

**Agenda item 9**

**GOVERNING BODY MEETING – TUESDAY 20 JANUARY 2015**

**REPORT FROM THE COUNCIL OF MEMBERS**

Since the last Governing Body meeting, I wish to report on two Council of Members meetings, October and November 2014.

Over the last few months, the Council of Members has been involved in the development of a number of schemes and projects.

**CQC Visit**

We had been preparing for the impending visit of the Care Quality Commission (CQC) to assess our GP practices in many domains. At the time none of the practices knew who would be selected for scrutiny and all have worked hard to ensure that quality and standards were maintained and improved upon. I am pleased to say that with the support of Tracy Riddick, our Senior Integrated Governance Manager for Primary Care, and her team, all Practices that were assessed in early December (six) passed with flying colours re-emphasising what I already knew that about the quality, productivity and dedication of all of the member practices that reside in our area.

**Co-Commissioning**

Preliminary discussions were held with our member practices regarding the value of entering into co-commissioning of primary care with NHS England. After in-depth debate there emerged a general feeling amongst the practices that this was something as an organisation we should embrace and work towards. As a result of our preliminary discussions and the positive messages emerging from them, the CCG's Governing Body has further developed this culminating in our most recent application to co-commission primary care with full delegated responsibility. Our Constitution is in the process of being amended as we speak to accommodate this.

**Antibiotic Prescribing**

We have debated and re-enforced the "None Antibiotic Prescription" prescriptions which form part of our winter resilience preparations. GPs in the past have been, somewhat unfairly, criticised for prescribing antibiotics clearly culminating in emerging and developing resistance in the community. We will look with interest at our prescribing levels comparing practices in our local area and nationally when the results are published on the back of this recent winter virus outbreak.

**Neighbourhoods**

We continue to support and develop our new models of care via the neighbourhood concepts providing representatives and clinical input into all aspects of this development. I continue to be grateful for all the support receiving from our member practices.

## **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 21 October 2014 and 18 November 2014 précisising the key elements of our debate and discussion.

### **Recommendation**

The Governing Body is asked to:

- (i) note the content of the report
- (ii) note the content of the minutes of the Council of Members held on 21 October 2014 and 18 November 2014.

**Dr Tom Johnson**  
**Chair – Council of Members**

**GOVERNING BODY MEETING – TUESDAY 20 JANUARY 2015**

**MINUTES TO BE RECEIVED**

<b>Title of Meeting</b>	Council of Members
<b>Date of Meeting</b>	21 October 2014
<b>Status (ratified/draft)</b>	Ratified
<b>CCG Representatives</b>	Dr T Johnson (Chair) One representative of each GP Practice Mr I Stoddart, Chief Finance Officer

**Summary of key issues discussed:**

Heather Harkness, Service Manager (Primary Care Mental Health), and Emma Clayton, Single Point of Access Manager, Lancashire Care NHS Foundation Trust, joined the meeting and provided information on Improving Access to Psychological Therapies (IAPT) and the Single Point of Access (SPA) service.

Dr Kath Greenwood, GP Safeguarding Lead, and Alice Marquis-Carr, Head of Safeguarding, provided an update on developments in safeguarding.

Members were updated on the outcome of Monitor’s investigation into the commissioning of elective services in Blackpool and Fylde and Wyre and their views were invited as to whether any further actions were required as a result of the process. It was agreed that a meeting be arranged with Spire Healthcare.

An update was provided on Primary Care Co-commissioning and members were asked to discuss with their colleagues the newly published NHS England guidance ‘Next steps towards primary care co-commissioning’.

It was noted that with effect from 1 November 2014 the Waverley Surgery and Dr Ali’s Surgery would be merging and would be known as the ‘Fleetwood Surgery’.

The Clinical Chief Officer, highlighted a number of services launched recently, which supported the delivery of the CCG’s vision, namely, the Hospice at Home two-year pilot project, the Help Direct signposting service and the change to the Age UK falls assessment service to receive referrals from GP practice nurses and community nurses.

Members were informed that the outcome of the CCG’s last Assurance Assessment by NHS England, which took place in September 2014, was ‘assured’ without support.

An update was also provided on the New Models of Care.

**Issues requiring action:**

<b>Details:</b>	<b>By whom:</b>	<b>Timescale:</b>
All actions are identified within the minutes.		

**Recommendation**

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

**Dr Tom Johnson**

**Chair – Council of Members**

**Fylde and Wyre Clinical Commissioning Group  
Council of Members**

**Tuesday 21 October 2014 – 7pm - Grasmere Room, Wesham**

**Present:**

Dr T Johnson – GP Elected Clinical Lead and Chair of the Council of Members  
Dr K Greenwood – Queensway Surgery and GP Elected Clinical Lead (Vice Chair)  
Dr T Naughton – Clinical Chief Officer  
Dr A Janjua – Waverley Surgery/Dr Ali's Practice and GP Elected Clinical Lead  
Dr V G Chandrasekar – Beechwood Surgery and GP Elected Clinical Lead  
Dr J Reid – Ansdell Medical Centre and GP Elected Clinical Lead  
Dr P Benett – Clifton Medical Practice and GP Elected Clinical Lead  
Dr I Kirkham– Lockwood Avenue Surgery  
Dr H Grenier – The Mount View Practice  
Dr S Hardwick – Kirkham Health Centre  
Dr M Aziz – Broadway Medical Centre  
Dr R Thorpe – The Old Links Surgery  
Dr M Zarycky – Park Medical Centre  
Dr M Cook – Carleton Surgery  
Dr Ramesh – Belle Vue Surgery  
Dr J Panesar – Ash Tree House and GP Elected Clinical Lead  
Dr R Mason – Fernbank Surgery  
Dr F Guest – The Thornton Practice and GP Elected Clinical Lead  
Dr L Newiss – The Village Practice  
Dr J Chesworth, Over Wyre Medical Centre  
Dr Samad – Poplar House Surgery  
Dr N Lowe - Holland House  
Mr P Tinson - Chief Operating Officer

**In Attendance:**

Ms M Dowling – CCG Chair  
Mr K Toole – Lay Member (PPE)  
Mrs S Camplin – Head of Commissioning  
Mrs A Marquis-Carr – Head of Safeguarding (until agenda item 128/14))  
Heather Harkness - Service Manager (Primary Care Mental Health) (for agenda item 122/14)  
Emma Clayton - Single Point of Access Manager (for agenda item 122/14)  
Mrs P Bowling – Governing Body Secretary

**Apologies for absence:**

Dr R Smyth – Broadway Medical Centre  
Dr S Ellwood – Fernbank Surgery  
Dr Pandya – The Village Practice  
Mr I Stoddart – Chief Finance Officer  
Mrs J Aldridge, Chief Nursing Officer

**120/14 Any other items of urgent business**

- 1) Fylde Coast Hospital
  - 2) Fleetwood Surgery
  - 3) NHS Pension Schemes
- Items were discussed at agenda item 132/14.

**121/14 Declarations of Interest**

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

#### 122/14 **Improving Access to Psychological Therapies (IAPT)**

Heather Harkness, Service Manager (Primary Care Mental Health), and Emma Clayton, Single Point of Access Manager, Lancashire Care NHS Foundation Trust, joined the meeting and provided information on IAPT and on the Single Point of Access (SPA) service for people aged 16 and over with mental health needs. The team members sought feedback on what else the service could offer, what they were doing well and where performance could improve. Members were able to ask questions and seek clarification on matters. A paper was tabled on the SPA service and additional information will be circulated to practices via Dr Kath Greenwood/Sarah Camplin. In response to a question as to whether the service could accept patients approaching the age of 16, this was confirmed, and the team agreed to revisit the definition of 'urgent' as this appeared to be unclear.

The Chair thanked Heather and Emma for their presentation and attendance.

#### 123/14 **Minutes of the last meeting held on Tuesday 16 September 2014**

The minutes of the last meeting were approved as a correct record, subject to the following amendment:

Item 110/14 Cantab Mobile – to be amended to read – 'All *interested* Practices had been issued with equipment to undertake the assessment...'

#### 124/14 **Matters arising**

##### 1. Dementia

Dr Greenwood referred to the launch of the DES - Dementia Identification Scheme - by NHS England in October which will reward GP practices for undertaking a proactive approach to identify patients with dementia and work with their CCGs to develop services and care packages for patients on their dementia register.

#### 125/14 **Chairs Update**

Dr Johnson updated members on the following matters.

CCG Constitution - the date for requesting changes to the CCG's Constitution had been amended by NHS England from 1<sup>st</sup> November 2014 to 1<sup>st</sup> December 2014 and therefore any proposed changes would be considered by members at the next meeting in November.

Members were asked to forward anonymised examples of poor quality discharge letters via the Practice Managers Forum, Council of Members meetings or PQIP visits.

Governing Body members were inputting into a review of the Blackpool Teaching Hospitals' Access Policy.

Members were informed of an issue raised via Datix where a patient received a telephone call from someone purporting to be a healthcare worker and offering a free visit. Practices were asked to be aware of this as a potential scam call and had been alerted to the matter via the Practice Bulletin.

Attention was drawn to the introduction of the Friends and Family Test (FFT) that will become a contractual requirement for GP practices from 1 December 2014. Further information regarding resources available to Practices had been circulated via Practice News.

Members were encouraged to attend the Cancer Education Event on Saturday 15 November 2014 at the De Vere Hotel, Blackpool from 9am to 1pm. It was noted that the event would include discussion on a significant event analysis which was welcomed by members.

#### 126/14 **Clinical Chief Officer's Update**

Dr Tony Naughton, Clinical Chief Officer, highlighted a number of services launched recently, which support the delivery of the CCG's vision:

- Hospice at Home - a two-year pilot launched as a partnership between Fylde and Wyre CCG, Blackpool CCG and Trinity Hospice. The service, which supports patients overnight in their own homes as they enter the final months of life, started earlier this month.
- The Help Direct signposting service will soon be available at all GP practices in Fylde and Wyre.
- The Age UK falls assessment service is now able to receive referrals from GP practice nurses and community nurses. The service provides non-clinical input and falls support.

In addition Dr Naughton announced that the CCG's safeguarding team is to be strengthened. The CCG's last Assurance Assessment by NHS England took place in September 2014 and the CCG has just been notified that it has been assured without support.

The Electronic Prescription Service went live in Fleetwood and feedback received indicates that the process went well.

The New Models of Care Group met on 14 October 2014 and began to discuss in more detail the plans for the Enhanced Care and Episodic Care Models which will be fed back to the wider groups in the coming weeks.

Dr Naughton raised awareness of items in the Practice Bulletin on Xmas opening times, Ebola and Community IV Therapy.

#### 127/14 **Safeguarding**

Dr Kath Greenwood, GP Safeguarding Lead, and Alice Marquis-Carr, Head of Safeguarding, provided an update on developments in safeguarding as follows:

- A resource pack for GPs is being developed
- Plans are in place for a dedicated area/repository on the CCG's intranet for Safeguarding
- Discussions are taking place with Social Services to improve the arrangements for inviting GPs to case conferences
- A dedicated safeguarding email address is being set up.
- A forum for practice safeguarding leads was being established.

With regard to Children Looked After, members were reminded of the requirements of CQC in particular that Practices must ensure that an alert system is in place on the electronic records system. Attention was also drawn to a learning tool available on the Lancashire Children's Trust website.

#### 128/14 **Grasp Tools**

In the absence of Peter Smith, this item was deferred to the next meeting.

#### 129/14 **Monitor announcement**

Peter Tinson set out the background to this item and referred to the previous notification to members of the outcome of Monitor's investigation into the commissioning of elective services in Blackpool and Fylde and Wyre. Monitor had found that the evidence did not support Spire's submission that patients had been directed away, however, Monitor concluded that commissioners had not ensured that GPs had offered patients a choice of provider for their first outpatient appointment and to ensure that patient choice was publicised and promoted to patients. Monitor accepted that since their investigation had started Fylde and Wyre CCG had taken proactive steps to make patients aware that they had a choice and were offered that choice.

It was stated that both the Council of Members and the Governing Body had previously expressed frustration in terms of the amount of time and money that the CCG had been required to expend on this matter and the length of time the process had taken to reach a conclusion. Mary Dowling advised that she had written to Monitor regarding this and Monitor had accepted the CCG's offer of a meeting to discuss and learn lessons from the process. Mr Tinson commented that the CCG had calculated that the direct costs of this matter amounted to over £30k, not including indirect costs.

It was noted that in parallel to the investigation, Monitor published a 'remedies consultation' which sought views from interested parties about whether the actions taken by each CCG were sufficient to protect and promote patient choice. The consultation closed on 17 October 2014.

Dr Johnson invited the views of the members as to whether any further actions were required as a result of the process. Members debated the options available to them and agreed that a meeting be arranged with Spire Healthcare, at either a local or national level as appropriate, and that members be appraised of the outcome of the CCG's meeting with Monitor.

**ACTION: Dr T Johnson**

#### **130/14 NHS England Co-Commissioning and legislative Reform Order**

Peter Tinson updated members on Primary Care Co-commissioning. In May 2014, CCGs were invited to come forward to take on an increased role in the commissioning of primary care services. Fylde and Wyre CCG expressed an interest in more joint commissioning with NHS England.

NHS England had now analysed the expressions of interest received by CCGs and found that there were three main forms of co-commissioning CCGs would like to take forward:

- ❖ Model 1: Greater CCG involvement in NHS England decision-making
- ❖ Model 2: Joint decision making by NHS England and CCGs
- ❖ Model 3: CCGs taking on delegated responsibilities from NHS England

Fylde and Wyre CCG's expression of interest was aligned to Model 2. NHS England had indicated that they were developing a 'Next steps towards primary care co-commissioning' document to be published in November at which point further discussion would take place with the Council of Members and wider CCG membership as appropriate. Members were requested to bring this to the attention of their practice colleagues in preparation for the discussion.

#### **131/14 NWAS letter to GPs – 23/9/14**

The content of the letter regarding changes occurring within the North West Ambulance Service was brought to the attention of members.

### 132/14 **Any Other Business**

#### 1. Fylde Coast Hospital

An issue was raised regarding discharge arrangements. Dr Johnson agreed to raise the matter at the next contract review meeting and advised that the matter be logged on the Datix system.

#### 2. Fleetwood Surgery

Dr Janjua advised that with effect from 1 November 2014 the Waverley Surgery and Dr Ali's Surgery would be merging and would be known as the 'Fleetwood Surgery'.

#### 3. NHS Pension Scheme

Dr Johnson advised that the matter of GP superannuation contributions had been discussed at the CCG Remuneration Committee. Guidance from NHS Pensions confirmed that payments to GPs employed or engaged by CCGs were superannuable. Payments made by the CCG were gross and therefore included the employers' superannuation contribution. The Remuneration Committee had agreed that no additional payment would be made to cover superannuation contributions.

A comment was made that other CCGs had increased their payment to GPs to cover the superannuation contribution. Dr Johnson advised that he had highlighted this matter as a risk to the Remuneration Committee and that further discussions were ongoing with the Executive Team. Dr Johnson stated that the Council of Members would be kept updated on the matter.

### 133/14 **Date and time of next meeting**

- Tuesday 18 November 2014
- 7.00pm
- Grasmere Room, Wesham



**GOVERNING BODY MEETING – TUESDAY 20 JANUARY 2015**

**MINUTES TO BE RECEIVED**

<b>Title of Meeting</b>	Council of Members
<b>Date of Meeting</b>	18 November 2014
<b>Status (ratified/draft)</b>	Ratified
<b>CCG Representatives</b>	Dr T Johnson (Chair) One representative of each GP Practice Mr P Tinson – Chief Operating Officer

**Summary of key issues discussed:**

The newly developed CCG Antibiotic advice leaflet '*Antibiotics may not always be the answer*' was launched pre-meeting and Julie Lonsdale, Head of Medicines Optimisation, highlighted some of the resources and tools available for professionals to improve public and professional knowledge and stimulate engagement on tackling antibiotic resistance.

A presentation was delivered on primary care co-commissioning and members were informed that the deadline for expressing an interest in delegated commissioning was 9 January 2015. A further debate on this took place at the December meeting.

Pete Smith, Senior Commissioning Manager, delivered a presentation on GRASP and Care Audit Tools, a suite of tools designed to help practices case find and manage care for specific long-term conditions.

An update was provided on the CCG's new approach to inspecting and rating GP Practices.

Members were informed of an opportunity for all GP Practices to be part of a pilot arranged by Health Education North West in relation to practice mandatory training and also of an on line GP Practice training tool.

**Issues requiring action:**

<b>Details:</b>	<b>By whom:</b>	<b>Timescale:</b>
All actions are identified within the minutes.		

**Recommendation**

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

**Dr Tom Johnson**  
**Chair – Council of Members**

**Fylde and Wyre Clinical Commissioning Group  
Council of Members**

**Tuesday 18 November 2014 – 7pm - Grasmere Room, Wesham**

**Present:**

Dr T Johnson – GP Elected Clinical Lead and Chair of the Council of Members  
Dr K Greenwood – Queensway Surgery and GP Elected Clinical Lead (In the Chair)  
Dr T Naughton – Clinical Chief Officer  
Dr A Janjua – Fleetwood Surgery and GP Elected Clinical Lead  
Dr V G Chandrasekar – Beechwood Surgery and GP Elected Clinical Lead  
Dr J Reid – Ansdell Medical Centre and GP Elected Clinical Lead  
Dr P Benett – Clifton Medical Practice and GP Elected Clinical Lead  
Dr I Kirkham– Lockwood Avenue Surgery  
Dr H Grenier – The Mount View Practice  
Dr S Hardwick – Kirkham Health Centre  
Dr R Thorpe – The Old Links Surgery  
Dr M Zarycky – Park Medical Centre  
Ms M Mellor-Livesey (Practice Manager) – Carleton Surgery  
Dr Ramesh – Belle Vue Surgery  
Dr K Robinson – Ash Tree House  
Dr K Chapman – Fernbank Surgery  
Dr F Guest – The Thornton Practice and GP Elected Clinical Lead  
Dr J Chesworth, Over Wyre Medical Centre  
Dr Samad – Poplar House Surgery  
Dr G Russell - Holland House  
Dr R Smyth – Broadway Medical Centre  
Mr P Tinson - Chief Operating Officer

**In Attendance:**

Mrs J Williams – Head of Finance and Business Support  
Mrs T Riddick – Senior Integrated Governance Manager (Primary Care)  
Mrs P Bowling – Corporate Affairs/Governing Body Secretary  
Ms A Watson - Lead Nurse Infection Prevention and Control (until agenda item 138/14)  
Mr P Smith – Commissioning Manager (until agenda item 139/14)

**Apologies for absence:**

Dr S Ellwood – Fernbank Surgery  
Dr Pandya – The Village Practice  
Dr M Cook – Carleton Surgery  
Dr N Lowe – Holland House  
Dr J Panesar – Ash Tree House  
Mr I Stoddart – Chief Finance Officer  
Mrs J Aldridge - Chief Nursing Officer

*Items are recorded in the order they were discussed and not the order of the agenda.*

**134/14 Any other items of urgent business**

Items were discussed at agenda item 145/14.

**135/14 Declarations of Interest**

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

### 136/14 **Primary Care Co-commissioning**

Peter Tinson delivered a presentation on co-commissioning and highlighted extracts from the NHS England document: Next Steps Towards Primary Care Co-Commissioning. Attention was drawn to the following: the three models of co-commissioning; the governance arrangements; the approvals and ongoing assurance process; support; finance and national timetables. It was noted that the deadline for expressing an interest in delegated commissioning was 9 January 2015 and an amendment to the Constitution would be required.

Members were asked to discuss the following questions with their colleagues in Practice in order that a wider debate on the CCG's intentions could take place at the Neighbourhood Event on 26 November 2014:

*Which model best supports us deliver our strategic plan?*

*What is the optimum staffing support arrangement?*

To support this, a copy of the presentation and a link to the NHS England document would be emailed out to members following the meeting.

*ACTION: P Bowling*

Peter Tinson also briefed members on changes within the Local Area Teams, in particular the merging of the Lancashire and Manchester Area Teams at the end of 2014, and the likelihood of some specialised services returning to CCGs in 2015.

*Peter Tinson left the meeting.*

### 137/14 **Antibiotic Prescribing Audit**

The newly developed CCG Antibiotic advice leaflet '*Antibiotics may not always be the answer*' was launched pre-meeting and Julie Lonsdale, Head of Medicines Optimisation, highlighted some of the resources and tools available for professionals to improve public and professional knowledge and stimulate engagement on tackling antibiotic resistance. Julie also highlighted the performance of CCG Practices against the three national QIPP indicators that relate to antibacterial prescribing and trends in antibiotic prescribing.

Members were also briefed on the outcome of the Practice Pharmacist's Antibiotic Audit, which had been initiated on the back of the work around CDI.

Next steps included:

- Work as a Practice and be active in the work
- Review resource pack
- Become Antibiotic Guardians - Make pledges
- Use non-prescription prescriptions
- Look out for results of the Antibiotic audit
- Support practice pharmacists with QIPP work
- Engage in RCA for CDIs

Discussion points included data relating to antibiotic prescribing in walk-in centres, and the root cause analysis of CDIs. Dr Smyth commented that an audit had been carried out on antibiotic prescribing in the out of hours service and this information was available to members. Dr Thorpe added that an audit of sepsis was taking place.

### 138/14 **GRASP Tools**

Pete Smith, Senior Commissioning Manager, delivered a presentation on GRASP and Care Audit Tools, a suite of tools designed to help practices case find and manage care for specific long-term conditions. Information was sought from Practices on whether the tools were already being used and how practices could be best supported in utilising them in the future. Pete advised that he would communicate with Practices further on this matter via the Practice Bulletin.

**139/14 Minutes of the last meeting held on Tuesday 21 October 2014**

The minutes of the last meeting were approved as a correct record, subject to the following amendment:

Item 127/14 – A Forum for Practice Safeguarding Leads is being planned (it is not currently available)

**140/14 Matters arising**

There were no matters arising.

**141/14 Chairs Update**

Dr Kath Greenwood, Vice Chair, presented an update report as follows:

- Six Practices had been selected by CQC for an inspection visit.
- Dr Tom Johnson would be involved in more robust monitoring of performance at Lancashire Teaching Hospitals NHS Foundation Trust
- The RCGP had issued a Safeguarding Children Toolkit for General Practice
- Two forthcoming events at Ribby Hall were highlighted – Neighbourhood meeting on 26 November 2014 and Winter Planning event on 3 December 2014.
- Practices were reminded about publicising their Christmas/New Year arrangements early.
- The date for requesting changes to the CCG's Constitution had been postponed by NHS England to 5<sup>th</sup> January 2015.
- An example of a poor discharge letter was provided.

**142/14 Clinical Chief Officer's Update**

Dr Tony Naughton, Clinical Chief Officer, provided an update on the following:

- The NHS Constitution – must become part of everyday life in the NHS for patients, the public and staff
- Patient Choice – publicity arrangements
- Flu uptake figures – across Fylde and Wyre Practices and comparison across Lancashire CCGs. Targets are not being met.
- NHS England's Five Year Forward View – key points were highlighted and a link to the document will be emailed out to practices.

*ACTION: P Bowling*

In addition, reference was made to a letter sent to Practice Managers in Fylde and Wyre and Blackpool, from Dr Rao, Blackpool Teaching Hospitals. A meeting to understand the contents of the letter better, was being arranged with the Trust.

**143/14 CQC Update**

Tracy Riddick explained this new approach to inspecting and rating GP Practices. All GP Practices would be inspected over a period of two years and rated by CQC. Intelligence Monitoring data and bandings would be published on the CQC website. Current bandings of Practices in Fylde and Wyre were shared with members.

**144/14 Workforce Development**

Tracy Riddick delivered a presentation on the Core Skills GP Pilot. As a result of the CCG's excellent level of engagement in uploading workforce data, Health Education North West had presented the CCG with an opportunity for all GP Practices to be

part of a pilot in relation to practice mandatory training free of charge. In addition, the CCG had agreed to fund the use of an on line GP Practice training tool via a supplier called Bluestream Academy. Further details of both these initiatives had been shared with Practice Managers.

**145/14 Any Other Business**

1. NWAS – industrial action

Members were alerted to a likely reduction in Ambulance Services capacity due to Industrial action by NWAS on Monday 24 November 2014.

**146/14 Date and time of next meeting**

- Tuesday 16 December 2014
- 7.00pm
- Grasmere Room, Wesham