

## Governing Body Meeting in Public DRAFT Minutes

Date: Thursday, 26<sup>th</sup> March 2015 at 1300 – 1520 hrs  
Venue: Boardroom, 3<sup>rd</sup> Floor, Merton House, Bootle, L20 3DL

1300 hrs Members of the public may highlight any particular areas of concern/interest and address questions to Board members. If you wish, you may present your question in writing beforehand to the Chair.

1315 hrs Formal meeting of the Governing Body in Public commences. Members of the public may stay and observe this part of the meeting.

### The Governing Body

Dr Clive Shaw	Chair & GP Clinical Director	CS
Graham Morris	Vice Chair & Lay Member - Governance	GM
Dr Craig Gillespie	Clinical Vice-Chair & Governing Body Member	CG
Dr Pete Chamberlain	GP Clinical Director & Governing Body Member	PC
Fiona Clark	Chief Officer	FLC
Roger Driver	Lay Member, Patient & Public Involvement	RD
Debbie Fagan	Chief Nurse & Quality Officer	DF
Margaret Jones	Consultant in Public Health <i>(co-opted Member on behalf of Dr Janet Atherton)</i>	MJ
Maureen Kelly	Chair, Healthwatch <i>(co-opted Member)</i>	MK
Dr Dan McDowell	Secondary Care Doctor	DMcD
Martin McDowell	Chief Finance Officer	MMcD
Sharon McGibbon	Practice Manager & Governing Body Member	SMcG
Dr Andrew Mimmagh	GP Clinical Director & Governing Body Member	AM
Peter Morgan	Deputy Chief Executive, Sefton MBC <i>(co-opted member on behalf of M Carney)</i>	PM
Dr Ricky Sinha	GP Clinical Director & Governing Body Member	RS
Dr Paul Thomas	GP Clinical Director & Governing Body Member	PT
Dr John Wray	GP Clinical Director & Governing Body Member	JW

### In Attendance

Malcolm Cunningham	Head of Contracting & Procurement <i>for Item 15/55</i>	MC
Jan Leonard	Chief Redesign & Commissioning Officer <i>for Item GB 15/53</i>	JL
Karl McCluskey	Chief Strategy & Outcomes Officer <i>for Items 15/54 and 15/56</i>	KMcC
Melanie Wright	Lead for Intermediate Care <i>for Item 15/51</i>	MW
Brendan Prescott	Deputy Chief Nurse & Quality Officer <i>(on behalf of Debbie Fagan)</i>	BP

### Presentation on “Mental Health Transformation” by Karl McCluskey

Q: How do the non-usual dementia cases fit into the pathway?

A: We are currently reviewing how we programme in the extended definition of dementia.

Q: What is the timescale?

A: Over the course of the next 12 months so we have a very clear idea of where we're heading by 16/17.

Q: How will the disparities in CCG/provider views be resolved?

A: Through clinical input and work with the Mersey Care Transformation Board.

Dr Shaw thanked Karl and the team for a comprehensive piece of work.

No	Item	Action
GB15/41	<b>Apologies for Absence</b> received from Dr Pete Chamberlain, Debbie Fagan, Margaret Jones and Dr John Wray. FLC will write to NHSE to ask if there will be representation at future meetings.	FLC
GB15/42	<b>Declarations of Interest</b> All members holding dual roles across both South Sefton CCG and Southport & Formby CCG declared their interest. There were no other declarations made in respect of items of business on the agenda.	
GB15/43	<b>Hospitality Register</b> The Governing Body received the Hospitality Register. FLC had recently attended the Local Medical Council's Annual Dinner - FLC to check value and add to register.	FLC
GB15/44	<b>Minutes of the Previous Meeting</b> Were approved as a true and accurate record of the previous meeting.	
GB15/45	<b>Action Points from Previous Meeting</b> <i>15/9a Integrated Performance Report</i> – remove from tracker. <i>15/12a Strategic Plan – National Guidance and Implications</i> - The Governing Body agreed to support the development of a refreshed five year activity, financial and investment plan which addressed identified QIPP shortfall, with a view to approval being sought via Governing Body, as per the planning timetable – FLC to pick up. <i>15/13 – Out of Hours Pharmacy</i> - all necessary changes made – remove from tracker. <i>15/15 Re-procurement of NHS 111 Service</i> – on Chief Officer's report – remove from tracker. <i>15/16 – Emerging Issues</i> – for noting – remove from tracker.	FLC
GB15/46	<b>Business Update</b> Dr Shaw thanked the Governing Body for their support and commitment over the last seven years during his Chairmanship of the CCG and prior to that the Practice Based Commissioning Group.	
GB15/47	<b>Chief Officer Report</b> Mrs Clark thanked Dr Shaw for his tenacity and for acting as an ambassador for the CCG. <i>CCG Appointments</i> – NHS England have confirmed it is not possible for the CCG to have Co-Chairs so from 1 <sup>st</sup> April it was proposed that Dr Gillespie would be Acting Chair and Dr Mimmagh would be Acting Vice Chair. Dr Peter Chamberlain has also been appointed to the Governing Body. This will need to be taken to the Wider Constituent meeting for approval. <i>Practice Manager Job Description</i> – Sharon McGibbon was currently working with Tracy Jeffes and the Local Medical Council and report back to the Governing Body in due course. <i>Shaping Sefton</i> – a successful event was held on 12 <sup>th</sup> February in conjunction with the King's Fund. A transformational board was now being developed to drive the agenda. On behalf of Governing Body, FLC thanked Peter Morgan of Sefton Council for his contribution and congratulated him on his impending retirement at the end March. <i>Procurement</i> – the NHS 111 Service contract has been awarded to partner FCMS and Urgent Care 24 and will transfer over in October/November. <i>Commissioning Support Unit</i> – it has been confirmed the North West Commissioning Support Unit (NWCSU) did not get on the Lead Provider Framework. NHS England has set up a transformation board, chaired by Simon Banks, Chief Officer of Halton CCG. Mrs Clark will be leading a group from the Merseyside CCG network to determine future requirements.	FLC  TJ

No	Item	Action
	<p><i>Continuing Health Care (CHC)</i> - issues have been added to the risk register as key areas of risk. As a result of weekly meetings, we are now working work plans and actions.</p> <p><i>Informatics Mersey Partnership Board</i> – Mrs Clark will be chairing the board meetings for the next 6 months.</p>	
GB15/48	<p><b>GP Pressures and Supporting Practices</b></p> <p>Nothing raised.</p>	
GB15/49	<p><b>Committee in Common</b></p> <p>Committee in Common with Liverpool CCG - Dan McDowell unavailable for next meeting.</p>	
GB15/50	<p><b>Draft CCG Quality Strategy</b></p> <p>BP advised the Governing Body that the strategy was still in draft form as it had only been presented to the previous week's Quality Committee. He confirmed the strategy was aligned to the CCG strategic plan and reflected local priorities, national drivers and priorities set by the National Priority Board.</p> <p>FLC added that although the CCG did not have contractual responsibility for primary care, it did have a statutory responsibility to ensure that continuous improvement of primary care quality was included in its duties. A workshop had been arranged with NHS England for 21<sup>st</sup> May 2015 because of the need to be closer to the decision making for our potential future direction of travel.</p> <p>The CQC has published a report on Seaforth Surgery which has been put into 'special measures' so the CCG will need to be closely involved.</p> <p>RD added that the signage at the Seaforth practice still says there are 2 named GPs and it needs to be removed. MMcD has actioned – the SSP Chief Officer and NHS England have been asked to remove the sign.</p> <p>Lyn Cooke to add to CCG website as a stand-alone document.</p> <p><b>Action: the GB approved the draft CCG Quality Strategy.</b></p>	LC
GB15/51	<p><b>Safeguarding Strategy</b></p> <p>The CCG had commissioned the peer review as part of its development. The strategy was presented to the Quality Committee prior to Christmas, however, had been re-presented to the Quality Committee as a result of changes to the Care Act.</p> <p>The Quality Committee had requested that the Safeguarding Service develop the strategy so it is more CCG focussed and more aligned to the Health &amp; Wellbeing Board expectations. A local implementation plan is to be developed.</p> <p>AM asked if emphasis was placed on the clarity of terminology around not sharing medical reports. FLC to check with NHS England.</p> <p><b>Action: The Governing Body approved the strategy.</b></p>	FLC
GB15/52	<p><b>Sefton Joint Intermediate Care Strategy</b></p> <p>The strategy has been developed in conjunction with Southport &amp; Formby CCG, South Sefton CCG and the Local Authority.</p> <p>The strategy is aligned to the Sefton Health &amp; Wellbeing Board's vision of aligned care. The strategy is also aligned with the CCGs' priorities in relation to the frail and elderly, virtual ward, etc.</p> <p>Dr McDowell raised concerns about bed provision. The CCG would need to be careful that the beds weren't seen as a part of the continuum between community hospital and back into community. The operational detail had been discussed at the Leadership Team meeting this week.</p> <p><b>Action: The GB approved the Sefton Joint Intermediate Care Strategy.</b></p>	

No	Item	Action
GB15/53	<p><b>Breast Care Services Engagement and Equality Report and Recommendations</b></p> <p>TJ updated the Governing Body on the results of a recent engagement exercise. Key issues identified were:</p> <ul style="list-style-type: none"> <li>• Patients disappointment at sudden closure of service;</li> <li>• Lack of communication;</li> <li>• Real concerns about future care and follow up;</li> <li>• Engagement exercise under an equality impact assessment;</li> <li>• Concerns around travelling.</li> </ul> <p>The next steps are to review an evidence-based breast care pathway, recognising the strong public views. A report will come back to the Governing Body with final pathway in conjunction with West Lancashire CCG in due course.</p> <p>A meeting has been arranged for Mrs Clark to meet with breast surgeons at Southport &amp; Ormskirk Hospital NHS Trust on 21<sup>st</sup> April 2015.</p> <p>Dr Chamberlain asked what the percentage increase in Aintree's breast care service was. Tracy Jeffes would ask Jan Leonard to confirm back to him. KMcC indicated some elective work has shifted to neighbouring providers, including breast surgery.</p> <p>RD asked when the report would come back. Mrs Clark confirmed the clinical pathway would be developed taking on board views expressed, so more likely it would be issued in the next quarter.</p> <p><b>Action: the GB received the report.</b></p>	TJ
GB15/54	<p><b>2015/16 Planning Submission</b></p> <p>This submission reflects last year's agreement to develop and re-visit its strategic plan, as well as the need to conform to a national reporting plan. Final plans need to be reviewed by 14<sup>th</sup> May.</p> <p>One of challenges has been shift from data that was used in the 2014/15 plan to something different this year (ie from MARS (Monthly Activity Returns) to SUS (Secondary Uses Service). This is more comprehensive and drills down to episode level enabling the CCG to translate activity/level of service.</p> <p>FLC confirmed the CCG had a very robust plan that responded to recent demands and was achievable given financial constraints this year.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>(i) <b>The Governing Body supported the refresh and final submission;</b></li> <li>(ii) <b>Noted the detail contained in the national planning guidance and the implications for the review of existing two year operational and five year operational plans;</b></li> <li>(iii) <b>Approved the submission of 2015/16 plans in relation to NEL activity at 0% and the re-profiled plan for future years;</b></li> <li>(iv) <b>Approved the submission of plans to achieve the various national performance measures including RTT, A&amp;E, Mental Health, HCAI, Cancer and Primary Care; and</b></li> <li>(v) <b>Approved the necessary delegated authority to the CCG Chair, Accountable Officer, Chief Financial Officer and Chief Strategy &amp; Outcomes Officer to progress the necessary work to enable national return requirements to be met in line with the revised planning timetable.</b></li> </ul>	CG/FLC/ MMcD/K McC

No	Item	Action
GB15/55	<p><b>Home Oxygen Assessment Service Contract</b></p> <p>The Home Oxygen Assessment Service has been put to tender through a robust and EU compliant process. Liverpool Community Health NHS Trust was the most economically advantageous bid submitted.</p> <p>The Governing Body was asked to approve the award of contract to Liverpool Community Health NHS Trust for a 3-year contract (with the option to extend by a further 1 x 2-year period) commencing on 1st July 2015.</p> <p><b>Action: The Governing Body approved the award of the Home Oxygen Assessment Service Contract to Liverpool Community Health NHS Trust.</b></p>	
GB15/56	<p><b>Integrated Performance Report</b></p> <p>KMcC presented highlights from his full report.</p> <p><i>Quality</i> - A single item QSG on cancer had been held last month producing many recommendations from NHS England which Dr Allen had confirmed we were already complying with. Feedback will go through to the Quality Committee.</p> <p>There has been an increased trend in reporting pressure ulcers and as a result the Trust is reviewing their processes.</p> <p><i>Finance</i> – the projected deficit has reduced by £250K, however, there is still overspend which gives cause for concern. Page 369 shows actions that have been put in place throughout year mainly through deferred items. The CCG remains on target to deliver financial duties for financial year.</p> <p>Members noted the progress made in agreeing CVS schemes.</p> <p><b>Action: the GB received the report.</b></p>	
GB15/57	<p><b>Emerging Issues</b></p> <p>It was agreed this item would be taken off the agenda as the item 'GP Pressures and Supporting Practices' had been added.</p>	
GB15/58	<p><b>Key Issues reports from committees of Governing Body:</b></p> <p>a) Finance &amp; Resource Committee  b) Quality Committee  c) Service Improvement &amp; Redesign Committee  d) Audit Committee</p> <p>were received by the Governing Body.</p>	
GB15/59	<p><b>Finance &amp; Resource Committee Minutes</b> were received by the Governing Body.</p>	
GB15/60	<p><b>Quality Committee Minutes</b> were received by the Governing Body.</p>	
GB15/61	<p><b>Service Improvement Redesign Committee Minutes</b> were received by the Governing Body.</p>	
GB15/62	<p><b>Audit Committee Minutes</b> were received by the Governing Body.</p>	
GB15/63	<p><b>Locality Meetings:</b></p> <p>a) Seaforth &amp; Litherland Locality  b) Bootle Locality  c) Crosby Locality  d) Maghull Locality</p> <p>were received by the Governing Body. RD important to show attendance in same format.</p>	
GB15/64	<p><b>Any Other Business</b></p> <p>No other business.</p>	
GB15/65	<p><b>Date, Time and Venue of Next Meeting</b></p> <p>Thursday 28<sup>th</sup> May 2015 at 13.00 at Boardroom, Merton House, Bootle</p>	