

Minutes ratified  
24 January 2017

**MINUTES OF A MEETING OF THE  
EXECUTIVE TEAM**

**Tuesday 13 December 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:**

Sue Cole PA (Minutes)

**Action**

**273/16 APOLOGIES FOR ABSENCE**

There were no apologies of absence received.

**274/16 DECLARATIONS OF INTEREST**

Declarations of Interest were made by Clinical Executives relating to items 282/16 – Extended Access Next Steps and 285/16 – Enhanced Primary Care on the Executive agenda.

**275/16 MINUTES OF THE LAST MEETING HELD ON 8 NOVEMBER 2016**

The minutes of the Executive Team meeting held on 8 November 2016 were agreed as a correct record.

**276/16 MATTERS ARISING INCLUDING REVIEW OF THE ACTION SHEET**

Action Sheet

The action sheet was reviewed and updated as follows:-

266/16 – **Finance** – action complete

268/16 – **Preparation for the GB Development session** – on-going

269/16 – **Optimise RX** – Virtual approval received - action complete

277/16 **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

It is expected the Trust will receive the draft report for factual accuracy late January. The Trust will have 10 days to respond. It is hoped the final publication will be received by beginning of March 2017. Following this stakeholder will be invited to join a quality summit to discuss the findings.

Safeguarding

Margaret provided a summary of key exceptions and mitigation.

Clinical GP for Quality

Dr Knapper retires from General Practice and the role of CCG GP Quality Lead at the end of Jan 2017. In view of transition, complexity of system issues and new staff commencing into the CCG, it was requested that Dr Knapper's term of office be extended 3 month. This was agreed by the Executive Team.

Transforming Care - Learning Disabilities

The Right Track Transforming Care Programme in Lancashire have emailed the CCG to let us know that a 12 week consultation has been launched on the proposed redesign of learning disability and autism services in the North West.

Personal Health Budgets (PHBs)

CCGs have been asked to report into operational plans progress and their local offer for personal health budgets. This will be monitored via the NHSE assurance framework process. The CCGs via the IPA Programme Board have been working closely with Commissioning Support Unit (CSU) to ensure sustained operational management of the current PHBs are in place with a plan to progress those on the waiting list.

Court of Protection

The IPA Programme Board has received an overview paper alerting to the CCGs the increasing number and complexity of Court of Protection cases.

b) **Better Care Together**

Andrew Bennett explained a BCT Delivery Group workshop had been arranged for 19 December 2016 to review all projects in

line with the submitted initial analysis to the NCMT; this will help with the prioritisation of funding and demonstrate return on investment.

## 278/16 **FINANCE**

### **a) 2016 – 17 Financial Position**

It had been highlighted to NHSE that the CCG was currently forecasting it would not be able to achieve its business rules. Areas where further savings could be made, were currently being investigated to improve this position and NHSE were being kept informed.

### **b) Boundary Change Group**

Kevin Parkinson stated that NHS England (NHSE) had expected both Lancashire North CCG and Cumbria CCG to agree the allocations split of Cumbria CCG in regard to the planned boundary change. This had been completed and agreed by both CCGs and a paper submitted to NHSE showing the allocation split.

### **c) 2017-18 Financial Position**

Kevin Parkinson stated the Finance presentation which was given to the Membership Council and which will be presented to the Governing Body in December, outlined the CCG's financial model.

He re-confirmed that the current plans included a high savings target for which plans had yet to be developed and was therefore high risk at this stage. He continued that discussions were continuing with UHMBT regarding their contract but it was likely that the deadline of 23 December 2016 for signing would not be met in view of an affordable solution not having been found.

## 279/16 **CTR AND DATA SHARING POLICY**

Margaret Williams introduced the Pan Lancashire Policy for Care and Treatment Reviews (CTRs) which has been developed in conjunction with the NHS England document Care and Treatment Review: Policy and Guidance (October 2015) which provides the structure and guidance for completion of CTRs. All CTRs conducted in Lancashire will, therefore, comply with the guidance.

Hilary Fordham explained the Information Sharing Code of Practice had been drawn up and agreed across the Lancashire Transforming Care footprint (Lancashire, Blackpool and Blackburn and Darwen) and is intended as a generic template for the safe and proper sharing of personal data between partner agencies to ensure that personal data is

protected from misuse by unauthorised disclosure or processing and to increase the efficiency and make practical the common sense sharing of data.

The Executive team noted and formally approved the adoption of the Lancashire CTR policy and guidance and the Information Sharing Code of Practice for the Lancashire North locality.

#### 280/16 **DRAFT CONFLICTS OF INTEREST POLICY**

Kevin Parkinson introduced the amended Draft Conflicts of Interest Policy which has been revised to align to NHS England Guidance June 2016.

The aim of the Policy is to set out the processes and procedures for managing standards of business conduct and conflicts of interest within the CCG and includes gifts and hospitality arrangements. This policy would supersede all previously agreed versions.

The Executive Team gave their agreement for the draft Conflicts of Interest Policy to be presented to the Governing Body for approval.

#### 281/16 **TEST BEDS**

Hilary Fordham (HF) explained that patients were now being recruited to cohort one of the Test Bed Project. There are four separate cohorts and these will be recruited to by June 2017. Dr Mark Denver is the Clinical Lead for the CCG and HF has asked Mark to prepare an evaluation for the CCG ahead of the report from Lancaster University.

It was agreed it would be valuable to invite Dr Mark Denver to present his findings around the Test Bed project at a future Membership Council meeting.

#### 282/16 **EXTENDED ACCESS NEXT STEPS**

Andrew Bennett updated colleagues on a conversation which had taken place at the CCG Federation Forum on 7 December 2016 around the clinical model. He stated he would like to reflect further with colleagues on the discussion as the model was unable to move forward unless satisfactory conclusions were established.

A discussion followed around issues raised, including workforce, realistic timeframes and contracted GP Hours. It was felt the issue should be revisited at the next CCG Federation Forum were aims, objectives and next steps can be agreed.

GP provider concerns will be raised directly with the Federation (North Lancashire Medical Services).

283/16 **LNCCG – BREAST PROCEDURE POLICY AUDIT – NOVEMBER**  
& **2016 and COMPLIMENTARY THERAPIES COMMISSIONING**  
284/16 **POLICY**

It was agreed that Hilary Fordham would cover items relating to Commissioning Polices together.

Cosmetic Policy

Hilary Fordham explained that the Cosmetic Policy, which will work across Lancashire, is progressing following a public engagement process that had taken place.

Assisted Fertility Policy

A public engagement process has taken place and has highlighted some areas of concern which will require the CCGs to review and comment on.

Breast Procedure Policy Audit

Hilary Fordham outlined the reasons for the audit and stated the results had shown signs that referral applications for treatment did not meet the CCG's Clinical Commissioning Policy criterial.

Discussion followed and it was stated it was not easy to locate CCG Commissioning Polices on the CCG's website. Kevin Parkinson stated that this has also been raised at the Quality Improvement Committee and following that he had asked Jacqui Thompson to liaise with Commissioning Support Unit (CSU) colleagues who manage the CCG's website.

It was suggested a quick reference guide would be a useful document to be developed along with circulating the link to GPs to direct them to the policies on the website.

It was agreed the Breast Procedure Policy Audit would be presented at the February 2017 Membership Council. **HF**

Complimentary Therapies

Hilary Fordham explained that the Complimentary Therapies Policy, which addresses a wide range of healthcare services that are often regarded as outside the scope of conventional medical practice was here as a working document and that she would like colleagues to discuss/share their views before further work is carried out. Discussion followed around affordability; referral criteria and patient pathways.

It was agreed that the Complimentary Therapies Policy should be discussed further at the Membership Council before further work on the policy was actioned. **HF**

285/16 **ENHANCED PRIMARY CARE SERVICE**

Hilary Fordham explained that Enhanced Primary Care will be discussed at the Part 2 – Governing Body meeting on 20 December 2016. Clinical Executives will be asked to leave the meeting. Sue McGraw will act as vice Chair for this agenda item.

287/16 **LEVEL OF CLINICAL RESOURCE ACROSS MORECAMBE BAY CCG**

This item was deferred.

288/16 **ANY OTHER BUSINESS**

a) Draft Governing Body agenda – 17 January 2017

It was agreed this item will be agreed virtually by email.

**DATE AND TIME OF NEXT MEETING**

Tuesday, 10 January 2017 at **1.00pm** in the Heritage Room, Moor Lane Mills, Lancaster.