

**MEETING OF THE FYLDE AND WYRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY
HELD ON TUESDAY 24 MAY 2016 AT 1.00PM
AT THE CCG OFFICES, DERBY ROAD, WESHAM, PRESTON, PR4 3AL**

Present: Ms M Dowling, Chair
Dr V G Chandrasekar, GP and Elected Clinical Members
Dr K Greenwood, GP and Elected Clinical Member
Dr F Guest, GP and Elected Clinical Member
Dr T Johnson, GP and Elected Clinical Member
Dr J Panesar, GP and Elected Clinical Member
Mr P Olive, Lay Member (Governance)
Mr K Toole, Lay Member (PPE)
Mrs J Aldridge, Chief Nursing Officer
Mr P Tinson, Chief Operating Officer

In Attendance:
Mr D Walsh, Finance Manager
Mrs P Bowling, Corporate Affairs/Governing Body Secretary

52/16 **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 referred to the recent publication of the Government's Review of Antimicrobial Resistance. Over the past couple of years Fylde and Wyre CCG and local GPs had been working together to inform local patients of when antibiotics were required and when they were not. This included an extensive poster campaign and leaflets for patients who requested antibiotics to explain why they had not been prescribed. Findings from the recent Ipsos Mori poll of 1,000 Fylde and Wyre patients indicated that the CCG's work on antibiotic management was considered to be 'good'.

53/16 **Apologies for Absence**

Dr A Janjua, Dr J Reid, Dr P Benett, Mr A Harrison and Mr N Greaves.

54/16 **Any other matters of urgent business**

There were no other matters of urgent business.

55/16 **Declarations of interest**

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

56/16 **Minutes of the previous meeting held on Tuesday 22 March 2016**

The minutes of the meeting of the Governing Body held on 22 March 2016 were agreed as a correct record

57/16 **Matters Arising and Action Points**

An update was provided on actions as follows:

- (1) Respite Care Services – It was confirmed that the funding had been invested in the residential short break service.

- (2) Visit to Clifton Hospital – a number of members had expressed an interest in this visit and arrangements were in hand to identify a suitable date.
- (3) CCG Performance Dashboard – an update on the numbers of first responder teams and provision of defibrillators were provided. NWAS welcomed opportunities to promote and increase membership of these teams and the Governing Body endorsed this. P Tinson confirmed that NWAS kept a record of usage of the defibrillators and agreed to share this with members.

Action: P Tinson

- (4) Memorandum of Understanding – Public Health. Work was taking place with Blackpool and Blackburn-with-Darwen colleagues on the development of a Lancashire-wide public health offer. As a consequence some of the public health resource would be targeted at Healthier Lancashire programme areas.

58/16

Chair's Report

The Chair presented her report which included an update on the annual appraisals of Governing Body members, on topics covered at recent Governing Body Development Sessions and attendance at events by Governing Body members. A Non-executive Director and Lay Member Network event took place in March and focused on the Greater Manchester Health and Social Care Devolution which went live on 1 April 2016.

59/16

Report of the Clinical Chief Officer

Dr Naughton was pleased to report positive findings from two surveys conducted on behalf of the CCG by Ipsos Mori: the annual 360 degree stakeholder survey and the tracking survey of 1,000 Fylde and Wyre residents to measure how the CCG was performing against some of its pledges and help evaluate progress towards achieving the goals of its 2030 vision. A detailed report on the findings of both surveys will be brought to the next Governing Body meeting.

Confirmation of the Fylde coast partners' second Value Proposition had been received and whilst the allocation was just under 50% of the bid, the CCG would now aim to achieve as much as it could within the available resource.

The new local GP quality contract was signed off by the Primary Care Commissioning Committee and had been in effect since 1 April 2016.

Lockwood Avenue surgery had relocated to Wyre Civic Centre following an £800,000 refurbishment as a result of partnership work between the CCG and Wyre Borough Council.

In recognition of the Sustainability and Transformation planning footprint, Healthier Lancashire was now known as the Lancashire and South Cumbria Change Programme. The Leader of Lancashire County Council, Cllr Jennifer Mein, had written to the CCG outlining the Council's approach to the Plan.

60/16

Report from the Council of Members

Dr Johnson presented the 'summary of key issues', extracted from the Council of Members meeting minutes of 16 February 2016, 15 March 2016 and 12 April 2016 précisising the key elements of debate and discussion. Dr Johnson spoke of the way primary care was responding to the variety of challenges it faced.

The Governing Body noted the content of the minutes of the Council of Members meetings held on 16 February 2016, 15 March 2016 and 12 April 2016.

61/16 **Annual Report and Accounts 2015/16 – report by the Chair of the Audit Committee on due process**

P Olive reported that the Audit Committee had met that morning prior to the Governing Body meeting. Dr Naughton had presented the Annual Governance Statement, in his role as Accountable Officer. The ISA 260 Audit Memorandum had been presented by External Audit and the Auditors confirmed they had read the Annual Report and Accounts 2015/16 and had no issues to raise.

Mr Olive read out a summary of the ISA 260 and confirmed that KPMG intended to issue an unqualified audit opinion. At the time of the Audit Committee meeting, however, there were three Service Auditor Reports outstanding relating to primary care co-commissioning monies and prescribing. In the absence of these reports, KPMG were unable to complete the audit and issue a finalised ISA 260.

The deadline for submission of the Annual Accounts was Friday 27 May 2016 and it was envisaged that the Service Auditor Reports and necessary assurance would be received by this deadline.

Paul Olive undertook to keep the CCG Chair and Council of Members Chair updated on the matter and advised that other CCGs were in a similar position.

62/16 **ISA 260 report to those charged with governance**

D Walsh presented this report on behalf of the CCG's external Auditors, KPMG. The report set out the key findings from the audit of the CCG's financial statements and value for money work and set out the Auditors' intention to issue an unqualified audit opinion on the accounts. The report contained one recommendation relating to formalising the process for obtaining the Memorandum detailing Better Care funding from Lancashire County Council. As highlighted by the Audit Committee Chair in the previous agenda item, the report was in draft format due to the outstanding Service Auditor Reports.

63/16 **Items for approval:**

- (i) Annual Accounts 2015/16**
- (ii) Annual Report 2015/16 (incorporating the Annual Governance Statement)**
- (iii) Letter of Representation**

D Walsh presented the Annual Accounts 2015/16. The CCG had met all its financial duties and had also met its responsibilities in terms of timescales for submissions prior to today's meeting. D Walsh expressed his thanks to the Finance Team for their hard work and efforts in this regard.

J Aldridge presented the Annual Report and Accounts 2015/16 and explained that the format of the document was prescribed and the report reviewed the organisation's performance, achievements and governance processes.

D Walsh sought the Governing Body's approval of the Management Representation Letter from the CCG to its external auditors.

On behalf of the Governing Body, the Chair thanked all those involved in this process and invited the Governing Body and the Chair of the Council of Members to consider the recommendations set out in the paper.

The Governing Body and Chair of the Council of Members (with delegated authority from the Council of Members):

- 1) Received the Audit Memorandum (ISA 260) from KPMG.**

- 2) **Approved and adopted the Annual Report and Annual Accounts 2015/16, subject to receipt of appropriate Service Auditor Reports**
- 3) **Approved the signing of the following documents in respect of the annual accounts:-**
 - a) **Letter of Representation.**
 - b) **Statement of Financial Position as at 31 March 2016.**
 - c) **Statement of Accountable Officer's Responsibilities.**
 - d) **Consistency Statement.**

64/16 **Statement as to Disclosure to Auditors**

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. Dr Johnson confirmed this on behalf of the Council of Members.

65/16 **2030 Vision for Health and Care**

P Tinson reported that as indicated by the Clinical Chief Officer earlier in the meeting, the Fylde Coast had received just over £4.3m from its Value Proposition 2. Whilst this amount was less than requested, it was recognised that the fund had been oversubscribed nationally. Confirmation of the resource would now enable work on the New Models of Care to progress.

Highlights from the report included provision of a further two Extensive Care Services at the end of April 2016 based at Wyre Civic Centre and Blackpool South, the launch of the Neighbourhood Care Team early adopter site in Kirkham and launch of the Pharmacy+ Clinic scheme pilot across Fylde and Wyre.

Members welcomed the work that was ongoing within the CCG to promote, increase and support the use of the Extensive Care Service.

A question was asked about a timeline for evaluation of the impact of the Extensive Care Service on reducing referrals to secondary care. It was explained that some of the benefits would be released from months 6 to 12, and information received to date indicated a reduction in outpatient attendances. The impact on acute episodes was being tracked. K Toole suggested that positive outcomes should be publicised in order to improve confidence in the service. Further detail was available from P Tinson on requested.

With regard to other commissioning projects monitored via the Programme Management Office, the Diabetes Service Review was highlighted as a 'red' rated project and further development of the scheme was subject to ongoing discussions.

The Governing Body received the report.

66/16 **Workforce Planning and Commissioning Plan Update**

P Tinson updated members on workforce planning, the development of the CCG Annual Commissioning Plan and on a revision to the activity planning assumptions following feedback from NHSE.

The Governing Body:

- 1) Approved the rescheduling of the publication of the final CCG Annual Commissioning Plan until after the Sustainability and Transformation Plan/Local Development Plan was finalised in June 2016.**
- 2) Noted the revision to the operational activity plan to be submitted on the 23rd May 2016 following NHSE feedback.**

67/16 Performance Dashboard

Members received the updated performance dashboard which provided a high level summary of performance and activity across Fylde and Wyre CCG for the most recent reporting period for which data was available (mostly February 2016 data unless otherwise specified). The report highlighted key issues, current performance and key actions.

P Tinson delivered a presentation on performance in the Blackpool Teaching Hospitals' and Lancashire Teaching Hospitals' Accident & Emergency Departments. The presentation highlighted the increased number of attendances in 2015/16 compared to the previous year, performance against the A&E waiting time target, regional performance, delayed transfers of care, challenges and further improvements. It was noted that the A&E Recovery Plan will be considered and reviewed by the CCG's Clinical Commissioning Committee.

Members noted the significant increase in the total number of Delayed Transfers of Care (DToC) since December 2015, the majority of which were due to the need for a completion assessment and delays awaiting further non acute or care home placements. A project group, including stakeholders, had been established to review DToC on a continual basis.

J Aldridge explained that the solution was a whole systems approach and was an area of significant concern within Fylde and Wyre. Areas of work to address the issues included Neighbourhood initiatives, development of a care home forum to offer support and education, work by the safeguarding team on risk profiling of care homes and the establishment of a Lancashire-wide care sector workstream. Dr Naughton also referred to the need to work closely with Local Authority colleagues on the arrangements for prompt assessments.

J Aldridge referred to a revised approach being taken with regard to the Hospital Mortality quality indicators at Blackpool Teaching Hospitals and sought the Governing Body's continued support on this. It was suggested a presentation on 'healthcare acquired infections' would be suitable for a future meeting.

Action: P Tinson/J Aldridge

- (1) The Governing Body noted the content of the report and approved the actions being taken.**
- (2) The Governing Body endorsed the revised approach regarding the Hospital Mortality quality indicators at Blackpool Teaching Hospitals**

68/16 CCG Assurance Update

An update on the 2015/16 assurance process was presented for information. The NHS England year-end review took place on 6 May 2016. The meeting went well and the CCG was commended on areas of exemplar practice. Confirmation of the assurance levels for each domain and overall headline rating would be formally issued at the end of June, following regional and national moderation.

Details of the CCG Improvement and Assessment Framework for 2016/17 were also provided.

The Governing Body:

- (1) noted that the formal CCG Annual Assurance 2015/16 outcome notification was subject to Regional and National moderation in June 2016.
- (2) noted that the CCG Performance Dashboard was currently being reviewed to reflect the new framework and the revised performance dashboard would be presented to the Governing Body meeting in July 2016.

69/16

Patient and Public Engagement Report

J Aldridge provided an update on the CCG's Patient and Public Engagement Activity and sought approval for planned future activity.

Attention was drawn to a recent engagement survey of children and young people and engagement in the workplace through a programme entitled 'working voices'

The Governing Body received the report and approved the planned future activity.

70/16

Financial Update

D Walsh updated the Governing Body regarding the CCG's final outturn financial position for 2015/16. The Governing Body achieved its financial duties including:

- Delivery of a 1.4% surplus against allocated Revenue Resource Limit (increased to 1.85%)
- Containing expenditure with an overall cash limit
- Containing expenditure within the running cost target of £22.50 per head of population
- Delivery of a QIPP of £3m

The CCG complied with the better payment practice code during the course of the year.

D Walsh drew attention to the need to maintain tight financial control going forward. The financial position at month 02, presented at the next Governing Body meeting, would reflect in more detail the challenges faced in 2016/17.

In terms of contract negotiations with the CCG's main providers, it was confirmed that all major contracts had been signed. Contract pressures were identified with regard to the contract with Lancashire Care NHS Foundation Trust and were under discussion. Further details would be presented to the Finance and Performance Committee.

The Governing Body:

- (1) noted and approved the contents of the report and delivery against 2015-16 financial duties, plans and recommendations as follows:
 - (a) That the year-end financial position achieved the target surplus of £4.071 million
 - (b) That the target QIPP of £3 million for 2015-16 was achieved
- (2) noted and approved the contents of the report and executive summary regarding the CCG financial position at the end of Month 12 of the financial year, 2015-16.

71/16 **Registers of Interests**
The updated Registers of Interests of members of the CCG, Governing Body and Staff were presented for information.

The Governing Body noted the contents of the updated Registers of Interests.

72/16 **Safeguarding Dashboard**
J Aldridge presented the Safeguarding Dashboard Report, an outline document that demonstrated safeguarding issues and systems that were relevant to the footprint of Fylde and Wyre CCG. The document also gave Governing Body assurance in respect of the CCG's responsibilities to the safeguarding process. J Aldridge agreed to provide further detail in respect of any of the matters in the report, on request. Members welcomed the report and made particular note of the engagement and education event held for Nursing and Residential Home providers.

The Governing Body noted the content of the report.

73/16 **Better Care Fund and Section 75 Agreement**
P Tinson presented the Section 75 agreement for approval. This document formalised arrangements for the Better Care Fund. The 2016/17 Better Care Fund Plan largely consolidated the 2015/16 plan and was signed off by the Lancashire Health and Wellbeing Board on 28 April and reviewed by the CCG's Clinical Commissioning Committee on 3 May 2016.

It was noted that as raised at agenda item 62/16, KPMG had made a recommendation in the ISA 260 relating to formalising the process for obtaining the Memorandum detailing Better Care funding from Lancashire County Council. P Tinson confirmed that this matter was in hand with a Commissioning Officer assigned to the task.

The Governing Body approved the Section 75 agreement.

74/16 **Information Governance Annual Report**
D Walsh presented the Information Governance Annual Report which provided evidence to support the completion of the CCG Information Governance Toolkit and was approved by the Finance and Performance Committee on 29 March 2016. The CCG achieved an overall score of 91% (satisfactory), an improvement on the previous year's performance.

The Governing Body received and noted the contents of the Information Governance Annual Report 2015/16.

75/16 **Annual Report of the Audit Committee 2015/16**
P Olive, Chair of the Audit Committee, presented the Annual Report of the Audit Committee 2015/16, 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 2015/16.

76/16 **Annual Report of the Finance and Performance Committee 2015/16**
On behalf of Dr J Reid, Chair of the Finance and Performance Committee, D Walsh presented the Annual Report of the Finance and Performance Committee 2015/16. The report was received by the Finance and Performance Committee on 26 April 2016 and commended to the Governing Body for agreement.

Appreciation was expressed to Dr Reid for his contribution as Chair of the Committee.

The Governing Body agreed the Annual Report of the Finance and Performance Committee 2015/16.

77/16 **Terms of Reference of the Auditor Panel**
P Olive updated the Governing Body following the report at the last meeting on the proposed arrangements for the establishment of the Auditor Panel. The Auditor Panel met on Tuesday 12 April 2016 and recommended the Terms of Reference for approval by the Governing Body.

The Governing Body approved the Terms of Reference and membership of the Auditor Panel.

Questions from the public

The Chair invited questions or comments from the public relating to any items on the agenda. No questions or comments were received.

78/16 **Minutes of meetings to be received**

- a) Clinical Commissioning Committee - 1/3/16 and 5/4/16
- b) Finance and Performance Committee – 23/2/16 and 29/3/16
- c) Quality Improvement, Governance and Engagement Committee – 23/2/16 and 29/3/16
- d) Lancashire Clinical Commissioning Group Network – 25/2/16
- e) Primary Care Commissioning Committee – 16/2/16 and 22/3/15
- f) Lancashire Health and Wellbeing Board – 22/2/16

Attention was drawn to the presentation on the Research and Innovation Strategy across Lancashire which was delivered at the CCG Network meeting on 25 February 2016. Discussion took place regarding Research and Development and Dr Naughton advised that the CCG was engaging with Universities in the area on what they might offer. In response to a request it was confirmed that a list of any research projects being undertaken by individuals within the CCG would be developed and an update on 'Research and Development' added to the Governing Body work programme.

Action: P Bowling

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

79/16 **Date and time of next meeting:-**

- Tuesday 19 July 2016
- 1.00pm
- Venue to be confirmed