

<b>PORTSEA ISLAND PRIMARY CARE GROUP</b>
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## A G E N D A

**Board Meeting : 16<sup>th</sup> June 1999 at 7:15 pm at the Horizon Centre, Cosham**

### PART II

- |                                                                   |        |
|-------------------------------------------------------------------|--------|
| 1. Minutes of meeting held 14 <sup>th</sup> April 1999 (attached) | White  |
| 2. Matters Arising                                                |        |
| 2.1 Prescribing Budgets Expenditure Report                        | Yellow |
| 2.2 Confidentiality                                               | Cream  |
| 3. GMS Allocations                                                |        |
| 3.1 Priorities for non-recurring GMS funding 1999/2000            | Blue   |
| 3.2 Practice split – funding implications                         | Lilac  |
| 4. Any Other Business                                             |        |

**PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY  
PORTSEA ISLAND PRIMARY CARE GROUP**

**NOTES OF PUBLIC BOARD MEETING HELD ON  
14 APRIL 1999 AT THE CENTRAL LIBRARY, GUILDHALL SQUARE**

**PART TWO**

<b>No.</b>	<b>Discussion</b>	<b>Action</b>
1.	<p><b>Practice Prescribing Expenditure Report January 1999</b></p> <p>Dr Colin Olford ran through the expenditure report for January 1999, outlining the five practices which are currently predicted to overspend, of which one has declined the opportunity of having pharmaceutical advice. The Board then discussed the costs and benefits of pharmaceutical advisers, noting that their work has been invaluable in moving from a large overspend to a large underspend on the drugs budget.</p> <p><b>This report was noted.</b></p>	
2.	<p><b>Prescribing Budgets</b></p> <p>There have been three main aspects to consider in setting the prescribing budgets for practices:</p> <ol style="list-style-type: none"> <li>1. Top slicing</li> <li>2. Budget setting process, for individual practices</li> <li>3. Contingency reserve</li> </ol> <p>The budget for the PCG as a whole is £12,731,000.</p> <p><b>1. Top Slice</b></p> <p>The top slice is taken off to cover the following aspects:</p> <ul style="list-style-type: none"> <li>• the incentive scheme</li> <li>• nurse prescribing</li> <li>• list size and expensive drugs</li> <li>• additional prescribing advice</li> </ul>	

## 2. Budget Setting

The budget setting process has been extremely complex and to a very tight timescale. The proposed budgets were tabled to the Board. It is hoped that the Prescribing Sub Group will be able to come up with an improved model for next year and Rob Hutchinson offered the help of his staff who are also currently grappling with "best value" as a resource/advice to the PCG.

## 3. Contingency Reserve

A contingency reserve of approximately £100,000 has been retained.

**The Board approved the top slice, contingency reserve, and the budgets which have been set for each of the practices.**

CO

Dr Colin Olford will now write to all practices to inform them of their budgets for 1999/2000.

## 3. GMS Allocation

Dr Charles Lewis outlined the current budget for GMS. He pointed out that there has been a good uplift in GMS for Portsea Island PCG this year of £450,000. Some of this money is recurring and is to be spent on staff and IT maintenance costs and the rest of it is non-recurring to be spent on premises and IT equipment to ensure that all practices are Year 2000 compliant. An additional £60,000 has been allocated to cover the pay awards. However, it is noted that this will not fully cover the nurses' pay awards. Therefore some additional funding will be needed from the recurring pot.

### 3.1 Staff Bids

At the last Board meeting the majority of staff bids were considered and approved. The outstanding five bids were to be reconsidered at this meeting once further information had been obtained from practices. Four bids have been submitted by practices and one practice has decided not to proceed with their bid. Having considered these, it was agreed that the fairest way for practices would be to approve all of the bids and then in year to work with all the practices to come up with a more robust system with criteria against which bids could be judged in future years. An additional bid had been submitted by Dr Tompkin and Partners and this was approved due to the special circumstances within that practice.

### 3.2 Premises

Dr Riley and Partners are undertaking a substantial improvement to their premises. The Health Authority are currently funding part of this, however the costs have come out as significantly higher than anticipated and therefore the PCG Board was asked to approve an additional £45,000 to be put towards this practice's premises improvements. The Health Authority strongly supports this and therefore the PCG Board agreed this allocation of funding.

### 3.3 Pay Awards

The PCG Board approved the 4.7% national increase in nurses' pay and currently the 2.5% being allocated to A & C staff. The cost of this will be more than the £60,000 allocated and therefore additional funding will be taken from the recurring development pot.

### 3.4 Year 2000

The Board agreed that Year 2000 must be the highest priority for the non-recurring funding this year. It was agreed that all bids for this money will be brought to the June Board meeting with the final costs. No premises improvements will be considered other than Dr Riley & Partners' improvement, until the Year 2000 situation has been made clear.

**All recommendations in this paper were approved by PCG Board.**

## 4 Any Other Business

### 4.1 Letter from Dr Charles Lewis to local MPs

Dr Charles Lewis gave each Board member a copy of the letter he has drafted to send to MPs, outlining the current financial position on Portsea Island. He asked that comments were returned to him by the end of the week. Rob Hutchinson asked that an additional sentence be put in around the impact on joint working with Social Services.

All

### 4.2 Confidentiality

Dr Charles Lewis will be writing to all practices regarding the confidentiality of their information due to changes to the Data Protection Act.

CL

**Agenda Item No:**

**PART II : 2.1**

**PORTSEA ISLAND PCG PRACTICES PRESCRIBING  
EXPENDITURE REPORT MARCH 1999**

**Background and Summary:**

The attached document contains the PPA March 1999 Prescribing Expenditure Report.

From the March PPA Prescribing figures Portsea Island PCG is predicted to underspend by £272,471. This figure needs to be adjusted for any changes in list sizes and expensive drugs to give the final end of year outturn. The Prescribing Advisor is currently working on these adjustments and practices should receive notification of their final outturns and the results of their performance in the 1998/1999 Incentive Scheme by the end of June 1999.

Practices who are still showing a predicted overspend are:

Dr Barron and Partners  
Dr Collins and Partners  
Dr Dale and Partners  
Dr BD Mitchell and Partners  
Dr Tompkins and Partners

Of these, pharmacists are working with Barron, Collins and Dale and these are all showing a decrease in their current growth rates. The Portsea Island Prescribing Advisor has arranged for a pharmacist to start working at the Tompkins practice in July. Dr BD Mitchell and partners have not requested pharmaceutical support at this stage.

**Recommendations:**

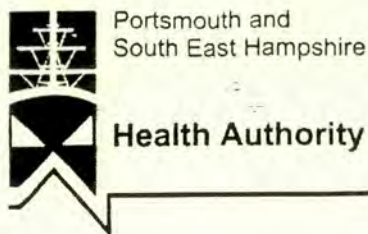
The PCG Board is asked to comment on this report.

**Date:** 4 June 1999

**Paper prepared by:** Kathryn Alder



PART II



## PORTSEA ISLAND PRIMARY CARE GROUP

Finchdean House  
Milton Road  
Portsmouth  
Hampshire  
PO3 6DP

Telephone:  
Fax:

**Code A**

w:\gppilot\confidentiality.doc

01 June 1999

To all GP's in Portsea Island PCG

Dr C H Lewis  
Dr Raw & Partners  
"Sunnyside"  
150 Fratton Road  
Portsmouth  
PO1 5DH

Dear Colleague

### Confidentiality and Sharing of Practice Information

From 1 April 1999 Portsea Island PCG was formally established as a sub-committee of the Portsmouth and South East Hampshire Health Authority. The efficient functioning of your PCG is dependent upon the gathering and processing of patient and practice specific data.

A new and more robust Data Protection Act is due to come into force soon, which will apply to both paper and electronically held data. At the very heart of this new act is the importance of gaining "informed consent" from practices and individuals for the release of data. It is also incumbent upon those who request data to define the purposes for which it will be used, who will have access to it and how confidentiality is to be guaranteed. There is also a requirement for PCGs to appoint a "Caldicott Guardian" who is charged with overseeing the handling of data within the PCG and who has a particular duty to apply the highest ethical standards and the law to the handling of data.

After discussion with all the GP members on the Portsea Island PCG Board and your practice GP representative at a recent Steering Group Meeting, we propose to adopt the following procedures for data collection and handling. The data in section A below to which your PCG is requesting access is currently available to the Health Authority and therefore no additional data collection is being asked of Practices.

### SECTION A

#### Data requested by PCG (and reasons for obtaining it)

1. Patient data (anonymised) [to inform commissioning of services]

Referrals – provider and department specific  
In-patient / day case / outpatient / direct access diagnostic & therapeutic activity  
In-house activity  
Community nursing activity

### BOARD MEMBERS

*Chair*  
Dr C Lewis

*Vice Chair*  
Dr J Hogan  
Dr C Olford

*Constituency Reps*  
Dr T Wilkinson (N)  
Dr J Thornton (C)  
Dr S Harris (SW)  
Dr E Fellows (SE)

*Lay Member:*  
Mrs Marie Potter

*Non Exec:*  
Professor Jean Hooper

*Social Services:*  
Mr Rob Hutchinson

*Nurse Reps:*  
Ms Julie Cullen  
Ms Pauline Robinson

*Chief Executive*  
Mrs Sheila Clark

2. Prescribing data [to monitor cash limited drug budgets]  
Practice specific PACT data
3. Practice specific data [to prepare Primary Care Investment Plan]  
GMS cash limited data  
Staff: posts, rates of pay & hours worked  
Computer reimbursements  
Cost / notional rents & cost improvement grants

### **Access to data**

**Only** the following will have access to Section A data in a form which allows identification of individual practices:

- HA non-executives, executives and nominated specialist staff (as now)
- PCG Board members
- PCG staff
- 6 Sub Groups of the PCG (Quality & Clinical Governance; Commissioning & Performance Management; Prescribing; Information Development/Management; Strategic Planning & Partnerships and Communications & Public Involvement) as appropriate to the data collected

### **Guarantees of Confidentiality**

The following measures are designed to guarantee confidentiality:

- Appointment of Portsea Island PCG Caldicott Guardian (already appointed – Dr Jim Hogan)
- No discussion or presentation of identifiable data (patient, prescribing or practice specific) to occur during public part of PCG Board Meetings
- Patient data will be aggregated and anonymised
- Out of Area Treatment data (what used to be called ECRs) will only be available to the Health Authority (as now) and to medically qualified members of the PCG Board or authorised managers (as now)
- Sharing of data between practices prohibited unless prior consent obtained (See Section B below)

## **SECTION B**

### **Data sharing between practices**

Many practices in the PCG have wished to share data openly with each other and your Board would wish to encourage this. Currently we have asked you to consider sharing the following information:



1. Prescribing – PACT monthly prescribing and cost growth rate figures
2. Commissioning – Practice specific referral data when it becomes available
3. Simple booklet – Practice specific activity and performance data when it becomes available
4. Practice baseline questionnaire – Practice specific data from the recent baseline questionnaire

Enclosed is a summary of each practices current information sharing intentions. Written consent was obtained from you for each of the 4 categories of data listed above. This data would be presented to you in the following ways:

1. Sent to the practice lead GP by post. Steering committee meetings now occur every 2 months – this method might be used during months when no steering committee meeting takes place.
2. At Steering committee meetings as now occurs with prescribing information. These meetings are attended by GPs from each practice, Health Authority staff, representatives from Portsmouth HealthCare Trust, Social Services and PCG Board members. Presentation of data would only occur after guests and outside speakers to the meeting had departed.

This data would not be presented during the open session of the PCG Board meetings or to a non-GP audience.

Your practice information sharing intentions are listed on the attached. This should be up to date as all requests for amendments following the recent Steering Committee meeting have now been made.

It is hoped that the procedures outlined above strike the right balance between the legitimate requirements of the PCG, the need for confidentiality and the desire by many practices to share information with each other.

If you feel the level of confidentiality offered falls short of what you require please contact Charles Lewis or Jim Hogan so that your concerns can be addressed.

Yours sincerely

**Code A**

Dr Charles Lewis  
Chair, Portsea Island PCG

**Code A**

Dr Jim Hogan.  
Vice Chair & Caldicott Guardian

## INFORMATION SHARING

PRACTICE	PRESCRIBING Named	COMMISSIONING INFO		SIMPLE BOOKLET		BASELINE QUESTIONNAIRE	
		Named	Coded	Named	Coded	Named	Coded
Dr G Barron & Partners Somerstown Health Centre	✓	✓			✓		✓
Dr E Collins & Partners Hanway Road	✓	✓			✓		✓
Dr B Dale & Dr K Sizer Campbell Road	✓		✓		✓		✓
Dr M Glasgow & Partners Copnor Road	✓	✓			✓	✓	
Dr S Harris & Partners Landport Terrace	✓	✓			✓	✓	
Dr J Hill & Dr K Laing London Road	✓	✓			✓		✓
Dr L M <sup>ac</sup> Connell & Dr L Castilla Queen Street	✓	✓			✓		✓
Dr D McLaughlin & Partners Derby Road	✓	✓			✓	✓	
Dr B Mitchell & Partners Osborne Road	✓		✓		✓		✓
Dr S Mitchell & Partners Baffins Road	✓		✓		✓		✓
Dr C Olford Chichester Road	✓	✓		✓		✓	
Dr G Parkin & Partners Victoria Rd South	✓	✓		✓			✓
Dr D Pearson & Partners Salisbury Road	✓		✓	✓			✓

PRACTICE	PRESCRIBING Named	COMMISSIONING INFO		SIMPLE BOOKLET		BASELINE QUESTIONNAIRE	
		Named	Coded	Named	Coded	Named	Coded
Dr D Pryce & Partners Devonshire Ave	✓		✓		✓		✓
Dr M Randle & Dr E Fellows Goldsmith Ave	✓	✓		✓		✓	
Dr D Raw & Partners Fratton Road	✓	✓		✓		✓	
Dr A Riley & Partners Queens Road	✓		✓		✓		✓
Dr G Robinson & Partners Lake Road	✓	✓		✓		✓	
Dr S Schofield & Dr T Schofield Milton Road	✓		✓		✓		✓
Dr D Shrivastva & Partners Buckland Medical Centre	✓	✓			✓		✓
Dr A Sissons & Partners Waverley Road	✓	✓		✓		✓	
Dr J Tompkins & Partners Somers Town Health Centre	✓	✓			✓		✓
Dr R Tyrrell & Partners Eastney Health Centre	✓	✓			✓	✓	
Dr A White & Partners Heyward Road	✓	✓		✓		✓	
<b>Total:</b>	24	17	7	8	16	10	14