

**MEETING OF THE FYLDE AND WYRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY
HELD ON TUESDAY 20 NOVEMBER 2018 AT 1.00PM
BOARDROOM, NHS OFFICES, DERBY ROAD, WESHAM**

Present: Ms M Dowling, Chair
Dr A Doyle, Chief Clinical Officer/Accountable Officer
Dr P Benett, GP and Elected Clinical Member
Dr V G Chandrasekar, GP and Elected Clinical Member
Dr T Marland, GP and Elected Clinical Member
Dr J Panesar, GP and Elected Clinical Member
Mr K Toole, Lay Member, (PPE)
Dr I Stewart, Secondary Care Doctor
Mr M Nuttall, Lay Member (Governance)
Mr A Harrison, Chief Finance Officer
Mr P Tinson, Chief Operating Officer
Ms C Lewis, Acting Executive for Governance, Patient Safety and Risk

In Attendance:
Mrs P Bowling, Corporate Affairs/Governing Body Secretary
Mrs K Hurry, Head of Communications and Engagement

100/18 Apologies for Absence

Dr F Guest, Dr A Janjua and Dr K Greenwood

101/18 Welcome and opening remarks

The Chair opened the meeting and thanked members of the public for their attendance. The Chair advised this was a meeting held in public and not a public meeting and any questions arising from the meeting papers or subsequent discussion would be invited later in the agenda. Questions were also welcomed in writing or via the CCG's website.

The Chair commented on this being a busy time in the NHS as winter approached. The previous week had been 'Self Care' week and over 70 self-care related events were organised across the patch. This demonstrated the strong level of support across the Fylde Coast in promoting the campaign and raising awareness. Further information will be provided at today's meeting when a short video is presented.

102/18 Any other matters of urgent business

There were no other matters of urgent business.

103/18 Declarations of interest

There were no declarations of interest relating to items on the agenda.

104/18 Minutes of the previous meeting of the Governing Body held on 18 September 2018

The minutes of the meeting of the Governing Body held on 18 September 2018 were agreed as a correct record, subject to the following amendments:

Item 91/18 'Care Home Project' to reflect that the service is in place in all neighbourhoods, not just in WREN.

Item 97/18 – amend 'D Doyle' to 'A Doyle'.

105/18 Matters Arising and Action Points

The action sheet was reviewed and all actions were reported to be complete. P Tinson advised that the Fylde Coast Vanguard evaluation report was due to be published at the end of the month and the updated annual commissioning plan would be published shortly.

106/18 Chair's Report

The Chair presented her report and drew attention the '100 Systems Leaders and Systems Integrators Development Programme' which a number of the CCG's senior managers and GP clinical members were attending. This unique leadership programme, funded externally by the North West Leadership Academy, brings together 100 leaders from across the Fylde Coast to strengthen collaborative working. Since it was launched a lot of interest has been received both locally and nationally to roll it out across the country.

The Governing Body noted the content of the report.

107/18 Clinical Chief Officer's Update

Dr Doyle referred to reports in the national press about difficulties in accessing enough flu vaccinations for the over 65s, however, locally the issues reported appeared to have been avoided. There had also been media attention relating to concerns raised by CQC about Allied Healthcare. Dr Doyle advised there were no contracts locally with this provider, however, there was potentially a knock on effect on other providers. Good progress was being made with the work to align the leadership and management teams across both Blackpool and Fylde and Wyre CCGs. NHS England and NHS Improvement have launched consultation on proposals to merge their structures, leadership and governance arrangements and are proposing seven integrated regional teams. The consultation ends in December 2018 and it is expected that the new structures will be in place by 1 April 2019.

The Governing Body noted the content of the report.

108/18 Report of the Chair of the Council of Members

In the absence of Dr Greenwood the minutes of the meetings of the Council of Members held on 10 July and 18 September were received. Dr Marland drew attention to the Council of Members' endorsement of the appointment of Dr Amanda Doyle as the Joint Chief Clinical Officer/Accountable Officer for both Fylde and Wyre and Blackpool CCGs.

109/18 Self Care – patient stories

Dr Marland introduced a video of local people explaining how they like to look after themselves and how local groups are helping people to remain active despite challenges they face. Dr Marland added that self care is becoming increasingly important in reducing the need for unnecessary appointments with primary care clinicians, as people are able to manage their own health needs where possible. Self Care Week is an annual awareness-raising campaign which took place during the week commencing 12 November 2018. Fylde and Wyre CCG was joined in promoting Self Care Week by local authority and other partners across the Fylde Coast which helped to raise the profile of the campaign.

P Tinson added that this was a key part of work taking place in neighbourhoods to develop plans for empowering people and communities. The Fleetwood neighbourhood had been excelling in this area and received national recognition for its work.

Dr Panesar referred to the sign-posting of people to Community Pharmacists who were also key in preventing illness and treating minor ailments. Dr Chandrasekar suggested that GP practice TV screens be used to help promote messages about self care and encouraging the appropriate use of effective medicines.

Discussion took place about social prescribing and the importance of signposting people to non-medical interventions. Reference was made to the FYi Directory which is a repository of useful information and has been very successful since its launch receiving more than 215,000 visits to the online site.

The Chair welcomed the video and the debate and looked forward to the Governing Body hearing more about self care in the future.

110/18 **2030 Vision for Health and Care**

P Tinson provided an update on progress against the CCG 2030 Vision and transformation work at three levels; neighbourhoods, Fylde and Wyre CCG and the Fylde Coast Integrated Care Partnership (ICP).

Attention was drawn to the neighbourhood diagnostic workshop held in September 2018 and the achievement of the Fleetwood neighbourhood in being awarded the prestigious accolade of Primary Care Home of the Year 2018. A neighbourhood innovations map was shared showing innovations across all neighbourhoods in Fylde and Wyre and Blackpool. This experience of knowledge gained will be shared across the Fylde Coast.

In terms of transformation programmes, the Technology Test Bed continued to progress and discussions were taking place with Fylde Borough Council and developer representatives to understand the phasing of the 'Healthy New Town' housing development.

With regard to the Fylde Coast ICP transformation, the Integrated Primary and Community Care (IPCC) sub-programme priorities and outline delivery plans had been finalised and presented for approval.

The Chair asked if a stage had been reached whereby the model of care was being changed to 'out of hospital care'. In response P Tinson stated that clinical colleagues were embracing new ways of working with a focus on prevention, self care and the neighbourhood agendas. It was hoped that the new NHS Plan, due to be published shortly, would continue to support and sustain this model.

K Toole commented that whereas some neighbourhoods were clearly identified by their title, such as Fleetwood, others, such as WIN, were not so obvious and asked that this be borne in mind as the concept of neighbourhoods became more in the public domain.

The innovations take place in neighbourhoods were welcomed however it was recognised that in order for practices to be sustainable in the longer term there was a need to move systematically to supporting practices to work across neighbourhood in ways which helped with sustainability issues rather than just a series of different initiatives. It was noted that six themes, including provider collaboration and developing neighbourhood care teams, were being driven forward across all neighbourhoods.

The Governing Body noted the progress being made and approved the actions taking place to support sustainability, better care for patients and value for money.

111/18 **Performance Dashboard**

P Tinson presented a summary of current performance for the period up to August 2018. The report contained more detailed referral analysis as the format was being moved towards a single dashboard for both Fylde and Wyre and Blackpool CCGs.

P Tinson drew attention to areas of performance concern including Mental Health Out of Area placements; cancer 62 days target; cancer 2 weeks targets; cancer 62 days screening; and referral to treatment targets. Actions taking place to improve performance were

outlined. Whilst the A&E four hour standard remained a challenge an improvement in performance had been recorded during the week but the position remained variable.

C Lewis presented the quality dashboard and advised with regard to mortality, Blackpool Teaching Hospitals Trust had moved to within the 'as expected' banding for the first time since the Trust was identified as an outlier. There were ongoing pressures regarding the number of patients spending more than 12 hours in A&E at Blackpool Teaching Hospitals Trust from the decision to admit to admission. It was confirmed that any breaches were monitored closely for harm to patients and for opportunities to avoid further breaches.

Comment was made regarding the planned care breaches in particular the performance against the cancer 2 week wait targets and whether the recovery plan would address the issues. It was confirmed that nationally there were workforce issues, however, additional capacity had been offered by other hospitals and additional funding received to fund waiting list initiatives. Performance will continue to be monitored closely.

Discussion took place on the format of the report and whilst a comment was received that there was too much detail, it was recognised there was a need to balance the amount of information received with the need to provide assurance that statutory duties were being met.

The Chair concluded the discussion by expressing cautious optimism about the mortality position at Blackpool Teaching Hospitals Trust and noted there will be a Governing Body Development Session held in the near future to review more consistent performance reporting across the Fylde Coast. The actions being taken to address failures to achieve performance targets and quality issues were noted.

The Governing Body noted the content of the report and endorsed the actions taking place to improve performance.

112/18 **Public and Patient Engagement Update**

K Hurry presented the report and thanked the Influence Panel for their support in influencing the design and content of the new Fylde Coast CCGs' website and for providing feedback on an engagement survey and proposal for work to develop neighbourhood plans. This survey had now been launched and had received an excellent response.

K Toole added that as part of the move towards greater integration, discussions were taking place regarding a proposed joint Public and Patient Engagement Forum with Blackpool CCG. Attention was also drawn to Appendix 2 of the report, a local infographic on the results of the GP Patient Survey.

A comment was made that the information on the age range of the visitors to the FYi Directory site indicated the over 55 year olds were not accessing it. K Hurry agreed to check this information and advised that initially the site was targeted at healthcare professionals to access information on behalf of patients, which would reflect the lower age ranges, however, it was agreed this should be accessible to all.

It was noted that the outcome of the independent review of the mental health system across Lancashire and South Cumbria was due to report in December 2018.

The Chair thanked the Communications and Engagement Team for this comprehensive report and approved the actions and direction of travel which linked to the priorities of the CCG in its commissioning agenda.

The Governing Body noted the progress made as outlined in the report and approved the future planned activity.

113/18 Financial Update

A Harrison advised that the CCG had met its key financial duties at Month 6 (September 2018) with an underspend of £3m. QIPP delivery in financial year was not yet at the required level, however, reserves were established to offset and mitigate any under achievement of financial plans. The CCG's position against all of its financial duties was provided along with information on the financial position across the health economy. Whilst the health economy position was not deteriorating it was not improving either and strategic discussions were taking place with Integrated Care Partners.

A question was asked about the level of confidence in meeting the QIPP target in 2018/19. In response it was stated that the QIPP target was not expected to be met and therefore the organisation may not be in a position to invest in some areas it would wish to. However, prescribing was showing an improved position and reserves were available to be used to offset under performance in QIPP. It was stated that the need to deliver savings was being targeted across the whole health system and work was taking place with GP practices to reduce inappropriate referrals and interventions of limited clinical value. This work was being closely monitored by the Finance and Performance Committee and Integrated Care Partnership Group. The Governing Body would be kept updated on the position for 2018/19 and also involved in discussions in planning for 2019/20.

The Governing Body:

- (1) noted and approved the Month 6 performance and rate of progress to date; and**
- (2) noted the issues in the system and the challenges to the delivery of the outturn by the end of the financial year.**

114/18 Emergency Planning Resilience and Response (EPRR)

C Lewis briefed the Governing Body on EPRR arrangements and activity within the CCG and presented evidence and outcomes of the annual EPRR assurance process for 2018/19. This activity had been carried out jointly with Blackpool CCG, however, each CCG was required to submit its compliance return individually. Key points from the report were highlighted for members' attention.

The Governing Body approved the:

- (1) Revised Joint Emergency Planning Resilience and Response (EPRR) Policy**
- (2) Revised Joint Business Continuity Plan**

The Governing Body noted that:

- (1) FWCCG has declared Substantial Assurance with a work plan in place to meet the three standards assessed as partially compliant;**
- (2) Blackpool Teaching Hospitals Trust has declared Partial Assurance with a work plan in place**
- (3) NHS England carried out an EPRR assurance strategic visit at Blackpool Teaching Hospitals Trust on 5 November 2018.**

115/18 Ratification of Chair's Action – North West Coast Excess Treatment Costs

The Governing Body was informed of a Chair's Action undertaken to delegate the CCG's commissioning function relating to Excess Treatment Costs (ETCs) to NHS Liverpool CCG as Lead CCG for ETCs for the North West Local Clinical Research Network (LCRN). It was agreed that the letter issued on 17 September by the Director for Innovation and Life

Sciences at NHS England which provided the background for this request would be shared with members following the meeting.

Action: P Bowling

The Governing Body ratified the action taken by the Chair and Accountable Officer to delegate the commissioning function for ETCs to NHS Liverpool CCG, the lead CCG for ETC commissioning for the North West LCRN.

116/18 **Corporate Policies**

A Harrison presented the report and sought the approval of the Governing Body to a number of corporate policies.

The Governing Body approved the following policies:

- (1) Information Governance Policy**
- (2) Information Governance Staff Code of Conduct**
- (3) Information Governance Handbook**
- (4) Serious Incident Reporting and Management Policy**

117/18 **2018/19 Health Economy Winter Plan**

Dr T Marland and Mr V Crumbleholme presented an update on the Health Economy Winter Plan for 2018/19. Members were advised that the Winter Plan had been prepared by partners across the Fylde Coast to ensure the whole system was prepared to meet the pressures expected on health and social care services across the winter period and to achieve the best outcomes for both patients and create capacity in the system. A presentation followed which covered the following areas:

- Context
- Three workstreams:
 - Admission avoidance
 - Care and treatment
 - Return to home
- Consolidation of established programmes/new winter programmes
- Winter plan trajectory – September 2018 to March 2019
- Blackpool Teaching Hospitals - impact analysis of winter initiatives
- Risks
- Communications
- Next Steps

Questions and comments were invited. In response to a question it was recognised that there was a need to identify when pressure was increasing and intervene early to ensure that issues did not escalate. Reference was made to the challenges in achieving the A&E performance targets and the need to continue to take action to improve performance. It was confirmed that key areas of focus were to reduce length of stay and delayed transfers of care.

On behalf of the Governing Body, the Chair expressed appreciation for this comprehensive report and suggested that the Governing Body receive an update on progress in January 2019 in order to assess whether the initiatives were working and if not, what remedial actions had been put in place.

Action: P Tinson/P Bowling for agenda.

118/18 **Risk Register and Governing Body Assurance Framework**

C Lewis presented the Governing Body Assurance Framework and provided assurance that the full operational corporate risk register had been reviewed via established governance processes as at 23 August 2018. There were currently 23 risks held on the full corporate

risk register, which included 8 'high' rated risks. Three risks had been closed since the last report, and five new risks added since the last presentation of the register to the Executive Management Team. It was noted that some of the longer standing risks on the register had reported no change in mitigating controls or assurance and therefore the Risk Owners would be challenged on the position as part of the review process.

The Governing Body noted the contents of the report.

119/18 **QUESTIONS FROM THE PUBLIC**

1) Ian Gibson, PPG Chair, Over Wyre Medical Centre

Mr Gibson made an observation relating to item 13, appendix 2, the GP patient survey. He said NHS England is putting huge relevance on the role of online services in the future. The survey shows that the usage of booking appointments and ordering repeat prescriptions online is between 13% and 19%. This represents a huge challenge and is not just about raising awareness but is also about ensuring people are comfortable using online services. Does the CCG have any plans or thoughts about this?

Dr Doyle responded by saying that the NHS does not necessarily make it easy or straight forward for people to use these online services, for example, in the process of setting up online accounts, and needs to make the process easier and simpler for people to navigate. There is a big exercise in communication required with more help and support on offer to people.

2) Allan Slater, PPG representative, Great Eccleston Health Centre

Mr Slater drew attention to agenda item 13 and the Influence Panel and the Influence Membership Scheme. He said that two members of the Influence Panel had been invited to attend the Fylde Coast Clinical Pathway Group. Mr Slater and Norma Rodgers had accepted the invitation and attended the Group meeting on 11th October 2018. Feedback was subsequently given to the Influence Panel on 12th November 2018. Mr Slater had prepared a written summary of their impressions of the meeting for sharing with the Governing Body. The Chair thanked Mr Slater for this information and agreed to share the written report with members of the Governing Body.

3) Steve Finnigan, Non-Executive Director, Blackpool Teaching Hospitals Trust

Mr Finnigan drew attention to agenda item 12, the Performance Dashboard and to the planned joint CCG Governing Body Development Session to discuss the presentation of the performance report. Being mindful that the Trust also receives a performance report and having some sympathy with the comments made that there is a lot of information which can make it difficult to focus on a small number of important issues, Mr Finnigan suggested that it would be sensible for the Trust to attend this event. Whilst acknowledging that some of the data would be specific to individual CCGs Mr Finnigan suggested there would be data relevant to all three bodies and one version which may fall out of this event.

Dr Doyle responded that this Governing Body Development Session was planned as part of the position alignment of the two CCGs. The performance data reported is the same that the Trust report on. The CCGs are moving from an assurance and assessment system of performance against targets to one where the CCGs provide assurance to the Integrated Care System who in turn report to the Region. At present the focus is on aligning the reporting processes of the CCGs and officers at the Trust are involved in this work.

120/18 **Minutes of meeting to be received:**

The minutes of the following meeting were presented for review and comment:

- (a) Quality Improvement, Governance and Engagement Committee - 30/10/18

- (b) Finance and Performance Committee – 28/8/18 and 25/9/18
- (c) Clinical Commissioning Committee – 4/9/18
- (d) Primary Care Commissioning Committee – 19/6/18
- (e) Lancashire Health and Wellbeing Board – 18/9/18.
- (f) Healthier Lancashire & South Cumbria - Joint Committee of CCGs – 5/7/18 and 4/10/18

The Governing Body reviewed and noted the contents of the minutes.

121/18 Date and time of next meeting:

- Tuesday 22 January 2019
- 1.00pm
- To be confirmed.