

**NHS LIVERPOOL CLINICAL COMMISSIONING GROUP  
PRIMARY CARE COMMISSIONING COMMITTEE  
Minutes of the Extraordinary meeting held on  
Friday 21 August 2015 at 1pm – Boardroom, Arthouse Square**

**Present:**

**Voting Members:**

Dave Antrobus (DA)	Governing Body Lay Member – Patient Engagement (Chair)
Nadim Fazlani (NF)	GP Governing Body Chair
Katherine Sheerin (KS)	Chief Officer
Dr Rosie Kaur (RK)	GP Governing Body Member/Vice Chair
Prof Maureen Williams (MW)	Lay Member for Governance (Vice-Chair)
Dr Simon Bowers (SB)	GP/Governing Body Member
Jane Lunt (JL)	Chief Nurse/Head of Quality

**Non voting Members:**

Moira Cain (MC)	Practice Nurse Governing Body Member
Sarah Thwaites (ST)	Healthwatch
Samih Kalakeche (SK)	Director of Adult Services and Health (Health & Wellbeing Board Non-voting Member)
Dr Sandra Davies (SD)	Interim Director of Public Health

**In attendance:**

Carol Hughes (CH)	PA/Note taker
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**Apologies:**

Tom Jackson (TJ)	Chief Finance Officer
Rob Barnett (RB)	LMC Secretary
Cheryl Mould (CM)	Head of Primary Care Quality and Improvement
Dr Adit Jain (AJ)	Out of Area GP Advisor
Scott Aldridge (SA)	Neighbourhood Manager - North Locality/Local Quality Improvement Schemes and Veteran Health Lead
Tom Knight (TK)	Head of Primary Care - Direct Commissioning, NHS England
Phil Jennings (PJ)	NHS England

Public: 1

## **PART 1: INTRODUCTIONS & APOLOGIES**

The Chair welcomed everyone to the meeting and introductions were made. It was highlighted that the public were in attendance but any questions they wished to raise needed to be done via the public Governing Body meeting.

### **1.1 DECLARATIONS OF INTEREST**

As members of the Liverpool GP Provider Organisation declarations of interest were made by Dr Rosie Kaur, Dr Simon Bowers and Dr Nadim Fazlani.

As a co-opted member of the Federation an interest was also declared by Samih Kalakeche.

## **PART 2: STRATEGY & COMMISSIONING**

### **2.1 DEVELOPMENT OF THE LIVERPOOL GP PROVIDER ORGANISATION**

A paper was presented by K Sheerin to seek approval for investment from the CCG to enable recruitment of a General Manager to support the establishment and development of the GP Federation.

The post will assist in the improvement of primary care services including set up for delivery of services and will provide depth, strength and accessibility which could not be provided through the 93 practices so a different mechanism is required to enable this to happen.

Dedicated support will enable the organisation to focus, respond to opportunities, and will ensure the right governance and infrastructure is in place to respond to HLP and ensure that general practice can deliver going forward.

KS highlighted that the proposal was to set aside investment in order to create a band 8d post, employed by, and with accountability to LCCG, with objectives agreed with the GP Federation and reporting to the Federation.

A copy of the Job Description was provided and the key points and working relationships were highlighted. Discussion and support to invest £102k to pay for an 8d post plus on cost for 12 months was requested.

MW noted that the argument for the GP provider organisation in Liverpool has been well made elsewhere. When discussed at Governing Body it was seen as getting ahead, being in control and being able to shape primary care in line with the HLP agenda. MW noted her total support of the organisation and work that LCCG can do to support it.

In summary, it was noted that approval was required for LCCG to agree a new post, the purpose of which was to work with the provider organisation on behalf of LCCG which would be seen not as an external investment, but an internal fixed term appointment in the CCG.

After much discussion it was agreed that the following amendments would be made to the Job Description and paperwork:

- Reference to SHA and London to be removed
- Fundamental emphasis on business skills is required. The clinical knowledge of the Federation was noted and the need to understand how to create business, horizon scanning, looking at opportunities and aligning strategic priorities was highlighted.
- The valuable points made about skill sets for this post were acknowledged and it was agreed that the recruitment pool should be broader than health.
- JL highlighted that reference should be made to review going forward as a different skill set may be required for the next phase.

It was noted that for an applicant from within the NHS on a 12 month fixed term contract then redundancy would need to be paid after 12 months, dependent upon previous experience, however, an applicant from outside of the NHS could be employed on a 12 month fixed term contract. It was agreed that the post would be advertised so LCCG is not at risk of substantial redundancy costs. Advice to be sought from HR.

## **The Primary Care Commissioning Committee:**

- **Agreed to approve the recommendation for investment of £102k for 12 months**
- **Agreed amendments to the job description/recruitment process as noted above.**
- **Agreed that advice would be sought from HR to ensure that LCCG is not at risk of substantial redundancy costs**

### **PART 3: GOVERNANCE**

#### **3.1 ANY OTHER BUSINESS:**

None

#### **4 DATE AND TIME OF NEXT MEETING**

Tuesday 15 September 2015 at 10.00 am  
Boardroom, Arthouse Square