

Agenda item 9

GOVERNING BODY MEETING – TUESDAY 20 NOVEMBER 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 10 July and 18 September 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 10 July 2018 and 18 September 2018.

Dr K Greenwood
Chair – Council of Members

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

Title of Meeting	Council of Members	
Date of Meeting	10 July 2018 and 18 September 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:		
<u>10 July 2018</u> Due to their impending retirement, Dr Tony Naughton and Jennifer Aldridge were thanked for their contribution, leadership and commitment to the CCG. An update was provided on Commissioning Integration and Effective Use of Resources.		
<u>18 September 2018</u> The Council of Members endorsed the appointment of Dr Doyle as Joint Chief Clinical Officer/Accountable Officer for both Fylde and Wyre and Blackpool CCGs and commended the appointment to NHS England for formal approval. An update on the integrated working arrangements of the two CCGs was presented and the direction of travel was supported. The appointment of Mr Mike Nuttall, Lay Member (governance), was approved. An update on GP referrals to secondary care was provided and a slow upward shift of referrals was noted.		
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 10 July 2018 – 7pm – CCG Boardroom, Wesham**

Present:

Dr K Greenwood – Queensway Surgery and GP Elected Clinical Member (Council of members Chair)
 Dr O Totty - Over Wyre Medical Centre
 Dr A Janjua – Fleetwood Surgery and Belle Vue Surgery and GP Elected Clinical Member
 Dr A Haq – Poplar House Surgery
 Dr A Aziz - Park Medical Practice
 Dr K Meehan – Ansdell Medical Centre
 Dr G Russell – Holland House
 Dr A Daruzzaman – Fernbank Surgery
 Dr F Guest – The Thornton Practice and GP Elected Clinical Member
 Dr A Buckley - 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
 Ms C Forrest (Practice Manager) – Beechwood Surgery
 Ms C Thornton (Practice Manager) – Garstang Medical Centre
 Dr S Adam – Clifton Medical Practice
 Dr S Hardwick – Kirkham Health Centre
 Dr T Naughton - Clinical Chief Officer
 Mr P Tinson – Chief Operating Officer
 Mr A Harrison – Chief Finance Officer

In Attendance:

Mrs P Bowling – Governing Body Secretary

Apologies for absence:

Dr T Cutting – Great Eccleston Health Centre
 Dr VG Chandrasekar – Beechwood Surgery
 Dr Varia – Park Medical Centre
 Dr Dingle – Garstang Medical Centre
 Dr Russell Thorpe – Old Links Surgery
 Dr Janet Johnson – Mount View Practice
 Mrs J Aldridge – Chief Nursing Officer
 Ms C Lewis – Acting Executive for Governance, Patient Safety and Risk

75/18 Declarations of Interest

Members were asked for any declarations of interest in relation to items on the agenda other than items previously declared. There were no declarations of interest.

76/18 Any other business

This was discussed at agenda item 83/18.

77/18 Minutes of the meeting held on Tuesday 12 June 2018

The minutes of the last meeting held on Tuesday 12 June 2018 were agreed as a correct record.

78/18 Matters arising and review of action sheet

There were no outstanding actions.

79/18 Chair's Update

The Chair provided an update on changes in CCG Leadership. Tony Naughton, clinical chief officer, will be leaving the CCG on 31 August 2018 and Jennifer Aldridge, chief nursing officer is planning to retire from 1 November 2018 and will remain on sick leave until this date.

On behalf of the Council of Members, the Chair thanked both of them for their enormous contribution to the CCG and added that their leadership and tireless commitment had been instrumental in putting the organisation on a national and international stage for excellence and innovation.

The CCG's 2017/18 Annual General Meeting took place on 5 July 2018. It was the third joint AGM event with Blackpool Teaching Hospitals and Blackpool CCG. The meeting was well attended and attendees received a presentation from the Chief Officers of the three organisations on the NHS then, now and in the future to celebrate the 70th anniversary of the NHS.

80/18 Clinical Chief Officer's Report

The Clinical Chief Officer spoke of his intention to leave the CCG at the end of August 2018 and said that whilst he was sorry to be leaving, he was very proud of the success of the organisation and its achievements and thanked colleagues for their support in making this happen. He added that it was important that all that had been achieved by the CCG continued and the Council of Members voice was carried forward into the new arrangements and the way the future was shaped.

Dr Naughton provided an update on current matters of relevance. The Rt Hon Matt Hancock MP has taken over the role of Secretary of State for Health and Social Care. The CCG's annual assessment for 2017/18 is due to be published on 12 July 2018 and the results will be available online on www.nhs.uk/mynhs. The results will be shared via the CCG's usual communication methods. The CCG's Annual Report and Accounts have been published and were available on the CCG website. A summary version was also available which had received the Crystal Mark from the Plain English Campaign. The Whyndyke Garden Village Healthy New Town had moved into the next planning stage following the signing of the Section 106 agreement between all parties. The 'Fitter Fylde Coast' Guinness World Record attempt will take place on Saturday 21 July at Lytham Festival. Members, their families, friends and patients were encouraged to take part.

81/18 Commissioning Integration

Dr Naughton provided an update regarding commissioning integration. The Governing Body had met informally at a development session earlier that day and discussed options for future clinical leadership. This work will continue to be progressed and the Council of Members will be engaged in the process and invited to input at their next meeting in September.

82/18 Finance/Effective use of Resources (EuR) Update

Dr Guest explained that there was no Effective Use of Resource (EuR) update report available for the meeting. At the last Council of Members meeting there had been some discussion about issues and potential inefficiencies in pre-operative pathways. A Fylde Coast working group had now been established dedicated to improving these pathways. Dr Tom Marland is the CCG's GP representative on this Group and would welcome feed back from colleagues on any issues to highlight or feed into the work. Specific patient level incidents should continue to be reported via the Datix/Insight system. Members will continue to be appraised on the work as it progresses.

83/18 **Any other business**

MSK Standard Template

Members had previously been informed of the development of a standard referral template to be utilised for all referrals to the MSK service. Since then the form had been piloted in some practices and was now live on EMIS for clinicians to use in primary care when making a referral into the Blackpool Teaching Hospitals MSK service.

84/18 **Agenda items for future meetings**

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

85/18 **Date and time of next meeting**

- Tuesday 11 September 2018
- 7.00pm
- CCG Boardroom, Wesham

This was subsequently changed to Tuesday 18 September 2018.

**Fylde and Wyre Clinical Commissioning Group
Council of Members
Tuesday 18 September 2018 – 7pm – CCG Boardroom, Wesham**

Present:

Dr K Greenwood – Queensway Surgery and GP Elected Clinical Member (Council of Members Chair)
 Dr C Bolton - Over Wyre Medical Centre
 Dr R Thorpe – Old Links Surgery
 Dr A Janjua – Fleetwood Surgery and Belle Vue Surgery and GP Elected Clinical Member
 Dr S Samad – Poplar House Surgery
 Dr M Varia - Park Medical Practice
 Dr J Norcross – Ansdell Medical Centre
 Dr G Russell – Holland House
 Dr A Daruzzaman – Fernbank Surgery
 Dr F Guest – The Thornton Practice and GP Elected Clinical Member
 Dr R Smyth - Broadway Medical Centre
 Dr M Bramley – The Mount View Practice
 Dr V Sobha – The Village Practice
 Dr S Parr-Burman – Lockwood Surgery
 Dr M Chavali – Ash Tree House
 Dr V G Chandrasekar – Beechwood Surgery and GP Elected Clinical Member
 Dr S Adam – Clifton Medical Practice
 Dr T Lowson – Kirkham Health Centre
 Dr G Dingle – Garstang Medical Centre
 Dr T Cutting – Great Eccleston Health Centre
 Dr A Doyle - Chief Clinical Officer/Accountable Officer (Interim)
 Mr P Tinson – Chief Operating Officer
 Mr A Harrison – Chief Finance Officer
 Ms C Lewis – Acting Executive for Governance, Patient Safety and Risk

In Attendance:

Ms M Dowling – CCG Chair
 Mrs T Riddick – Senior Integrated Governance Manager (Primary Care)
 Dr T Marland – GP Elected Clinical Member
 Ms C Thornton (Practice Manager) – Garstang Medical Centre
 Mrs P Bowling – Governing Body Secretary

Apologies for absence:

Dr S Hardwick – Kirkham Health Centre
 Mrs J Aldridge – Chief Nursing Officer

86/18 Declarations of Interest

Members were asked for any declarations of interest in relation to items on the agenda other than items previously declared. The Chair stated that Dr Doyle would be asked to leave the meeting for agenda item 88/18 on the Appointment of Accountable Officer. There were no other declarations of interest.

87/18 Any other business

Discussed at agenda item 97/18.

88/18 Appointment of Accountable Officer

Dr Amanda Doyle left the room.

Mary Dowling presented the report and explained that at its June 2018 meeting, the Council of Members approved the creation of a single leadership team for the two

Fylde Coast CCGs including a single Chief Clinical Officer/Accountable Officer (CCO/AO). With the departure of Dr Tony Naughton on 31 August 2018, Dr Amanda Doyle was the remaining substantive CCO/AO in the Fylde Coast CCGs. With Dr Doyle's successful 'track record' and in line with standard human resources practice in circumstances of organisational change, it was proposed to recommend to NHS England the appointment Dr Doyle as CCO/AO for the two CCGs.

Members were advised that to ensure continuity following Dr Naughton's departure, the Chair of the Governing Body and Chair of Council of Members, following discussion with the Governing Body, took Chairs' action to designate Dr Doyle as the interim CCO/AO of Fylde and Wyre CCG with effect from 1 September 2018.

In addition, as part of the appointments process, Dr Doyle met with a group of Fylde and Wyre GPs drawn from Governing Body and Council of Members on 14 August 2018 to give members the opportunity to ask Dr Doyle a series of questions about how she would undertake the role of CCO/AO. The discussion was positive and Dr Doyle provided detailed answers to the questions asked. It was noted that due to an omission, a representative of Over Wyre Medical Centre had not been invited to attend this meeting.

The CCG Remuneration Committee met on 11 September 2018 to consider the terms of the appointment and make recommendations to the Governing Body and Council of Members. The CCG Governing Body had confirmed their support at their meeting on 18 September 2018. The Chair invited the Council of Members to commend to NHS England the appointment of Dr Doyle as Joint CCO/AO for both Blackpool and Fylde and Wyre CCGs.

Members discussed the recommendation and a number of comments were made and points of clarification requested. These related to leadership style, distribution of time to commit to both roles, GP engagement and terms and costs of the appointment. It was confirmed that this was not a merger of the two CCGs but an integration of management arrangements.

RESOLVED:

- 1. That the Council of Members ratify the Chairs' action to designate Dr Doyle as the interim Chief Clinical Officer/Accountable Officer of Fylde and Wyre CCG with effect from 1 September 2018;**
- 2. That the Council of Members endorse the appointment of Dr Doyle as Joint Chief Clinical Officer/Accountable Officer for both CCGs and commend the appointment to NHS England for formal approval in accordance with national guidance;**
- 3. That the Council of Members endorse the terms and costs of the appointment subject to ensuring that the revised contract of employment reflects the joint nature of the appointment;**
- 4. That the Council of Members agree that the Chair of the Governing Body keep Dr Doyle's working arrangements under review to ensure that there is sufficient time input to Fylde and Wyre CCG.**

Dr Doyle returned to the meeting.

Mary Dowling left the meeting.

89/18 Minutes of the meeting held on Tuesday 10 July 2018

The minutes of the last meeting held on Tuesday 10 July 2018 were agreed as a correct record subject to the removal of Dr R Thorpe's name from the list of members present.

90/18 **Matters arising and review of action sheet**

There were no matters arising or outstanding actions.

91/18 **Chair's Update**

The Chair updated members on the following matters:

1) Governing Body Elected Clinical Members

Following the departure of Dr Tom Johnson at the end of July 2018, there remained a vacancy on the Governing Body for an Elected Clinical Member. Dr Felicity Guest had changed her clinical lead role and was now undertaking the role of Chair of the WIN neighbourhood. Discussions were taking place about clinical leadership across the Fylde Coast and further consideration would be given to the FWCCG clinical lead roles before expressions of interest in the vacant position were sought.

2) CCG Constitution

NHS England have published a new CCG model constitution. There are no new requirements and there is no immediate need to amend existing constitutions. CCGs can add to the model template as they wish. In light of the integrated working of the two CCGs, governance arrangements are being reviewed and this will include a review of the two Constitutions. It is likely that a small working group will be established to support this work and volunteers from the Council of Members will be sought in due course to join the group.

3) National GP Patient Survey

Dr Greenwood was pleased to report generally positive results for both Fylde and Wyre and Blackpool CCGs. Congratulations were extended to Dr Thorpe and the Old Links Surgery who were ranked 27th in the country.

92/18 **Clinical Chief Officer's Report**

Dr Doyle presented an update on the integrated working arrangements of the CCGs across the Fylde Coast and sought the comments of the Council of Members. The presentation included the levels of place, the background, the CCG Executive Leadership Team, clinical leadership, neighbourhoods and governance arrangements. The next steps included the Executive leads discussing joint working arrangements with their teams; practicalities such as accommodation; new ways of working and regular staff briefings.

This information had been shared with the Governing Body on 18 September and with staff at both CCGs at a briefing on 17 September. It was noted that no staff were at risk of redundancy and there would be no competition for jobs. Staff had been informed that they were now working for both CCGs.

A key element of the new arrangements was strengthening of clinical leadership in a way that ensured neighbourhoods had appropriate leadership, appropriate representation and were part of future decision making. Current clinical representation across each Governing Body and the wider clinical leadership roles would be reviewed in the context of evolving ICS, ICP and neighbourhood places. Two new part-time Clinical Director roles would be created as part of the CCG Executive Team with direct links to the Neighbourhoods. The posts would also be on both CCG Governing Bodies.

It was acknowledged that there were currently differences between the Constitutions of the CCGs, the role of the Council of Members and the delegation arrangements. The review of governance arrangements currently taking place was likely to require

amendments to the Constitution and a streamlining of the content for both CCGs. Work would also be required on an alignment of the GP Quality Contracts.

Dr Doyle advised that in future it was likely that new financial resource from NHS England would be directed to Networks or Neighbourhoods rather than individual practices.

Discussion took place regarding the Clinical Director roles. Dr Doyle confirmed that a Job Description was being prepared and a formal recruitment process would follow. It was expected that one role would be appointed to from Fylde and Wyre and one from Blackpool, however, this was dependent upon interest in the role.

The Council of Members supported the direction of travel.

93/18 Appointment to Governing Body – Lay Member Governance

Dr Doyle presented the paper and advised that Mr Mike Nuttall had been recruited to the position of Lay Member (Governance) and invited the Council of Members to approve the appointment.

RESOLVED:

That the Council of Members approve the appointment of Mr Mike Nuttall as Lay Member Governance with effect from 24 September 2018 for a period of three years, with a time commitment of up to 4 days per months and remuneration of £13,267 per annum.

94/18 Referral Update

Dr Smyth presented an update on secondary care referrals. This included referrals to all provider trusts and a comparison against the previous year position. A slow upward shift of referrals was noted. The need to reduce spend on areas of limited clinical value was highlighted.

The service utilisation pack had been redesigned to make it more user friendly and now included an analysis of Consultant Connect, urgent care analysis and cancer metrics. These would be discussed at the PQIP visits. The CCG would be working with neighbourhoods to plan workshops to discuss the effective use of resources and referral management to allow practices to share learning and best practice and develop actions as neighbourhoods.

95/18 Network Diagnostics

P Tinson drew attention to the Fylde and Wyre Network Diagnostics Event on Wednesday 19 September at Ribby Hall and explained that this was critical in terms of progress within neighbourhood on diagnostics. A further event was due to take place in early October in Blackpool and in November a follow up workshop was planned for all 11 neighbourhoods across the Fylde Coast.

96/18 Annual Report of the Finance and Performance Committee 2017-18

In accordance with the Committee Terms of Reference the Annual Report of the Finance and Performance Committee 2017-18 was presented for approval. A Harrison added that a committee effectiveness review was due to take place at the next meeting of the Finance and Performance Committee in September 2018.

RESOLVED:

That the Council of Members approve the Annual Report of the Finance and Performance Committee 2017-18.

97/18 **Any other business**

Blackpool CCG – Practice Link

Dr Doyle advised that the Blackpool CCG Practice Link Group were having a single item agenda at their next meeting to discuss mental health and offered to invite Fylde and Wyre Practice representatives to attend.

98/18 **Agenda items for future meetings**

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

99/18 **Date and time of next meeting**

- Tuesday 9 October 2018
- 7.00pm
- CCG Boardroom, Wesham