

**MEETING OF THE FYLDE AND WYRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY
HELD ON TUESDAY 23 MAY 2017 AT 1.00PM
CCG OFFICES, DERBY ROAD, WESHAM, PRESTON, PR4 3AL**

Present:

Ms M Dowling, Chair
 Dr T Naughton, Clinical Chief Officer
 Dr P Benett, GP and Elected Clinical Member
 Dr V G Chandrasekar, GP and Elected Clinical Member
 Dr K Greenwood, GP and Elected Clinical Member
 Dr A Janjua, GP and Elected Clinical Member
 Dr J Panesar, GP and Elected Clinical Member
 Dr T Marland, GP and Elected Clinical Member
 Mr P Olive, Lay Member (Governance)
 Dr I Stewart, Secondary Care Doctor
 Mr K Toole, Lay Member (PPE)
 Mr A Harrison, Chief Finance Officer
 Mr P Tinson, Chief Operating Officer
 Mrs J Aldridge, Chief Nursing Officer

In Attendance:

Mrs P Bowling, Corporate Affairs/Governing Body Secretary

41/17 **Apologies for Absence**

Dr T Johnson, Dr F Guest and Mr P Howes.

42/17 **Welcome and opening remarks**

The Chair opened the meeting and thanked members of the public for their attendance. The Chair advised that 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 said that the NHS had risen to the challenge of the major incident of the terrorist attack at the Manchester arena earlier that week performing to its usual high standards at a difficult time for many people. The Governing Body observed a minute's silence in memory of those who lost their lives in the Manchester attack and in support of all those injured and bereaved.

The Chair also paid tribute to members of the CCG and NHS colleagues across the Fylde Coast for their response to the recent cyber attack and their efforts in getting clinical and non-clinical systems up and running and to minimise disruption to patient care. The Chair said she was proud to be associated with such superb leadership and expressed her thanks to patients and public for their support and understanding during this time. IT systems across the Fylde Coast were reported to be almost back to normal.

43/17 **Any other matters of urgent business**

There were no other matters of urgent business.

44/17 **Declarations of interest**

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

45/17 **Minutes of the previous meeting held on Tuesday 21 March 2017**

The minutes of the meeting of the Governing Body held on Tuesday 21 March 2017 were agreed as a correct record, subject to correct of '2016' to '2017' at agenda item 34/17.

46/17 **Matters Arising and Action Points**

There were no matters arising and all actions were noted to be complete. The briefing session regarding ambulance services had to be postponed due to the cyber attack and would be re-scheduled.

47/17 **Chair's Report**

The Chair presented her report and drew attention to key points contained therein. These included an update on meetings of the Joint Committee of CCGs and the establishment of an Accountable Care System (ACS) on the Fylde coast. As part of the recent review of clinical lead roles in the CCG, Dr Adam Janjua had agreed to continue as Vice Chair of the Governing Body following his re-election as Governing Body member and the Governing Body was asked to endorse this appointment. It was noted that Dr Tom Johnson had withdrawn his resignation and would now take up the role of elected clinical member on the Governing Body. The Chair also thanked Dr Rob Smyth for his valuable contribution to the CCG over a number of years, following his resignation as clinical lead for scheduled care.

In response to a question it was confirmed that the Blackpool Teaching Hospitals NHS Trust and Fylde and Wyre and Blackpool CCGs were continuing to work collaboratively with regard to mortality, stroke and diabetes services provided at the Trust. Next steps had been agreed and would be discussed at the first meeting of the ACS Steering Group.

The Governing Body noted the content of the report and approved the continued appointment of Dr Adam Janjua as Vice Chair of the Governing Body.

48/17 **Report of the Clinical Chief Officer**

The Clinical Chief Officer echoed the comments of the Chair on the handling of the recent cyber attack and paid tribute to the IT department, the communications team, staff in GP practices and at the CCG. In particular, tribute was paid to Peter Tinson for his organisational skills and Andrew Harrison who was the on-call manager at the time of the incident. All members of each team pulled together to manage the incident.

Other matters highlighted in the report included the publication of the annual 360 degree stakeholder survey commissioned by NHS England. The CCG had for the third consecutive year achieved excellent feedback results from its stakeholder partners. It was noted that NHS England had published updated guidance for CCGs around their statutory public engagement responsibilities.

Attention was also drawn to a recent meeting by officers of the CCG with Paul Grundy, Chief Medical Officer and Director of Healthcare Transformation, IBM, to share the work of the CCG on New Models of Care. Mr Grundy was extremely impressed with the work taking place.

The Governing Body noted the content of the report.

49/17 **Report from the Council of Members**

Dr K Greenwood, Acting Chair of the Council of Members, recommended to the members, the summary of key issues extracted from the Council of Members meeting minutes of 14 March 2017 and 11 April 2017 summarising the key elements of debate and discussion.

The Governing Body noted the content of the minutes of the Council of Members meetings held on 14 March and 11 April 2017.

50/17 **Annual Report and Annual Accounts 2016/17**

A Harrison presented the Annual Report and Annual Accounts 2016/17 and explained the process that had been undertaken to produce the documents in 2016/17. A Steering Group had been set up to facilitate the process. KPMG had conducted the audit of the accounts and it was confirmed that KPMG had issued their report to 'Those charged with Governance' (ISA 260). There were no matters raised in the ISA 260 report which required attention by the CCG. The report will be presented to the Audit Committee on 25 May 2017.

A Harrison reported that the CCG had met all its financial targets for 2016/17. Judgement and estimate techniques had been applied in reaching the financial position and had been reflected in the accounting policies. A national issue regarding the contents of Service Auditor Reports was noted. This particularly affected the Primary Care Co-commissioning balance and KPMG had undertaken additional substantive work in 2016/17 in order to provide sufficient assurance on this.

A Harrison circulated the Letter of Representation from the External Auditors and invited the Governing to approve the content.

P Olive, Chair of the Audit Committee, made reference to the work of the Annual Report Steering Group, Chaired by the Chief Nursing Officer, which was instrumental in supporting the development of the Annual Report and Annual Accounts.

Attention was drawn to the process for final approval and sign-off of the accounts. Due to the timing of the submission of the Annual Report and Accounts in 2016/17, the Audit Committee was scheduled to meet on 25 May 2017 to review the final accounts and recommend them for approval via action by the Chair of the Council of Members. This process had been approved by the Council of Members in April 2017.

Members were asked if there was any relevant audit information of which the CCG's external auditors were unaware and that the member had taken all the steps that they ought to have taken as a member in order to make themselves aware of any relevant information and to ensure that the CCG's auditor was aware of that information. The members stated that there was no such relevant audit information of which the CCG's external auditors were unaware.

The Governing Body:

- 1) noted that the CCG had met its financial targets in 2017/18;**
- 2) noted a clean audit report ISA 260;**
- 3) approved the process for final approval and sign-off of the accounts;**
- 4) approved the Letter of Representation;**
- 5) endorsed the Annual Report and Accounts 2017/18.**

51/17 2030 Vision for Health and Care

P Tinson provided an update on New Models of Care, neighbourhoods and other commissioning projects via the Programme Management Office update. Attention was drawn to a number of key areas from the report. A very successful New Models of Care showcase event took place on 25 April 2017 and was attended by 150 individuals from across the country. The Extensive Care Service was continuing to deliver significant deflection activity and looking at different ways of working in order to manage on-going clinician capacity issues. Neighbourhood Care Teams and Enhanced Primary Care continued with activities previously reported. Twenty eight pharmacies were now delivering the Pharmacy+ clinic pilot service and a total of 2,470 people had accessed the service since it commenced in May 2016. An evaluation of the service is planned for June 2017. Work has begun on development of the Fylde Coast Directory of Services with a full launch expected in August 2017. The first MCP Alliance Leadership Team met on 26 April 2017

and was well attended by key partners. The Lancashire and Cumbria Alliance Innovation Test Bed (LCIA) continued to progress.

Discussion took place regarding matters raised in the report including the impact of the Extensive Care Service on hospital activity and medical recruitment to the service. K Toole requested that information such as the deflections in hospital activity as a result of the service and the deflections in GP time as a result of the Pharmacy+ clinic be fed back to patients and the public in the style of 'You said: We did'.

A Harrison referred to the Whyndyke Garden Village (WGV) Healthy New Town and advised that a phase 2 delivery plan had been developed which reflected feedback from NHS England and partners. The WGV team were now located on the Wesham site and were in the process of development storyboards which members were welcome to view.

The Governing Body:

- 1) approved the content of the report and approved the rate of progress being made across the commissioning projects;**
- 2) supported communication with patients and the public about the progress of the projects.**

52/17 **Performance Dashboard**

Members received the report which provided a summary of current performance and activity across Fylde and Wyre CCG including key issues and actions.

P Tinson highlighted areas of performance concerns including A&E waiting times, ambulance response times, referral to treatment times (% patients on incomplete pathway waiting less than 18 weeks), dementia diagnosis and cancer 62 day waits. For each of the areas of concern, issues and actions taking place to improve performance were highlighted.

Performance against the A&E 4 hour wait target was currently reported to be 92.84%, however the end of year position was 87.39%. The current number of Delayed Transfers of Care was reported to be 29. This was an improved position on the numbers reported during January to March 2017 which were at 50 – 60.

Discussion took place regarding ambulance response times and assurance was sought that the response times were not impacting on the quality of service received. It was confirmed that this assurance was received via a number of different sources including the A&E Delivery Board, monthly meetings with NWS and Blackpool CCG as the lead commissioner and the Datix incident reporting system. In addition a briefing session with NWS was due to take place in the next few weeks. A previous review of incidents had not identified any specific issues of harm.

A comment was made about the occupancy of maternity beds reported as 51% and whether available beds were being utilised for medical patients if required. Dr Chandrasekar undertook to clarify the position.

Action: Dr V G Chandrasekar

The Governing Body noted the content of the report and urged close monitoring of many of the key targets in order to seek improvements and endorsed the actions being taken.

53/17 **Commissioning Plan 2017/18 / Five Year Forward View Requirements**

P Tinson explained that as part of the planning process, following submission of the final operational plans, the CCG is required to publish a Commissioning Plan. The commissioning work plan for 2017-19 was presented which underpins the delivery of the

CCG's five year strategic and financial plans. The plan focusses on Fylde and Wyre projects and will be continually reviewed in light of emerging developments at a Strategic Transformation Partnership (STP), Fylde Coast Local Development Plan and Multi-Specialty Community Provider level projects. In addition, the CCG undertook an exercise to 'map' the nine national 'asks' set out in the 5 Year forward View 2017/18 to 2018/19 to local programmes of delivery. Members requested an overall comprehensive plan encompassing all requirements.

Action: P Tinson

The Chair sought assurance that the organisation had the capacity to deliver the plan. P Tinson advised that in the short term new governance arrangements were being established, however, the existing arrangements still remained so capacity was an issue. However this matter would be considered at the first meeting of the Accountable Care System (ACS). Members requested asked that capacity issues continue to be monitored.

Further discussion took place about delivery at an STP and Fylde Coast level and assurance was sought that there were plans for Lay representation in the STP decision-making process. The Chair confirmed that it was the intention that the membership of the STP reflected the membership of the CCG insofar as was possible with a good representation of Lay, Lay Chair and clinical representation. The CCG's Clinical Chief Officer and Lay Chair are also represented on Lancashire and South Cumbria Joint Committee of CCGs. It was agreed that the NHSCC STP checklist for governance and engagement be circulated with the minutes.

Action: P Bowling

The Governing Body:

- 1) approved the commissioning plan noting that it is subject to continual review in response to wider system developments, and agreed to its publication;**
- 2) requested that further briefings on the Five Year Forward View be provided**

54/17 Financial Update including financial plan for 2017/18

A Harrison reported that the CCG had met its key financial duties at month 12 and achieved the year-end forecast surplus. The financial performance of the CCG's main providers was provided. Key risks included acute contract overperformance, QIPP delivery and Mental Health OATs. A Harrison highlighted the difficult financial position for 2017/18.

The Governing Body noted:

- 1) the financial position at month 12;**
- 2) the achievement of financial duties;**
- 3) achievement of the forecast outturn target surplus and 1% headroom;**
- 4) allocation received in line with plan;**
- 5) net risk position for future years.**

55/17 Health Economy Financial Position

A Harrison spoke of the need for health and social care to be developed and supported across the Fylde coast and for it to be both clinical and financially sustainable. In support of this A Harrison described the steps required to underpin the financial ambitions and ensure that the extent of the efficiency challenge and associated draft plans were visible and co-ordinated across the area. The paper presented, had been received at the Fylde Coast Strategic Partnership Board and set out a proposed new Governance structure of the Effective Use of Resources (EuR). Further work will be undertaken by each organisation to refine the savings and a paper will be brought to the May meetings of the Finance Committees across the Fylde coast.

The Governing Body noted the content of the report on Fylde coast Effective Use of Resources arrangements and was encouraged by the approach being taken.

56/17 **Register of Interests**

P Olive reported that since the Governing Body's approval of the CCG's revised Policy on Conflicts of Interest and his appointment as the CCG's Conflicts of Interest Guardian a number of actions had taken place. Internal training on the Conflicts of Interest systems and management with the CCG had been successfully delivered. New declarations of interest forms had been disseminated to all members of the CCG, Governing Body, members of its committees or sub-committees of the Governing Body and its employees. GP partners and practice staff with involvement in CCG business had also been asked to declare interests to the CCG. The registers were currently being updated and would be published on the CCG website. Mersey Internal Audit Agency had carried out an internal audit of conflicts of interest management and the findings of the audit were that the CCG was found to be fully compliant in 3 areas and partially compliant in 2 areas.

Mr Olive intended to present a report in his role as Conflicts of Interest Guardian at the next meeting.

The Governing Body noted the contents of the update.

57/17 **Equality of Inclusion Annual Report 2016/17**

J Aldridge presented the annual update on the CCG's statutory requirements as set out in the Equality Act 2010. The report provides assurance that the CCG is compliant with the public sector equality duties, equality and human rights legislation.

The Governing Body received and noted the contents of the Equality and Inclusion Annual Report 2016/17.

58/17 **Information Governance Annual Report 2016/17**

The Governing Body received the Information Governance Annual Report which provided the CCG with a final overview of the Information Governance Improvement Plan for 2016/17 and the Information Governance Toolkit return. The CCG's submission score was 91% which is a satisfactory rating. It was noted that there had been no major information governance incidents during 2016/17 and incidents categorised at Level 2 or above (reportable).

The Governing Body noted the content of the Information Governance Annual Report as supporting evidence for the IG Toolkit submission for 2016/17.

59/17 **Annual Report of the Audit Committee 2016/17**

P Olive, Chair of the Audit Committee, presented the Annual Report of the Audit Committee 2016/17, a review of the work carried out by the Audit Committee during the year.

On behalf of the Governing Body, the Chair thanked Mr Olive for a comprehensive report and for the work of the members of the Committee.

The Governing Body agreed the Annual Report of the Audit Committee 2016/17.

60/17 **QUESTIONS FROM THE PUBLIC**

Karen Crowshaw, Non-Executive Director, Blackpool Teaching Hospitals NHS Foundation Trust, said that she welcomed the opportunity to be able to attend the meeting of the Governing Body and found that the CCG came across as a positive and pro-active group of people with a 'can-do' attitude. This provided much hope that the Accountable Care System

would be successful in improving outcomes and benefits for patients across the Fylde coast Health economy.

The Chair thanked Karen for her comments and added that the CCG could not do its work on its own but worked hard to involve patients, the public, partners and stakeholders. The CCG also strove to keep a strong clinical focus and the GPs around the table worked hard to achieve this.

61/17 **Minutes of meeting to be received:**

- (a) Audit Committee minutes and revised Terms of Reference – 20/4/17
- (b) Quality Improvement, Governance and Engagement Committee – 28/2/17 and 28/3/17
- (c) Primary Care Commissioning Committee – 24/1/17
- (d) Healthier Lancashire & South Cumbria – Joint Committee of CCGs - 02/02/17

The Governing Body:

- 1) reviewed and noted the contents of the minutes;
- 2) approved the revisions to the Audit Committee Terms of Reference.

62/17 **Date and time of next meeting:-**

- Tuesday 18 July 2017
- 1.00pm
- Venue to be confirmed