

**MINUTES OF A MEETING OF THE  
EXECUTIVE TEAM  
Tuesday 28 February 2017 at 1.00pm  
Heritage Room, MLMs**

**PRESENT:**

|                   |  |
|-------------------|--|
| Andrew Bennett    | Chief Officer  |
| Dr Cliff Elley    | GP Executive Lead – Commissioning                    |
| Hilary Fordham    | Chief Commissioning Officer                          |
| Dr Alex Gaw       | Clinical Chair (Chair)                               |
| Dr Andy Knox      | GP Executive Lead - Health and Wellbeing             |
| Dr Andy Maddox    | GP Executive Lead - Contracting, Finance and Quality |
| Kevin Parkinson   | Chief Finance Officer & Director of Governance       |
| Margaret Williams | Chief Nurse  |

**In attendance:**

|                  |  |
|------------------|--|
| Joanne Alexander | Information Governance Support Officer |
| Sue Cole         | PA (Minutes)                           |
| Julia Westaway   | Senior Commissioning Manager           |
| Sarah Bloy       | Senior Manager – Contract and Delivery |

**Action**

14/17 **APOLOGIES FOR ABSENCE**

There were no apologies of absence received.

15/17 **DECLARATIONS OF INTEREST**

There were no declarations of interests made relating to items on the Executive agenda.

16/17 **MINUTES OF THE LAST MEETING HELD ON 24 JANUARY 2017**

The minutes of the Executive Team meeting held on 24 January 2017 were agreed as a correct record.

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

Action Sheet

The action sheet was reviewed and updated as follows:-

5/17a – **Quality and Patient Safety** – action complete

5/17b – **Better Care Together** – ongoing

6/17 – **Extended GP Access Model** – action complete

18/17 **STANDING ITEMS**

a) **Quality and Patient Safety**

Margaret Williams (MW) updated Executives on the local issues and concerns within the Lancashire North CCG area and highlighted the following key points:

University Hospitals of Morecambe Bay – CQC inspection

The Trust have reported the outcome of the October 2016 CQC Inspection. The CQC rated the Trust as GOOD overall, with an rating of OUTSTANDING for caring. This means the Trust has continuously improved over three successive hospital inspections over the last three years moving from 'Inadequate' and in special measures to today's rating of 'Good' and 'Outstanding' for caring.

During the CQC visit, inspectors found the Trust had made significant progress across most services since the last inspection in July 2015, particularly in maternity and gynaecology and end of life services. Inspectors also noted improvements in culture and engagement, staffing levels, strategy and plans for the future, leadership, governance and risk management, and a more positive approach to inclusion and diversity.

Margaret William confirmed that there were six areas noted to require improvement. These will be monitored via the CCG and Trust Assuring Quality Meetings.

Nursing and Care Staffing Issues

Margaret Williams outlined the issues facing the Trust which had resulted in some temporary bed closures. The Trust is reviewing this on a day by day basis.

System Workforce Issues

In view of growing system workforce Nursing and Care staff issues a Bay wide workforce resilience Group is being formed. The Executive Nurse Leaders will come together with the aim to understand the 'Bay' workforce picture and begin to work through potential solutions

Regulated Care Home Sector

Margaret Williams updated colleagues on the local issues within the regulated care home sector and the actions that are currently in hand with local providers.

### Regulated Care Home Sector Quality Issues

Margaret Williams confirmed that Executive Nurse Leaders from across Bay Health and Care Partners are being pulled together to agree a business continuity Memorandum of Understanding that wraps improvement actions and support around providers as and when needed.

The Executive team members noted the contents of the report.

#### b) **Better Care Together**

Andrew Bennett confirmed that written confirmation had been received that Vanguard funding had been awarded the third and final year. This had come with a number of conditions.

Alex Gaw also confirmed the Vanguard programme will receive an additional £200k to support evaluation for the next financial year.

#### 19/17 **FINANCE**

Kevin Parkinson provided an update on the CCG's financial position.

#### 20/17 **CYP EHWP & MH TRANSFORMATION PROGRAMME – UPDATE AND FUNDING ALLOCATION 2016/17 & 2017/18**

Alex Gaw welcomed Julia Westaway to the Executive meeting. Julie explained that the paper presented was an update to the paper submitted to LNCCG's Executive in October 2016, at which it was agreed to reserve a portion of funding in order to be able to fund the ASD Waiting List Initiative (WLI), if necessary. Julia asked the Executive to consider and agree the allocation of the remaining funding for 2016/17 and to also note the funding allocation for 2017/18 (which had been approved by the Lancashire Collaborative Commissioning Board) and the associated issues and risks for Lancashire North CCG.

After it was noted the paper detailed GPs as 'high referrers' for children with ADHD, it was agreed that a further reminder would be sent to GPs highlighting that GPs should continue to refer parents back to their school. The school will know the children much better and can complete the necessary CAF form.

**AG**

After discussion the Executive Team agreed that the contribution (as stated within the paper) should be offered to UHMB to contribute to the undertaking of the ASD WLI. It was also agreed that the remainder of the funding would be allocated and agreed by Chair's action to ensure there was no delay.

**HF/AG**

The Executive noted the allocation of 17/18 funding (approval via CCB) and associated risks/issues for LNCCG, in particular the need to fund children's ASD and LD services through other means.

21/17 **PMS REVIEW OUTCOME – QUEEN SQUARE**

Alex Gaw welcomed Sarah Bloy to the meeting. Kevin Parkinson briefed Lancashire North CCG Executives on the outcome of the Queens Square Surgery PMS reviews and said that the CCG needed to decide whether it would like to commission the services deemed as over and above what would be expected for a practice to provide under core General Medical Services (GMS). In February 2016 the Primary Care Co-commissioning Joint Committee accepted the Lancashire panel's decision that the services being provided by Queens Square were identified as being over and above core GMS.

After discussion the Executive agreed with the recommendation to support the commissioning of the services provided by Queen Square surgery which are over and above services provided under the GMS Contract and also the financial envelope within which to do this.

22/17 **INFORMATION GOVERNANCE BI-MONTHLY REPORT JANUARY 2017 AND INFORMATION GOVERNANCE HANDBOOK/SUBJECT ACCESS PROCEDURE**

Alex Gaw welcomed Joanne Alexander to the meeting. Joanne explained that the Information Governance Toolkit (IGT) requires evidence the CCG has implemented certain policies and procedures. The CCG approved the Information Governance Handbook and Subject Access Procedure December 2015/January 2016. The IGT requires that policies and procedures are reviewed annually to ensure they remain fit for purpose.

It is anticipated that a relatively major review of the IG Handbook and Subject Access Procedure will take place during the first half of 2017-18 to meet the recommendations of the National Data Guardian Review and in preparation for the General Data Protection Regulation, along with anticipated updates to the IG toolkit.

There are no changes required to the Information Governance Handbook or the Subject Access Procedure for 2016/17

The Executive were asked to approve an extension of the review date for the IG Handbook and Subject Access Procedure for a further 12 months to allow time for both documents to be reviewed as and when the updates for the National Data Guardian Review and in preparation for the General Data Protection Regulation.

The Executive gave their approval.

Kevin Parkinson thanked Joanne Alexander for her work in supporting the CCG.

**23/17 SAFEGUARDING FUNDING REQUESTS**

Margaret Williams introduced the report which seeks agreement in respect of future funding into health provision for dealing with high risk victims of child sexual exploitation (CSE) and the Children Looked After Nursing services.

Discussion followed and approval for funding was agreed and this would be added to the CCG's plan. Colleagues were reminded that the CCG still had to identify savings to meet such increases in spend in this area.

**24/17 DRAFT GOVERNING BODY AGENDA – 21 MARCH 2017**

The draft Governing Body was discussed and agreed.

**25/17 ANY OTHER BUSINESS**

Andrew Bennett reminded colleagues of the Celebration Event on 1 March 2017 which is to show case the achievements of Lancashire North CCG.

**26/17 DATE AND TIME OF NEXT MEETING**

Tuesday, 14 March 2017 at 1.00pm in the Heritage Room, Moor Lane Mills, Lancaster.