

Minutes ratified on
28 February 2017

**MINUTES OF A MEETING OF THE
EXECUTIVE TEAM
Tuesday 24 January 2017 at 1.00pm
Heritage Room, MLMs**

PRESENT:

Andrew Bennett	Chief Officer
Dr Cliff Elley	GP Executive Lead – Commissioning (Chair)
Hilary Fordham	Chief Commissioning Officer
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)
Dr Jeremy Marriott	Clinical Lead, Urgent and Emergency Care
Sarah Bloy	Senior Manager – Contract and Delivery

Action

1/17 **APOLOGIES FOR ABSENCE**

Apologies of absence were noted from Dr Alex Gaw, Clinical Chair

2/17 **DECLARATIONS OF INTEREST**

A declaration of interest was made by Dr Andy Maddox relating to item 6/17 – Extended GP Access Model on the Executive agenda.

3/17 **MINUTES OF THE LAST MEETING HELD ON 13 DECEMBER 2016**

The minutes of the Executive Team meeting held on 13 December 2016 were agreed as a correct record.

4/17 **MATTERS ARISING INCLUDING REVIEW OF THE ACTION SHEET**

Action Sheet

The action sheet was reviewed and updated as follows:-

268/16 – **Preparation for the GB Development session** – action complete

283/16 – **LNCCG – Breast Procedure Policy Audit** – November 2016

– action complete

284/16 – **Complimentary Therapies Commissioning Policy** – action complete

5/17 **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 submitted evidence against the KLOE over the early part of January 2017. Both Cumbria CCG (CCCG) and Lancashire North CCG (LNCCG) reviewed evidence ahead of the joint Quality Assurance Group with the Trust and CCCG held on 16 January 2017. CCCG and LNCCG had a final closing meeting on the 20 January 2017 with an agreement that no item or concern required escalation into NHSE.

A letter of response to NHS England would be drafted and agreed and signed by Andrew Bennett. **MW**

Safeguarding

Review of Safeguarding Adults and Children Policy

Lancashire North CCG Safeguarding Adults and Children Policy was due for review in October 2016. This will now be undertaken in line with Boundary Change and the Designated Nurse Network review of the Safeguarding Standards Audit Tool due to commence in the New Year. The revised Policy will be finalised in April 2017.

Safeguarding incidents

MW updated colleagues around two safeguarding cases that the safeguarding team have been made aware of.

Regulated Care Home Sector

MW provided an update on the local issues and concerns.

Transforming Care - Learning Disabilities

MW explained that this was under discussion again and that she will be providing regular updates. Hilary Fordham confirmed that following concerns that had been raised and agreement had been reached with Mersey Care to follow up with clients in to the community setting.

Information Sharing Agreement

In relation to the review of deaths of people with a learning disability Margaret Williams provided context around the Information Sharing Agreement (ISA) which ensured all partners agree how they will to

share information. The ISA was set up between NHS England, Multi-agency organisations and Lancashire CCGs who contribute to the LeDeR Programme. Margaret confirmed she would ensure the CCG's Information Governance Support Officer had oversight of the ISA.

The Executive team members noted the contents of the report.

b) **Better Care Together**

Andrew Bennett confirmed that the Bay Health and Care Partners Plan for 2017/18 had been circulated to the Governing Body and he would ask LNCCG's Governing Body for a formal response. **AB**

6/17 **EXTENDED GP ACCESS MODEL**

Cliff Elley welcomed Dr Jeremy Marriott and Sarah Bloy to the Executive Team meeting.

Dr Jeremy Marriott and Sarah Bloy provided an update on the process to develop and agree a new model of extended GP access in the CCG. Several concerns had been raised by practices which had not yet been resolved. After a lengthy discussion, Andrew Bennett confirmed that the CCG Executive continues to support the co-production of a model of Extended Access with the Federation and with individual practices. We do not wish to divert from that current track into a path which leads us into a procurement but we recognise there are some ongoing concerns about the explanation of the model, about clinical accountability and about workforce availability that still need to be worked through.

It was agreed that there is an opportunity on Wednesday, 1 February to invite the Federation/Practice Representatives to work through these issues and agree an action plan. It was also agreed that the CCG would confirm that the position cannot carry on unresolved.

Action - Jeremy Marriott and Sarah Bloy would prepare a presentation for the meeting. **JM/SB**

7/17 **FINANCE**

Kevin Parkinson explained that he had previously reported that the financial recovery plan was predicting a short fall. However financial performance had improved slightly regarding the year end position this would also help in 2017-18. The CCG will still need to improve the position further.

8/17 **POLICIES**

Cosmetic Policy

Hilary Fordham presented the paper from the Lancashire IPA Board – commissioning policies subgroup. All Lancashire CCGs have been

asked to review the outcomes of the engagement process with the revised Policy for Cosmetic Services 2016, and confirm agreement to the management of each of the 5 key areas.

The Executive Team confirmed their agreement.

Exceptionality Policy

Hilary Fordham provided an update and explained the addition to the Exceptionality Policy was to make it clear that the CCG considers exceptionality only in relation to clinical issues. This follows on from a discussion held at a November 2016 training event.

The inclusion in section 3.5 is as follows:

The CCG defines exceptionality solely in clinical terms. Personal or social circumstances will not be taken into consideration. In essence it is a question of equity. To consider personal, social or other non-clinical factors could introduce inequity by implying that some patients have a higher intrinsic social worth than others with the same condition.

The Executive Team gave their approval.

Statement of Principles

Hilary Fordham provided an update, outlining the proposed changes to reflect consideration of the Equality and Inclusion Agenda. Hilary stated it was preferable to make a change to the overall policy otherwise a statement would need to be added to every individual policy.

The Executive Team gave their approval for the change.

9/17

AN UPDATE FOR THE GB/MEMBERSHIP COUNCIL ON THE ASYLUM SEEKER DISPERSAL PROGRAMME INCLUDING UNACCOMPANIED ASYLUM SEEKING CHILDREN AND YOUNG PEOPLE (UASC) AND REFUGEE PROGRAMME

Hilary Fordham explained that the UK has agreed to accommodate a number of refugees and asylum seekers and there are a number of programmes in place to support the dispersal and/or resettlement of both groups around the country. The paper provides an outline on the Asylum Seeker Dispersal Programme including Unaccompanied Asylum Seeking Children and Young People (UASC) and Refugee Programme and will inform the Governing Body about these programmes and identify those issues related to health and wellbeing that the CCG will need to be aware of.

The Executive Team gave their agreement for the paper to be presented at the Governing Body.

10/17 **LANCASHIRE NORTH CCG MID YEAR REVIEW LETTER**

Andrew Bennett presented the 2016/ 17 Lancashire North CCG Mid-Year Improvement and Assessment Framework (IAF) review letter received from NHS England. The letter was here for information.

The Executive Team noted the contents of the letter.

11/17 **BUSINESS CARDS**

Andy Knox stated it would be helpful if a small number of business cards could be produced for Executives as he was often asked for his contact details. This was noted.

12/17 **ANY OTHER BUSINESS**

There was no other business

13/17 **DATE AND TIME OF NEXT MEETING**

Tuesday, 28 February 2017 at 1.00pm in the Heritage Room, Moor Lane Mills, Lancaster.