

Minutes ratified on
14 November 2017

**MINUTES OF A MEETING OF THE
EXECUTIVE COMMITTEE**
Tuesday, 24 October 2017 at 2.00pm
Silk Room, Moor Lane Mills, Lancaster

PRESENT:

Andrew Bennett	Chief Officer
Dr Lauren Dixon	GP Executive Lead – Women and Children,
Dr Cliff Elley	GP Executive Lead – Commissioning
Hilary Fordham	Chief Operating Officer
Dr Alex Gaw	Clinical Chair (Chair)
Dr Jim Hacking	GP Executive Lead – Urgent Care and Mental Health
Dr Andy Knox	GP Executive Lead – Health & Wellbeing
Dr Andy Maddox	GP Executive Lead – Contracting, Finance and Quality

Action

194/17 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Anthony Gardner, Director of Planning & Performance, Dr Geoff Jolliffe, Vice Clinical Chair, Kevin Parkinson, Chief Finance Officer/Director of Governance and Margaret Williams, Chief Nurse.

195/17 **DECLARATIONS OF INTEREST**

Declarations of Interest were declared by Clinical Executives in relation to item 202/17 – Primary Care Networks.

Declarations declared by members of the Executive Committee are listed in the CCG's Register of Interests. The Register is available on the CCG's website.

196/17 **MINUTES OF THE MEETING OF HELD ON 10 OCTOBER 2017**

The minutes of the meeting held on 10 October 2017 were agreed as a correct record.

MATTERS ARISING INCLUDING REVIEW OF THE ACTION SHEET

Action Sheet

152/17b) **Standing Item – Quality Update – Refugee & Asylum**

Seekers – this was on-going. Margaret Williams not present at today's meeting.

184/17a – Quality update

Action 1 – No update available Margaret Williams not present - ongoing

Action 2 - Andrew had circulated the roles and responsibilities within CPFT – action complete

187/17 – Design Principles

No update available Geoff Jolliffe not present – on-going

189/17 – Lancashire North ASD Service

The item had not been actioned because it is not due to be actioned until next February. It was agreed to remove the item from the action log and Hilary Fordham would ensure it was returned to the Executive when required.

191/17 – County Wide Services – Cumbria

On today's agenda, so therefore complete.

192/17 – AOB – 'Time to Change' Employers Pledge

This item was complete

197/17 **STANDING ITEMS**

a) Quality update

Jane Jones attended the meeting on behalf of Margaret Williams to present the Quality Update paper. The items that she picked out to note were:

- The Regulator Care Sector Care Home Summit which had taken place on 16 October 2017. Hilary Fordham had also been present and reported that it had been a good meeting with a number of actions agreed to be taken forward.
- Jane Jones updated on the position with regard to a number of homes within the Kendal and Lancaster parts of the patch.
- Jane then updated the Executive regarding a provider of eating disorders that concerns had been raised about. The CCG had one patient with that provider and work was ongoing to find an alternative care package.

b) STP Update – Commissioning Development Framework

Andrew Bennett confirmed that he had circulated by email the current version of a Commissioning Framework at STP level for information and any comments to be returned. The next steps in the process regarding collaborative commissioning was a further workshop on 22 November 2017 where the framework would be presented for discussion. Alex Gaw, Andrew Bennett & Clive Unitt would be attending the workshop. Andrew outlined that mental health had been agreed as a 'test case' for testing the Commissioning Framework and he had done some work with the MH commissioners to discuss and 'test out' the framework.

Andrew Bennett and Jim Hacking then went on to describe an event that they had attended, again regarding mental health but had involved a number of GPs, where discussion had been undertaken regarding how an STP Framework for Commissioning could fit with local variation based on need. Whilst there had been a number of concerns raised there had been some positive discussion during the meeting.

This process would continue as part of the 'test case' for mental health.

c) Better Care Together

Andy Knox fed back regarding the Clinical Event that had been held at the end of September when a number of clinical leads from across the CCG and UHMBFT had discussed the paper which he and other clinical executives had produced. This event had been very positive and the paper had been very well received.

It was then reported that the paper had been presented at the Sustainability Board and again been very well received. On the morning of the Executive meeting a workshop had been held with members of the leadership team and senior managers to consider how the vision that the clinicians had developed could be taken forward.

Hilary Fordham then fed back that following the workshop a small group of people had continued to discuss the next steps. Over the next two weeks the outputs from the workshop would be taken forward and the delivery plan which needs to be written in the next six weeks would be taken forward.

There was then discussion regarding the need to ensure that the wider GP Body was understanding of the need for the Delivery plan, but also their place in delivering it and the clinical vision that the clinical leadership teams were proposing.

It was suggested that the Protected Learning Time session on 16 November 2017, prior to the Membership Council should be used to do that. Andy Knox and Alex Gaw would liaise on the best way to take that forward.

AK/AG

198/17 **ASSISTED CONCEPTION POLICY**

Hilary Fordham provided background to the policy, those who had been part of the LNCCG Executive would appreciate that this was an updated version to the one that had been presented as a draft while Lancashire North was still a CCG. It had been amended following shadow use where the previous version had been found to be not particularly user friendly.

When the CCGs had relooked at the policy as part of that process they had also taken the opportunity to consider whether or not, on the grounds of affordability, further changes should be made to the policy, particularly reducing to one cycle rather than maintaining the existing two cycles which were in the existing policy.

CCGs across Lancashire had considered this on the basis of the two papers that were presented to the Executive and had agreed that this should be part of the engagement and consultation process on the basis of evidence presented around reduced success rates following the first cycle.

It was confirmed that the policy was currently at the stage of engagement with Providers. The policy had been circulated locally to Alison Bateman at the Health Hub and also to UHMBFT. It was being circulated more widely to Providers who provide to the whole of the Lancashire area by the Commissioning Support Unit (CSU). It was confirmed that there would be a full consultation process on the revised policy before it was taken any further.

There was a request made that the CSU produce a plain English version once the final draft had been agreed.

199/17 **MATERNITY SERVICES – FEEDBACK FROM RCOG**

Hilary Fordham fed back to the group that two weeks ago the Clinical Senate had attended UHMBT to undertake a review of the work that had been undertaken regarding Maternity Services following the RCOG review and the Kirkup Report. She and Lauren Dixon had attended the feedback session with Julia Westaway and a number of other CCG and Trust staff.

The Clinical Senate had been very positive about the progress that had been made and felt that there were a number of areas where the Trust was actually now displaying particular good practice that should be shared across the STP. There were a small number of areas which in the report they would be suggesting further consideration

was made to, but generally the report was expected to be positive.

The report should be received in the next few weeks. It would be brought back to a future Executive meeting.

200/17 **LOCAL MATERNITY SYSTEM (LMS) PLAN**

Lauren Dixon presented the paper that set out how the CCG and local Trust were working with the rest of the STP on the Local Maternity System (LMS) and Maternity Transformation Plan. It was explained that every area was expected to have a LMS that was co-terminus with their STP and that each area was expected to submit a plan for how they were going to enact the Better Births guidance which had come out partly on the back of the Kirkup Report in Morecambe Bay by 31 October 2017.

It was explained to the Executive that whilst members of the CCG had seen a draft version of the plan and there was a process for getting the plan to NHS England by 31 October 2017, there wasn't a narrative of the plan that was able to be presented to the Executive.

It was also outlined that the areas of the plan that were of particular interest to commissioners including maternity hubs and the Choice guidance. There was still further guidance and update awaited from NHS England as to how those elements that had been set out in Better Births would be enacted.

The Executive noted the establishment of the LMS and the fact that the plan needed to be submitted. They noted that there would be implications for the CCG but that these were as yet unknown until the guidance was received. They also noted that the existing Morecambe Bay Maternity Services Liaison Group would be evolving into a Maternity Voices Partnership in line with the national guidance.

It was agreed that the plan would be brought back to the Executive at a point in the future when it was sensible to do so.

201/17 **SAFEGUARDING POLICY**

Jane Jones attended the meeting to present the updated Safeguarding Policy. This was part of the regular review of policies which the CCG needed to undertake and this was a revision of the Safeguarding Policy at the two year period.

Jane updated the group on the areas that had been amended within the policy and these were outlined on page two of the report.

Two amendments were suggested to the report:

- Lauren Dixon outlined that in Cumbria the CAF was not being used, it was an early help assessment that necessitated a change to details in Appendix 2.

- Reference to the prevention of abuse of children was not in the policy. Andy Knox asked if that could be referenced within the Policy.

Subject to those two amendments the Executive agreed the Policy to go forward to the Governing Body to be ratified.

202/17 **PRIMARY CARE NETWORKS**

Hilary Fordham updated the group on the progress that had been made in receiving proposals from groups of Primary Care Practices based around ICCs for use of the £1 a head that was being allocated by NHS England to the development of Primary Care Networks at scale.

Proposals had been received from all areas as of that morning, Carnforth's had been received that day and so therefore had not formed part of the papers that the Executive had been sent to read.

Hilary outlined that in most cases the key criteria that were requested of, working in groups of practices or where the practice was larger working with other providers, were being fulfilled and so was recommending that was approved. There was however four areas where she would want to obtain more detail on the plans that had been provided. These were Kendal, Lancaster and Queen's Sq, Carnforth and Ulverston & Dalton.

The Executive agreed that the funding be agreed based on actual population numbers and that the next steps as outlined in the paper be undertaken.

203/17 **CPFT COUNTYWIDE SERVICE COMMISSIONING INTENTIONS**

The draft Commissioning Intentions document had been circulated with the papers. Andrew Bennett outlined that this was the two CCGs, Morecambe Bay and North Cumbria, coming together to agree a commissioning intention for the services that remained with Cumbria Partnership Foundation Trust (CPFT), following the expected transfer of adult community services in April 2018. He explained that with Stephen Eames coming into post as the CPFT Chief Executive, he had outlined to his staff that within the first 100 days of being in post he would try to be much clearer about the future of all of the services which CPFT currently provides.

The document set out the CCG's support to that particular initiative and largely outlined that there was an expectation of a split of services between the north and the south patches. This built on the previous commissioning intentions statement that Morecambe Bay CCG had already provided in relation to Adult Community Services which had been issued to both CPFT and BTH earlier in the year.

Andrew outlined that the draft version which had been circulated would have a number of changes made to it, particularly regarding the statements on procurement.

The Executive agreed that they were happy with the general direction of travel that the commissioning intention set out and it was agreed that it would be discussed at part two of the Governing Body on 21 November 2017.

204/17 **CO-COMMISSIONING OF GENERAL PRACTICE**

Andrew Bennett outlined to the Executive the discussions that had been taking place over recent weeks regarding the level of Co-Commissioning undertaken by the CCG. The CCG was currently at Level 2 and there was increasing pressure to move to Level 3. A paper had been tabled which had been used by North Cumbria to explain to its constituent body what Level 3 commissioning was.

On reflection it appeared that this particular paper was helpful and would be used with some amendments for Membership Council.

The Executive agreed that there was little choice but to move to Level 3 Co-Commissioning and that now the process needed to be put in place so that it enabled the CCG to continue to do what it needed to do in terms of commissioning and supporting general practice and that the contracting element of co-commissioning was not a distraction.

205/17 **ITEMS FOR THE NEXT AGENDA**

There were no items reported for the next agenda.

206/17 **ANY OTHER BUSINESS**

The Governing Body agenda for 21 November 2017 was discussed. Items added were:

- Safeguarding Policy under Governance
- CPFT Countywide Services Commissioning intentions to be added to the part 2 agenda

207/17 **DATE AND TIME OF NEXT MEETING**

The next meeting will be held on Tuesday, 14 November 2017 in the Silk Room, Moor Lane Mills, Lancaster

