

Subject to Ratification at the Next Meeting

**Minutes of a Meeting of the NHS Fylde and Wyre  
Clinical Commissioning Group  
Annual General Meetings Held on Tuesday, 29 September 2020  
Via Microsoft Teams Live Videoconference**

Present: Dr A Janjua, Chair  
Mr A Harrison, Chief Finance Officer  
Ms J Scattergood, Director of Nursing and Quality  
Mr M Nuttall, Lay Member  
Dr I Stewart, Secondary Care Doctor  
Dr J Panesar, GP Elected Clinical Member  
Dr V G Chandrasekar, GP Elected Clinical Member

In Attendance: Mr R Fisher, Chairman, Blackpool CCG  
Mr J Gaskins, Acting Chief Finance Officer  
Dr B Butler-Reid, Clinical Director  
Dr N Hartley-Smith, Clinical Director  
Mrs H Williams, Lay Member, Blackpool CCG  
Dr S Green, GP Member, Blackpool CCG  
Dr M Williams, GP Member, Blackpool CCG  
Mrs P Bowling, Secretary to the Governing Body  
Ms L J Talbot, Secretary to the Governing Body  
Other members of CCG staff

**1. Introduction**

Mr Roy Fisher, Chairman of Blackpool CCG welcomed everybody to the Annual General Meetings (AGMs) for both Blackpool CCG and Fylde and Wyre CCG which would be held consecutively.

The Chairman explained that while under normal circumstances, members of the public are able to attend the Annual General Meetings, Government social isolation requirements constitute 'special reasons' to avoid face to face gatherings as permitted by legislation, therefore, the meetings were being held virtually and broadcast live via Microsoft Teams. Members of the public had been given the opportunity to ask questions in advance, via the joint CCGs' website, and answers would be provided later in the meeting. The Chairman explained that should there be any further questions arising from the business discussed at the meeting, members of the public were advised to contact the CCG via the website.

Both Fylde Coast CCGs' Annual Reports and Accounts 2019/20 had been published on the joint CCGs' website and summary versions were also available.

The Chairman explained that Blackpool CCG would present their formal business followed by Dr Adam Janjua, Chair of Fylde and Wyre CCG to present their formal business. A presentation would then be given by Jane Scattergood, Director of Nursing and Quality on the CCGs' response to COVID-19. At this juncture, the Chairman welcomed Jane who joined the CCGs in March. The presentation would be followed by answers to any questions received.

Subject to Ratification at the Next Meeting

## 2. **Fylde and Wyre CCG Annual General Meeting 2019/20**

Dr Janjua, CCG Chair, explained that the CCG is responsible for planning and buying health services across the Fylde Coast. The Annual Report and Accounts sets out the progress made to develop safe, high quality health services for local people during 2019/20. It also describes how the NHS has worked closely with local GPs, patients, carers, local authorities and partner organisations to shape plans for the future.

As a Clinical Commissioning Group, Fylde and Wyre CCG buys healthcare on behalf of the local population of 178,000 people and works closely on a daily basis with its 19 GP practices each of whom makes up the CCG's membership.

On behalf of the Governing Body and Council of Members, the Chair expressed his thanks to all staff in the CCG for their tremendous enthusiasm and diligence, to NHS and local authority partners, with whom strong working relationships have been forged, and to local volunteers and voluntary groups for their fantastic contribution.

## 3. **Apologies for Absence**

Apologies for absence had been received from Dr Doyle, Mr Bonson, Mr Toole, Dr Benett and Dr Greenwood.

## 4. **Minutes of the Previous Meeting Held on 16 September 2019**

Members noted that the minutes had been accepted as a correct record at the Governing Body meeting held in public on 5 November 2019 and were presented for approval.

### **RESOLVED:**

**Proposed by Mr Harrison and seconded by Dr J Panesar, the minutes of the meeting held on 16 September 2019 were approved as a correct record.**

## 5. **Annual Report and Accounts 2019/20**

Mr Gaskins, Acting Chief Finance Officer gave a presentation on the CCG's financial accounts for 2019/20. He referred to the three key statutory financial targets:

- **Revenue Control Total** – Each CCG is empowered to spend the resources allocated to it based on the population need in an effective and efficient manner, but no more. Additionally, included in the target, NHS England sets 'Business Rules' to determine levels of surplus (unspent resource) for each CCG.
  - ***The revenue control totals for Fylde and Wyre CCG from 2017/18 through to 2019/20 had been achieved each year.***
- **Cash Limit** – Each CCG is required to ensure it manages the cash associated with the control total effectively.
  - ***The cash limits for Fylde and Wyre CCG from 2017/18 through to 2019/20 had been achieved.***

Subject to Ratification at the Next Meeting

- **Better Payment Practice Code (BPCC)** – A CCG is required to pay its suppliers within 30 days of being invoiced (or receipt of goods and services where invoices are in advance).
  - *The BPCC for Fylde and Wyre CCG from 2017/18 through to 2019/20 had been achieved.*

Mr Gaskins was pleased to report, therefore, that Fylde and Wyre CCG had achieved its statutory duties during the year and received a clean audit report for the 2019/20 accounts.

## 6. Closing Remarks of the Formal Business of the CCG's Annual General Meeting

The statutory part of the Fylde and Wyre CCG Annual General Meeting 2019/20 was concluded.

## 7. Fylde Coast Response to COVID-19

Ms Scattergood gave a presentation on the Fylde Coast response to COVID-19 which included:

- Incident Control Centre (ICC)
- Personal Protective Equipment (PPE) 16,000 items had been provided to all 36 Fylde Coast GP practices
- Other equipment provided, swabbing and testing
- Test and adjust survey – professional and public
- Identifying and managing risk
- Managing the emergency – ICC, emergency planning, CCG, outputs
- Patient and public response
- Support to care homes and domiciliary providers
- Winter planning and restoration
- Work that didn't pause
- Lancashire and South Cumbria 'command cells'

The Chairman thanked Ms Scattergood for the comprehensive response to the COVID-19 pandemic across the Fylde Coast.

## 8. Questions and Answers

The Chairman advised members that one question had been received from Mr Frank Martin, a Wyre resident as follows:

***Q1. Will enough appropriate resources be available to the Lancashire Resilience Forum in order that care homes residents and staff are better protected from COVID-19 than they were earlier this year, now that winter approaches and the virus infection rate is rising?***

Ms Scattergood provided the following response:

***A1. The Local Resilience Forum (LRF) for Lancashire is made up of statutory and public services organisations that come together in the event of an emergency and pool expertise to provide a response to support the population. The LRF is mobilised in the event of an emergency, it does not have resources to commit beyond the resources that its constituent organisations already direct.***

Subject to Ratification at the Next Meeting

***Support to and quality monitoring of regulated care is the responsibility of the Local Authority which, for Fylde and Wyre, is Lancashire County Council. The LRF has established a Regulated Care Cell, drawing in expertise and decision makers from across health and social care, to proactively offer support to regulated care throughout the emergency response.***

***Fylde Coast CCGs have, in addition to the LRF functions, offered and provided training to all care homes and domiciliary care providers. 100% care homes have been offered training and 89% have taken up the offer. Those that declined were largely well served by existing organisational training. Fylde Coast CCGs have been able to support care homes with mutual aid for PPE, provision of vital signs equipment, administer staff swabbing and antibody testing and a commitment to offer practical support when care homes experience a staffing crisis. This emergency provision builds upon the existing care home teams' provision that extends across the Fylde Coast.***

**Further questions** - As mentioned at the beginning of the meeting, the Chairman advised that should there be any further questions arising from the business discussed, they should be directed via the CCG's website and an appropriate response would be provided.

**Thanks** - On behalf of the Governing Body, the Chairman reiterated his thanks to the staff for their resilience and fortitude during the COVID-19 pandemic. He commented that they had worked together across the community for patients and the population of the Fylde Coast in such a professional way which had been very much appreciated.

## **8. Closing Remarks**

Dr Janjua, Chair, Fylde and Wyre CCG thanked everybody for attending the meetings, particularly under the current unusual circumstances. He paid particular thanks to the Secretaries to the Governing Bodies of both CCGs along with the Communications Team for the arrangements and organisation of the meetings.

For the next AGMs in 2020/21, Dr Janjua anticipated that we will be able to resume our joint meeting arrangements with Blackpool Teaching Hospitals NHS Foundation Trust and meet with colleagues 'in person'.

Dr Janjua conveyed his best wishes to everybody, to keep safe and well and declared the meeting closed.

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Post meeting question received from Jean Horner:

***Q2. Could I please have an update on the future of Hambleton Doctors Surgery. I understand from our local MP Mr Ben Wallace that the property has been bought by the pharmacy and they intend to bring the building up to standard. Can the CCG assure us that the possibly of it opening again is a viable option and that they will continue to finance it and support the community of Hambleton.***

***A2. As a CCG we have not had any formal communication with the pharmacy so it is difficult to comment on this. We are unclear if the pharmacy has bought the building or just bought the pharmacy business and is still leasing the premises from the landlords.***

Subject to Ratification at the Next Meeting

***If a proposal is brought to the CCG it would be considered in line with the CCG priorities.***

Post meeting question received from Paul Wilkins:

**Q3.** *For guidance to Happiness and Good Health, and a much milder virus for everyone, can lots of you please have a careful look at the different sections of website index [www.poetryemotion.org.uk](http://www.poetryemotion.org.uk) Including the Important Petition, and Youtube about this in the Psychology Section.*

**A3.** *Thank you for sharing the link to your website. We will share it with our Governing Body members.*

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