panels and attend to a number of minor amendments. The revised Terms of Reference were re-presented to the Committee on 10th May 2018 for onward submission to the Board on 31st May 2018, and were approved by the Board. The Terms of Reference were further reviewed during 2019 and presented to the Board for approval on 30th May 2019.</p> <p>The Primary Care Applications Committee Annual Report 2018/19 was approved via Chair's action on 20th May 2019, for onward submission to the Board on 29th May 2019.</p>
Frequency of meetings	<p>During 2018/19, Primary Care Applications Committee meetings were held on a bi-monthly basis or whenever there were contracting decisions to be made.</p> <p>During 2018/19, the Committee met on the following seven occasions and was quorate at each; two of which were extra-ordinary meetings:</p> <ul style="list-style-type: none"> • 30th April 2018 (Extra-ordinary) • 10th May 2018 • 4th July 2018 • 4th September 2018 • 23rd October 2018 (Extra-ordinary) • 6th December 2018 • 21st February 2019
Committee Workplan	<p>The core purpose of the Primary Care Applications Committee is to consider Contract changes, many of which cannot be predicted and developed into an annual work programme. Core standing agenda items are therefore included on a work plan template and agenda items added as meetings progress throughout the year and presented at each Committee.</p>
Feedback from the Self Assessment Exercise 2018/2019	<p>The Committee received a report at its meeting on 13th June 2019 on the outcome of the 2018/2019 PCAC self-assessment exercise. Discussion took place about how the wider HDdUHB engages with Primary Care issues as part of its quality and assurance agenda outside of PCAC. Members agreed that this needed to be discussed further with the Corporate Governance team.</p>

Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to note the content of this report and take assurance that the Primary Care Applications Committee has operated effectively during 2018/2019.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	5.8 Invite Lead Directors of Board level Committees to attend the Audit & Risk Assurance Committee at least annually to receive assurance that they are effectively discharging their Terms of Reference.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Statement	Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Primary Care Applications Committee Terms of Reference Primary Care Applications Committee Annual Report 2018/2019.
Rhestr Termau: Glossary of Terms:	BPPAC – Business Planning & Performance Assurance Committee GMS – General Medical Services WHC – Welsh Health Circular
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg: Parties / Committees consulted prior to Audit and Risk Assurance Committee:	Primary Care Applications Committee Chair & Lead Executive

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not Applicable

Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable