

Subject to approval
at next meeting

**MINUTES OF A MEETING OF THE
GOVERNING BODY
Tuesday 21 March 2017 at 2.00 pm
Main Lecture Theatre, Moor Lane Mills, Lancaster**

PRESENT:

| | |
|----------------|--|
| Dr A Gaw | Clinical Chair (Chair) |
| Mr A Bennett | Chief Officer |
| Dr C Elley | GP Executive Lead - Commissioning |
| Dr M Flanagan | Secondary Care Doctor for the Governing Body |
| Miss H Fordham | Chief Commissioning Officer |
| Dr A Knox | GP Executive Lead - Health and Wellbeing |
| Dr A Maddox | GP Executive Lead - Contracting, Finance and Quality |
| Mrs S McGraw | Lay Member |
| Mr K Parkinson | Chief Finance Officer/Director of Governance |
| Mr A Roche | Healthwatch Lancashire |
| Mr C Unitt | Lay Member |
| Mrs M Williams | Chief Nurse |

In attendance:

| | |
|-----------------|--|
| Mrs B Carter | Corporate Affairs Manager (Minutes) |
| Mrs J Alexander | Information Governance Support Officer - Compliance for agenda item 15.0. (item 15/17) |

Action

01/17 **WELCOME AND INTRODUCTIONS**

Dr Alex Gaw (AG) welcomed members of the Governing Body and members of the public to the last meeting held in public of the Governing Body of Lancashire North CCG (LNCCG). Governing Body members introduced themselves to members of the public.

AG thanked members of the public who have regularly attended LNCCG Governing Body and who have taken an interest in the CCG over the last four years. AG said that he hoped that by making himself and Andrew Bennett (AB) available to meet before the formal meeting had been helpful and hoped to still see members of the public at Morecambe Bay CCG Governing Body meetings after April 2017.

02/17 **APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

03/17 **DECLARATIONS OF INTEREST**

Declarations of interest were requested that would be relevant to the items to be discussed on the agenda. No declarations of interest were made. Recorded declarations of interest can be viewed on LNCCG's website.

04/17 **MINUTES OF THE LAST MEETING HELD ON 20 DECEMBER 2016**

The minutes of the last meeting of the Governing Body held on 20 December 2016 were agreed as a correct record.

05/17 **MATTERS ARISING INCLUDING REVIEW OF THE ACTION SHEET**

Action Sheet

The action sheet was reviewed and updated.

There were no matters arising.

06/17 **CLINICAL STRATEGY FOR HEALTH SERVICES IN MORECAMBE BAY - BETTER CARE TOGETHER UPDATE**

AB presented the paper which describes the current status of the Better Care Together (BCT) programme and provides a progress update on the Accountable Care System (ACS) from April 2016, under the collective description of Bay Health and Care Partners (BHCP).

AB stated that the main focus of work continues on the areas covered over the last twelve months and the following three core aims of the ACS programme for 2017/18 - Integrating Services, Shared Services and Common Platform and Delivery and Accountability.

Twelve Integrated Care Communities (ICCs) have been established across the Bay. An ICC Development Plan is being finalised to ensure that the ICCs development and support is consistent.

Action is currently underway to agree a structured development plan for 2017/18 on behalf of BHCP with the two GP Federations in Morecambe Bay. It was noted that the CCG will continue to work closely with the two Federations working in Morecambe Bay.

Health and Wellbeing Boards were introduced as statutory Committees of the Local Authority. In this area these are led by Cumbria County Council (CCC) and Lancashire County Council (LCC). More work is required with both County Councils to understand the potential to develop and test a social care offer across the system.

It was acknowledged that to ensure the system is more effective at driving change and delivering outcomes there needs to be an agreement of shared accountability and governance arrangements. A governance plan will be developed to set out proposals to share accountability, development and performance across the BHCP.

Alex Rocke (AR) stated that the results coming out from ICC are unclear. Hilary Fordham (HF) said that positive results are starting to be seen which need to be made available to the public. Information has also been received from the national New Care Team Models showing good results are now being achieved.

Dr Andy Knox (AK) asked if the geography of the ICCs would shift or remain fixed following the move to Morecambe Bay CCG (MBCCG). HF stated that this could be considered if members suggested a boundary that better suited the community.

RESOLVED:

The Governing Body noted the plans and priorities outlined by the Bay Health and Care Partners for the further development of an Accountable Care System in Morecambe Bay and the continued implementation of the Better Care Together Strategy.

07/17 **BOUNDARY CHANGE REPORT**

AB presented the status report updating on the progress towards NHS Lancashire North CCG changing its boundaries and becoming NHS Morecambe Bay CCG from 1 April 2017. An overview of progress to date, risks and issues being managed, work to complete and expectations from 1 April 2017 onwards were highlighted.

Discussions have been on-going since last summer between the two CCGs. The Boundary Change Group (BCG) has identified the main issues in Lancashire North and South Cumbria which relate to the boundary change.

AB highlighted various sections of the work stream progress. NHS England are also having a boundary change which has the effect of transferring some of its responsibilities from a Cumbria/North East Team to a Lancashire and South Cumbria Team.

KP has led the re-drafting of the CCG's Constitution which has been approved by NHS England and will become active from 1 April 2017. The BCG will ensure that all tasks requiring completion before 1 April 2017 are achieved and those scheduled for completion beyond 1 April 2017 will be assigned to relevant work plans. A risks and issues log has been maintained throughout the boundary change process which has proved a successful project.

RESOLVED:

The Governing Body noted, endorsed and agreed the following:-

- **Noted the current position of the Boundary Change Project.**
- **Endorsed the progress made to date.**
- **Agreed to continue to receive assurance, via the Boundary Change Group, until project completion on 31 March 2017 and project close on 27 April 2017.**

08/17 **COMMISSIONING POLICIES**

HF presented two Commissioning Policies and requested the Governing Body ratify an amendment to each of the Statement of Principles and the Exceptionality Policy. These policies were previously ratified by the Governing Body in January 2016 as part of the Lancashire wide review and updating of the Commissioning policies work. The Commissioning Policies Group have identified that the following two areas require updating:-

- **Statement of Principles document to include a better reflection of Equality and Diversity considerations.**
- **Exceptionality policy to make it clearer that exceptionality will only be considered on clinical grounds.**

HF provided an update on work that has been undertaken to date and the proposed next steps with the Lancashire Wide Policy Development process and explained that the eight CCGs have agreed to a change to the programme. A paper will be presented to the next Joint Committee of Clinical Commissioning Groups (JCCCG) meeting requesting ratification takes place via the JCCCG instead of each CCG. This would reduce the length of time taken to ratify the policies. If this is agreed a paper will be brought to each CCG's Governing Body for discussion and approval.

Dr Cliff Elley (CE) stated that Cumbria CCG use a different set of policies and procedures and asked how this will be raised with colleagues. HF confirmed that from 1 April 2017 Morecambe Bay CCG will use LNCCG policies. Primary Care and Secondary Care in South Cumbria are aware of this process. Work carried out on developing policies will continue using the same process currently being used.

RESOLVED:

The Governing Body ratified and noted the following:-

- **Ratified the amendments to the Statement of Principles and the Exceptionality Policy.**

- **Noted the work that has been undertaken to date and the proposed next steps.**

09/17 **ASYLUM SEEKER UPDATE**

HF presented the report and updated the Governing Body with regards to the situation relating to refugees and asylum seekers within the Lancashire North area. The UK has agreed to accommodate a number of refugees and asylum seekers. There are various programmes in place to support the dispersal and resettlement of these groups around the country.

HF confirmed that there are a number of asylum seekers placed within the Lancaster district. A significant number of asylum seekers have registered at one Practice in Lancaster. The CCG and Lancaster Practice Managers have met with SERCO to ensure that all new asylum seekers are supported to register with a GP and to ensure an equal distribution across practices.

At the time this paper was written there were currently no refugees or unaccompanied children placed within the Lancashire North area. Since the paper was written some refugees or unaccompanied children will shortly be placed within the Lancashire North area. The CCG is now starting to work through how to support these groups of people.

There is no specific funding provided for health care provision for adult asylum seekers. NHS Trusts have the discretion to withhold treatment pending payment and also the discretion to provide treatment where there is no prospect of payment for treatment. AK asked if there was an agreed CCG policy about what to do or not to do for failed asylum seekers or is it up to the individual practices or Trust. HF stated that once the individual is confirmed as a failed asylum seeker they are not entitled to free NHS services.

AK proposed to the Governing Body that the CCG should care for the failed asylum seekers within the Lancashire North area. HF said that wider discussions were required before a decision could be taken on this.

RESOLVED:

The Governing Body noted the update and was aware of potential impacts on local health care services in the future.

10/17 **QUALITY AND SAFEGUARDING TRANSITION REPORT**

Margaret Williams (MW) presented the report which provides a summary overview of the services and approaches to maintaining and improving high quality safe care for its population as LNCCG transitions into MBCCG. The report has been developed over a number of months with contributions and information received from Cumbria CCG (CCCG) Quality and Nursing Team.

MW explained that the report is broken down into four main sections to outline - key deliverables, areas of quality focus and next steps and actions. The report was written this way in order to provide important insights that would support not just the CCG Quality Team resources but that of the wider system so that the CCG can collectively maintain and enhance quality leadership and reduce variation.

It was noted that a number of aspects cannot be concluded until post transition due to their very nature eg Serious Incidents and Safeguarding etc. Work will continue on finalising governance arrangements and new working relationships will continue to be formed eg Cumbria CCG for IPC. NHS England will receive a copy of the report.

On behalf of the Governing Body AG thanked MW and the Quality and Safeguarding Team for an excellent piece of work.

RESOLVED:

The Governing Body noted the following:-

- **Noted the content the report provides.**
- **Noted the assurance and actions to mitigate risk were identified.**
- **Noted the planned next steps.**

11/17 **QUALITY IMPROVEMENT AND ASSURANCE REPORT**

MW presented the report which ensures the Governing Body are aware of LNCCG's quality activity, monitoring and actions. This report covers the January 2017 period with February 2017 and March 2017 being covered at the next Governing Body meeting.

University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) - in February 2017 UIHMBT published the results of the Care Quality Commission (CQC) inspection. The latest report was published on the 9 February 2017 and the CQC rated UHMBT overall as "good". With caring being rated as "outstanding", but safe rated as "requires improvement" which mainly related to A&E four hour waiting. It was acknowledged that the Trust have demonstrated continual improvement over the last three years.

Care Home Sector - MW updated the Governing Body to the Regulated Care Sector and work being undertaken with the Local Authority and partners across the system to reduce the number of providers in "requires improvement". There are currently seven Lancashire North providers currently in the multi-agency RADAR process as of December 2016.

RESOLVED:

The Governing Body noted and agreed that the detail covered

in the report supports LNCCG to:-

- **Deliver its statutory duty.**
- **Demonstrate outcomes which show the effectiveness of the services commissioned, the safety of the services provided and the quality of the experience of the patient.**
- **Noted the contents of the report.**

12/17 **ASSURANCE FRAMEWORK AND RISK REGISTER**

MW presented the report which is a key document for the Governing Body. The report provides an opportunity to review and discuss current risks as well as identify any gaps. The Assurance Framework (AF) provides external assurance that the CCG is aware of its risks and has a robust system of internal control. The Governing Body receive the AF and Risk Register (RR) twice a year.

MW reminded the Governing Body that reporting arrangements included inspections by the Quality Improvement Committee (QIC) as well as the Audit Committee. A significant role of QIC is to ensure mitigating actions are being progressed. The AF and RR are subject to a number of in year internal and external audits which feed into the CCG Annual Governance Statement.

MW gave an overview on the two registers and their contents. A Workshop is scheduled to be held at the next QIC meeting on 7 June 2017 where a full refresh will take place on the AF and RR.

RESOLVED:

The Governing Body noted and agreed the following:-

- **Noted the summary of risks and sought clarity of mitigations as required.**
- **Agreed to receive updates in line with the reporting calendar.**

13/17 **PERFORMANCE REPORT**

Hilary Fordham (HF) provided an overview of the CCG's performance at the end of February 2017. The CCG continues to make good progress on many areas of delivery, however there continues to be risks to the delivery of financial performance and constitutional access standards such as the 18 week and 4 hour A&E standard. Issues around Elective Care remain a key challenge nationally and for the CCG.

Bed Reduction - as a result of staffing pressures UHMBT have closed a number of beds which has reduced capacity.

Non-Elective Pressures - UHMBT have reported urgent care pressures with patients fit for discharge but unable to leave hospital due to a variety of reasons. As a result of these pressures the planned level of patients has not been seen resulting in pressure on waiting list sizes and waiting times. This varies by specialty.

Improving Access to Psychological Therapies (IAPT) - improvements are now being seen in access and prevalence targets. The CCG achieved the IAPT recovery target in December 2016 for the first time this financial year.

Learning Disabilities Transforming Care - a number of patients have been discharged with some due to be discharged very soon from residential units into community care in line with national guidance.

KP provided an overview of the CCG's financial position for the period ended 31 January 2017. An error on page 9 was noted in the table which states month 5 but should say month 10.

The CCG is reporting a position of £830k surplus for the year to date, which is comprised of a planned surplus of £830k on commissioned (programme) services and a breakeven on running costs.

KP reported on the good work from pharmacies and GPs relating to underspending on prescribing in 2016/17.

The CCG is forecasted to achieve £1m of an expected £2m surplus by year end. This will count against the organisations performance rating in 2016/17. KP explained the underlying position around the serious pressures within the system and how this will play into 2017/18.

RESOLVED:

The Governing Body noted the CCG's performance against the key financial and assurance measures.

14/17 **MORECAMBE BAY CCG CONSTITUTION**

KP verbally updated the Governing Body on MBCCG's Constitution and explained that the responsibilities to approve and propose changes to the Constitution are reserved to the Membership Council and not the Governing Body.

The draft Constitution was circulated to all GP practices across Morecambe Bay CCG footprint for comments. The changes requested, which mainly related to correction of names and addressed to GP Practices, have all been included in the draft Constitution.

The Governing Body was reminded that MBCCG's Constitution has evolved from LNCCG's Constitution and that the Membership

Council has approved the changes to the Constitution. NHS England confirmed approval of the Constitution on 7 March 2017. The Constitution will be uploaded to the CCG's website by 1 April 2017.

AG thanked KP for the work carried out on the Constitution.

15/17 **INFORMATION GOVERNANCE ANNUAL REPORT 2016/17**

Joanne Alexander (JA) joined the meeting at this point.

KP thanked JA for co-ordinating this excellent piece of work.

JA presented the Information Governance Annual Report 2016/17 which provides an overview on progress against the Information Governance (IG) Improvement Plan throughout the year.

The CSU IG Team will publish the IG Toolkit return on behalf of the CCG by 31 March 2017. The sub requirements to the IG Toolkit have all been assessed as satisfactory which means the CCG has achieved the intended target of all requirements at level 2 or above. The final IG toolkit score achieved 91% which means the CCG's improvement plan for 2016/17 has now been completed.

JA outlined the improvements for next year and stated that the main focus was to ensure that the CCG maintained a good standard to IG and are prepared for the implementation of the General Data Protection Regulation (GDPR) and changes going forward.

The CCG has reviewed the IG policies for this year in line with guidance. No changes are to be made to the IG Handbook or Subject Access Procedure at this current time. The CCG has achieved its target for IG training. Since the report was produced the CCG has achieved 100% IG training. The information risk work programme continues to be reviewed on a regular basis. No high risks have been identified for 2016/17.

RESOLVED:

The Governing Body approved the Information Governance Annual Report 2016/17 in order to publish the Information Governance Toolkit for the CCG.

JA left the meeting at this point.

16/17 **FINANCIAL STRATEGY AND BUDGETS 2017/18**

KP gave a presentation on MBCCG Financial Plans 2017/18.

KP explained the baseline allocation for the CCG which consists of an allowance for commissioning services and a separate allocation for organisational running costs. An explanation around the financial risks associated with sparsity and LPM was given.

The QIPP savings target for the year is currently £23.2m. Areas have been identified to reduce the QIPP savings target by £6.9m. If these areas are delivered this would leave an unidentified remaining balance of £16.3m. The CCG is therefore seen as a high risk organisation by NHS England.

KP outlined the work and discussions with NHS England, UHMBT and ACS regarding the savings requirement and risk in the plan.

RESOLVED:

The Governing Body noted the following:-

- **The financial issues of the CCG for 2017/18.**
- **The actions being taken to ensure a deliverable balanced plan is in place.**
- **The CCG's financial risk for 2017/18.**
- **That a report outlining the start budgets for 2017/18 will be presented to the first Governing Body of Morecambe Bay CCG.**

17/17 **EQUALITY AND INCLUSION ANNUAL REPORT**

Sue McGraw (SMcG) presented the paper which provided an update on the statutory requirements as set out in the Equality Act 2010 and an update on the Annual Equality and Inclusion Annual Report which details how the CCG has met this duty. The report also includes documents of how the CCG has complied with the NHS mandated Equality Delivery System annual grading event.

The CCG shows due regard to the public sector equality duty's three aims - eliminate discrimination, advance equality of opportunity and foster good relations.

In 2017 the CCG will produce its equality objectives and following comments received from stakeholders who completed the Equality Delivery System 2 (EDS2) online questionnaire, the CCG have agreed to adopt the four goals of the NHS mandated EDS2. The CCGs Equality Objectives for 2017 - 2020 were highlighted.

SMcG thanked the Listening Group for their input and feedback during the production of the Annual Equality and Inclusion Report.

RESOLVED:

The Governing Body ratified the Equality and Inclusion Annual Report 2016 which also includes progress against the EDS2 for 2016.

AB left the meeting at this point.

18/17 **CLOSING PRESENTATION**

AG gave a closing presentation and reflected on the last four years of LNCCG which was authorised with no conditions on the 1 April 2013 after a year in shadow form as one of 212 new CCGs with 13 Member Practices.

The challenges faced by LNCCG were highlighted eg local Trust failing on quality, National recruitment crisis in the NHS etc. AG asked “What has the CCG ever done for us?” and gave examples of new systems introduced such as Datix and Advice and Guidance etc.

Areas of celebration were also discussed including recognition to Dr George Dingle for Advice and Guidance, Dr Andy Knox, North West Leadership Academy finalist and HSJ awards finalist and Andrew Bennett who won the North West Leadership Academy Leading System Transformation 2016. Recognition was also given to UHMBT as they are now out of specialist measures and have been rated at “good” by the CQC.

AG thanked all past and present clinical colleagues, LNCCG colleagues and members of the public who have played a part in the CCG.

19/17 **AUDIT COMMITTEE MINUTES 10 NOVEMBER 2016**

Minutes of the Audit Committee were received for information.

20/17 **EXECUTIVE TEAM MINUTES 13 DECEMBER 2016 AND 24 JANUARY 2017**

Minutes of the Executive Team were received for information.

21/17 **LANCASHIRE HEALTH AND WELLBEING BOARD MINUTES 24 OCTOBER 2016 AND 13 DECEMBER 2016**

Minutes of the Lancashire Health and Wellbeing Board were received for information.

22/17 **LANCASHIRE NORTH HEALTH AND WELLBEING PARTNERSHIP MINUTES 17 OCTOBER 2016 AND 19 DECEMBER 2016**

Minutes of the Lancashire North Health and Wellbeing Partnership were received for information.

23/17 **QUALITY IMPROVEMENT COMMITTEE MINUTES 4 OCTOBER 2016 AND 6 DECEMBER 2016**

Minutes of the Quality Improvement Committee were received for information.

24/17 **ANY OTHER BUSINESS**

There was no other business.

25/17 **DATE AND TIME OF NEXT MEETING**

Tuesday 23 May 2017 at 2.00 pm in the Main Lecture Theatre,
Moor Lane Mills, Lancaster.

Draft