



Agenda item 9

GOVERNING BODY MEETING – TUESDAY 20 MARCH 2018

REPORT FROM THE COUNCIL OF MEMBERS

Minutes of the meetings of the Council of Members

I recommend to you the 'summary of key issues' attached, extracted from the Council of Members meeting minutes of 9 January 2018 and 13 February 2018 précisising the key elements of our debate and discussion.

Recommendation

The Governing Body is asked to note the content of the minutes of the Council of Members meetings held on 9 January 2018 and 13 February 2018.

Dr K Greenwood
Chair – Council of Members

GOVERNING BODY MEETING – TUESDAY 20 MARCH 2018**MINUTES TO BE RECEIVED**

Title of Meeting	Council of Members
Date of Meeting	9 January 2018 and 13 February 2018
Status (ratified/draft)	Ratified
CCG Representatives	Dr K Greenwood (Chair) Dr T Naughton – Clinical Chief Officer Mr A Harrison – Chief Finance Officer Mr P Tinson – Chief Operating Officer Ms C Lewis – Acting Executive One representative of each GP Practice

Summary of key issues discussed:**Tuesday 9 January 2018**

- An update was provided on the roll out of a project looking at repeat prescription ordering processes in order to increase patient safety and reduce medication waste. The preliminary results from the three early adopter sites showed good results.
- The Council of Members approved the reappointment of Mary Dowling, Lay Chair of the Governing Body and Kevin Toole, Lay Member (PPE) and discussed proposed amendments to the Constitution.

Tuesday 13 February 2018

- Members were informed of the joint guidance issued by NHS England/NHS Improvement setting out the expectations for commissioners and providers in updating their operational plans for 2018/19.
- The Council of Members approved a recommendation from the Governing Body to endorse the previously 'agreed in principle' boundary change proposal.
- The key themes and trends from the INSIGHT system during the period 1 July 2017 to 30 September 2017 were shared.
- Updates on the GP Quality Contract for 2018/19 and financial savings position were provided.
- Information on primary care workforce data was shared. This included key information relating to initiatives to expand the workforce and an update on present and future opportunities to support the workforce.

Issues requiring action by the Governing Body

Details:	By whom:	Timescale:
No issues requiring action by the Governing Body.		

Recommendation

The Governing Body is asked to review and note the contents of the minutes.

Dr K Greenwood

Chair – Council of Members

**Fylde and Wyre Clinical Commissioning Group
Council of Members
Tuesday 9 January 2018 – 7pm – CCG Boardroom, Wesham**

Present:

Dr K Greenwood – Queensway Surgery and GP Elected Clinical Lead - Chair
Dr T Marland - Over Wyre Medical Centre and GP Elected Clinical Lead (Vice Chair)
Dr A Janjua – Fleetwood Surgery and Belle Vue Surgery and GP Elected Clinical Lead
Dr R Thorpe – The Old Links Surgery
Dr S Samad – Poplar House Surgery
Dr S Adam - Clifton Medical Practice
Dr M Varia - Park Medical Practice
Dr K Meehan – Ansdell Medical Centre
Dr M Sloan – Holland House
Dr F Guest – The Thornton Practice and GP Elected Clinical Lead
Dr R Smyth - Broadway Medical Centre
Dr J Johnson – The Mount View Practice
Dr P Pandya – The Village Practice
Dr I Kirkham – Lockwood Surgery
Dr M Chavali – Ash Tree House
Dr S Hardwick – Kirkham Health Centre
Dr V G Chandrasekar – Beechwood Surgery and GP Elected Clinical Lead
Mr P Tinson - Chief Operating Officer
Ms C Lewis – Acting Executive for Governance, Patient Safety and Risk
Dr T Naughton - Clinical Chief Officer

In Attendance:

Mrs P Bowling – Governing Body Secretary
Mrs T Riddick – Senior Integrated Governance Manager (Primary Care)
Mrs J Lonsdale – Head of Medicines Optimisation

Apologies for absence:

Dr S Ellwood – Fernbank Surgery
Mr A Harrison – Chief Finance Officer
Mrs J Aldridge - Chief Nursing Officer

1/18 Declarations of Interest

Members were asked for any declarations of interest in relation to items on the agenda. Members confirmed previously declared interests as follows:

Dr Hardwick - Chair of the Lancashire Coastal Local Medical Committee.

2/18 Any other business

- 1) Discharge letters from BTHFT – discussed at agenda item 10/18.
- 2) Influenza – guidance was sought on the current position regarding flu. Dr Naughton advised that prescribers were able to prescribe antiviral medications on the usual FP10 and that this would continue unless an epidemic was declared at which point Public Health England would provide a response. Consideration was being given to the arrangements in care homes.

3/18 Minutes of the meeting held on Tuesday 12 December 2017

The minutes of the last meeting held on Tuesday 12 December 2017 were agreed as a correct record.

4/18 **Matters arising and review of action sheet**

1) Extensive Care Service (ECS)

P Tinson tabled slides which provided data on ECS mortality from July 2015 to September 2018 and included patients accepted and in-service; patients within 3 months of discharge from service; and patients over 3 months after discharge from the service. In order to evaluate the impact of ECS on mortality there was a need to compare data against an 'equivalent' group of non-ECS patients which required patient matching to identify an appropriate 'control' group. This statistical analysis was being undertaken by the Independent Improvement Analytics Unit (IAU) and the expected completion timescale was 4 – 6 months.

Members requested that future reports include the monthly caseload and the risk score.

Action: P Tinson

5/18 **Chair's Update**

The Chair advised that the annual review of Register of Interests was underway and members were asked to respond promptly to requests for confirmation of any changes to current declarations.

At the last Governing Body meeting amendments to the Conflicts of Interest Policy were approved. The key changes to the policy relate to a reduction in the frequency of the review of the CCG's register of interests to annually; that only the declared interests of decision-making staff are required to be included on the published register and changes to thresholds for accepting gifts and hospitality. The amended policy will be circulated to members and is available on the CCG website.

Action: P Bowling

NHS England is planning to roll out on-line mandatory training on Conflicts of Interest. All CCG members, Governing Body, Committee members and staff will be required to undertake this training.

6/18 **Clinical Chief Officer's Report**

Dr Naughton provided an update on the following matters of interest:

- The portfolio of Secretary of State for Health Jeremy Hunt has been expanded to include social care.
- Significant winter pressures have been experienced over the last few weeks resulting in immense pressures on A&E departments. Blackpool Teaching Hospitals has put on hold elective out-patients appointments and elective surgery. The CCG is in discussion with the Trust about the re-scheduling of these appointments. The CCG has been in communication with practices to keep them updated on the situation. GPs have been providing additional support in A&E at Victoria Hospital and Dr Felicity Guest shared some of her experiences.
- There has been a rise in the number of cases of flu. The CCG has gathered information on the numbers of staff vaccinated against the flu and the current coverage in primary care was reported to be at 45%. Members were asked to encourage their staff to have the vaccination and to notify the CCG if they were experiencing a significant staff absence in their practices.
- A Commissioning Framework is being presented to the Joint Committee of CCGs on 11 January 2018 for approval. This sets out plans for the formalisation of place-based commissioning.
- Healthier Lancashire and South Cumbria have issued a draft 'Primary Care Delivery Plan 2017/18 – 2020/21'. Members were strongly encouraged to review

the content of the document and forward any comments to the CCG. Dr Hardwick added that the LMC were also encouraging feedback on the document.

Action: P Bowling to circulate the Plan to members by email for comment

7/18 **Medicines Management – Prescription Ordering Project Update**

J Lonsdale advised that in October 2017 the CCG went live with the roll out of a project looking at repeat prescription ordering processes. The aims of the project were to increase patient safety and reduce medication waste. The preliminary results from the three early adopter sites (Broadway Medical Centre, Fernbank Surgery and Beechwood Surgery) were presented and showed good results. The three practices combined had seen an average reduction in growth of 11%; had generated savings of approximately £42,960 over the 56 days; had saved an estimated 100 staff hours; and 114 calls had been taken on the CCG query line deflecting work away from the practices. All practices, with the exception of one, were signed up to the project. Members were invited to forward any comments to J Lonsdale.

8/18 **Report from the Remuneration Committee**

Dr Naughton presented the report from the Remuneration Committee and sought the approval of the Council of Members to the recommendations contained therein relating to the:

- Reappointment of Mary Dowling, Lay Chair of the Governing Body
- An extension of the term of office of Kevin Toole, Lay Member (PPE)
- Appointment of Claire Lewis to the position of Acting Executive

Members debated the content on the paper and agreed to the recommendations.

RESOLVED:

- 1) **That the Council of Members approve the reappointment of Mary Dowling, Lay Chair of the Governing Body, for a further term of office of four years from 17 January 2018 to 16 January 2022 at remuneration of £35,705 per annum for up to 2.5 days per week.**
- 2) **That the Council of Members approve an extension of Mr Kevin Toole's second term of office by one year from 28 February 2018 to 28 February 2019 and assuming an amendment to the Constitution outlined in the report is approved by NHS England approved a final two year term of office for Mr Toole with effect from 28 February 2019 to 28 February 2021, subject to consistently good performance and the needs of the CCG.**
- 3) **That the Council of Members noted the appointment of Claire Lewis, to the position of Acting Executive for Governance, Patient Safety and Risk in the absence of Jennifer Aldridge.**

9/18 **Amendments to the Constitution**

The Chair invited the Council of Members to consider possible amendments to the CCG Constitution relating to the appointment process for elected Governing Body members as set out in sections 2.9 (a) and 2.9 (b).

A brainstorming session was held and members offered their views on the current and potential future arrangements. In general there was a view expressed around the importance of succession planning and the need to engage new talent and younger GPs in the business of the CCG. In conclusion the following was agreed:

- That the designated nominated practice representatives continue to be eligible to be elected to serve on the Governing Body;

- That in the situation where a GP is a Governing Body member and retires during their term of office they shall complete their term of office at the end of which expressions of interest in the role will be invited from nominated practice representatives. If no expressions of interest are forthcoming the retired Governing Body member will be given the opportunity to express an interest in continuing in the role for one further term of office (of a maximum of two years) during which time expressions of interest will continue to be sought from practice representatives.
- That the CCG have the discretion to appoint clinical leads who can attend the Governing Body without voting rights.

The Chair thanked members for their input and agreed that the above will be considered as part of the ongoing process of review of the CCG Constitution and that members be mindful of the need to continue to engage with and encourage younger GPs to get involved with the business of the CCG.

10/18 Finance Update

Dr Guest reported that the number of GP referrals to secondary care had gone down in November 2017 compared with the position at the same time last year. Dr Guest advised that she was planning to present information on the costs of referrals by speciality at the next meeting.

11/18 Any Other Business

Discharge letters

Dr Hardwick drew attention to an issue regarding discharge letters from Blackpool Teaching Hospitals Trust. C Lewis advised that the matter had been brought to the attention of the Trust's Risk Manager who had confirmed the Trust was working to rectify the issue. Members were asked to raise any such issues via the Datix system and Dr Janjua agreed to raise the matter at the next End of Life Steering Group meeting.

12/18 Agenda items for future meetings

Suggestions for agenda items for future meetings to be emailed to Dr Kath Greenwood or Pam Bowling.

13/18 Date and time of next meeting

- Tuesday 13 February 2018
- 7.00pm
- CCG Boardroom, Wesham

**Fylde and Wyre Clinical Commissioning Group
Council of Members
Tuesday 13 February 2018 – 7pm – CCG Boardroom, Wesham**

Present:

Dr K Greenwood – Queensway Surgery and GP Elected Clinical Lead - Chair
Dr T Marland - Over Wyre Medical Centre and GP Elected Clinical Lead (Vice Chair)
Dr I Ali – Fleetwood Surgery and Belle Vue Surgery
Dr R Thorpe – The Old Links Surgery
Dr S Amin – Poplar House Surgery
Dr C Jepson - Clifton Medical Practice
Dr M Varia - Park Medical Practice
Dr J Norcross – Ansdell Medical Centre
Dr G Russell – Holland House
Dr S Ellwood – Fernbank Surgery
Dr F Guest – The Thornton Practice and GP Elected Clinical Lead
Dr R Smyth - Broadway Medical Centre
Mrs H Dingle (Practice Manager) – The Mount View Practice
Dr P Pandya – The Village Practice
Dr I Kirkham – Lockwood Surgery
Dr M Chavali – Ash Tree House
Dr S Hardwick – Kirkham Health Centre
Dr V G Chandrasekar – Beechwood Surgery and GP Elected Clinical Lead
Ms C Lewis – Acting Executive for Governance, Patient Safety and Risk
Dr T Naughton - Clinical Chief Officer
Mr A Harrison – Chief Finance Officer

In Attendance:

Mrs P Bowling – Governing Body Secretary
Mrs T Riddick – Senior Integrated Governance Manager (Primary Care)
Mrs N Marland – Head of Planning and Delivery
Ms K Hurry – Head of Communications and Engagement
Mr M Broadhurst – Service Director, Wyre Council

Apologies for absence:

Dr A Janjua - Fleetwood Surgery and Belle Vue Surgery
Dr S Samad - Poplar House Surgery
Dr K Meehan – Ansdell Medical Centre
Mrs J Aldridge - Chief Nursing Officer
Mr P Tinson - Chief Operating Officer

Welcome

The Chair welcomed Dr Gary Russell who has taken over as the Practice Representative for Holland House, from Dr Morag Sloan. Dr Sloan had asked that her best wishes be passed on to members and Dr Greenwood thanked Dr Sloan for her contribution to the work of the Council of Members and CCG.

14/18 Declarations of Interest

Members were asked for any declarations of interest in relation to items on the agenda.

Dr Hardwick declared an interest in agenda item 20/18 on the proposal for boundary change as Chair of the Lancashire Coastal Local Medical Committee.

Dr F Guest declared an interest in agenda item 20/18 as a patient at one of the GP practices seeking to join the CCG.

Dr T Marland declared an interest in agenda item 20/18 as Over Wyre Medical Centre was a member of the proposed new WREN neighbourhood.
The Chair determined that all members could partake in the discussion and decision making on agenda item 20/18.

15/18 Any other business

There were no other items of urgent business.

16/18 Minutes of the meeting held on Tuesday 9 January 2018

The minutes of the last meeting held on Tuesday 9 January 2018 were agreed as a correct record.

17/18 Matters arising and review of action sheet

The action sheet was reviewed and updated.

18/18 Chair's Update

1) Dr Simon Ellwood – resignation

Dr Simon Ellwood retired from his position as the CCG's clinical lead for primary care at the end of January 2018 and options for the future of the role were being considered.

2) Paul Olive, Lay Member for governance and audit

Paul Olive has announced his intention to retire at the end of May 2018. Paul has spent 16 years working in the NHS across the Fylde coast at both Blackpool Teaching Hospitals and the CCG and arrangements are in hand to seek a replacement.

3) Governing Body Elected Clinical Lead position

The Term of Office of Dr Peter Benett as elected Clinical Lead comes to an end on 31 March 2018. Expressions of interest in the position will be sent out to practice representatives. Dr Benett is eligible to re-apply for the position. The LMC had notified the CCG that they were no longer able to handle the election process on behalf of the CCG, however, the LMC have confirmed they will continue to offer their support in terms of receiving and counting the votes, should an election be required.

4) Poster - Where are your kids tonight?

Copies of a poster issued by the Safeguarding Team were distributed for display in GP Practices.

19/18 Clinical Chief Officer's Report

Dr Naughton updated members on the following matters:

1) Planning Guidance for 2018/19

NHS England/NHS Improvement have issued joint guidance setting out the expectations for commissioners and providers in updating their operational plans for 2018/19. The guidance refers to an additional £1.4bn resource available to CCGs in 2018/19 and a move to 'system' control totals. This is a move to a more collaborative arrangement; a basis on which the Fylde coast has been working for some time. Discussions are continuing about what is best commissioned at an STP level and at a Fylde coast level. There continues to be a recognition that the GP voice is to remain embedded throughout the system.

2) Consultant Connect

Consultant Connect is now operational for the following specialties: Gynaecology, Paediatrics and Rheumatology. The service is available Monday to Friday from 9am

to 5pm. Further information is available in this week's Practice Bulletin. GPs can also download an app to access the service from a mobile phone.

3) 360° stakeholder survey

The 360° stakeholder survey has been issued and members were encouraged to respond.

20/18 **Boundary Change**

Dr Naughton, Dr Marland and A Harrison jointly presented 'Boundary Change: case for change' relating to the application from Great Ecclestone Health Centre and Garstang Medical Centre to join the CCG footprint. The presentation included the background to the proposal; the case for change; the due diligence process; and the risks.

The Chair invited the Council of Members to approve a recommendation from the Governing Body to endorse the previously 'agreed in principle' boundary change proposal. The Governing Body made the decision in recognition of the outcomes of the due diligence process and the benefits a new rural neighbourhood would bring to the population of Over Wyre, Garstang and Great Ecclestone and the CCG. The Governing Body had noted that dialogue with NHS England would continue on embedding the operational and financial details and savings programme in the CCG's work programmes for 2018/19.

M Broadhurst commented that Wyre Council supported the proposal and made reference to the improved communications, strengthened relationships and improved service development that sharing a common footprint with Wyre Council would bring.

A lengthy debate ensued during which clarification was sought on a number of matters raised in the presentation. Recognition was made of the additional financial analysis carried out since the meeting in December 2017 and that the financial risk had been assessed as minimal. The Council of Members received confirmation that no historic debt would transfer to FWCCG. In response to a question about the risks to funding of existing primary care it was confirmed that the effect on current and future primary care funding was negligible. It was confirmed that a detailed analysis of savings opportunities had been undertaken and the WREN neighbourhood had committed to a delivery of a savings plan and there were opportunities to roll these initiatives out to other neighbourhoods. The Great Ecclestone and Garstang Practice were recognised as being innovative and best practice could be shared across the whole CCG area.

Reference was made to out of hours provision and it was confirmed that this, along with a number of other operational matters, would be considered should the application be approved. Dialogue with NHS England on the business rules issue was also noted to be ongoing. It was commented that neighbourhoods were the future and discussion took place about the similarities in terms of rurality with the Kirkham and Wesham neighbourhood. Having three district councils covered by the ACP would also strengthen discussions with Lancashire County Council.

The Council of Members approved the boundary change proposal by a majority vote.

Mr M Broadhurst and Ms K Hurry left the meeting.

21/18 **GP Quality Contact**

N Marland presented an overview of the GP Quality Contract for 2018/19 as follows:

- Engagement undertaken
- Overview of the new contract
- Deliverables/KPIs
- Proposed draft STP deliverables
- Refinement and Enhancements
- Payment mechanisms

N Marland advised that there were no significant or material changes compared to the previous year and any refinements would be colour coded in the copy of the contract shared with practices. It was proposed that the number of KPIs be reduced with financial weighting attached and the following priority areas were suggested: Long Term Conditions; Diabetes; Mental Health; Stroke Delivery; Integrated Neighbourhood Development; and Resource Management. The proposals had been discussed with clinical leads and practice managers and would be shared for comment. Further discussion was due to take place with the LMC. The final version of the contract was subject to approval by the Primary Care Commissioning Committee.

22/18 **Workforce Update**

Tracy Riddick and Dr Simon Ellwood shared primary care workforce data, key information relating to initiatives to expand the workforce and updated on present and future opportunities to support the workforce as follows:

- Opportunities for the total primary care workforce
- 10-point action plan for General Practice Nursing
- Practice Nursing career framework
- Fylde coast workforce information
- Fylde coast initiatives/opportunities
- Hub and spoke model (Fernbank Surgery)

Dr Ellwood highlighted the Fylde coast workforce information which indicated that the number of whole time equivalent GPs was falling which may be a reflection of the changing workforce model. There was considerable pressure in terms of the retirement of male GPs in the next five years and the need to attract and retain new GPs was recognised.

Attention was drawn to resources available and members were encouraged to continue to review the NHS England and Health Education England websites and the Practice Bulletin for further information. The HEE Star is an online tool to support workforce transformation: <https://hee.nhs.uk/our-work/hee-star>. Further information and support is available from Tracy Riddick and Simon Ellwood.

23/18 **Finance Update**

Dr Guest provided an update on the savings position. The number of GP referrals to secondary care had reduced again this month compared to the same period the previous year and members were thanked for their efforts in reducing unnecessary referrals. This month's update included top spend procedures for ILCVs, average out-patient attendance costs, average follow-up attendance costs and average elective journey costs. Members were asked to inform Dr Guest of any other 'average cost' information they would find useful.

Cardiology was highlighted as an area of high spend and it was noted that this was being looked into through the Effective Use of Resources Group.

24/18 **Learning from Bacteraemia**

Members were informed that there had been 4 recent cases of MRSA bacteraemia and were recorded as being community acquired. Typically patients were frail and elderly with co-morbidities. The key learning points from the cases were shared and included urine testing.

25/18 Learning from INSIGHT

The key themes and trends from the INSIGHT system during the period 1 July 2017 to 30 September 2017 were shared. Practices were asked to contact Nick Medway if they required any further training on the system.

26/18 Agenda items for future meetings

Suggestions for agenda items for future meetings to be emailed to Dr Kath Greenwood or Pam Bowling.

27/18 Date and time of next meeting

- Tuesday 13 March 2018
- 7.00pm
- CCG Boardroom, Wesham