

Subject to approval
at next meeting

**MINUTES OF A MEETING OF THE
GOVERNING BODY
Tuesday 20 March 2018 at 2.00 pm
Main Lecture Theatre, Moor Lane Mills, Lancaster**

PRESENT:

| | |
|----------------|---|
| Dr A Gaw | Clinical Chair (Chair) |
| Mr A Bennett | Chief Officer |
| Mr M Bone | Lay Member |
| Dr L Dixon | GP Executive Lead - Womens and Childrens |
| Dr C Elley | GP Executive Lead - Elective Care |
| Dr M Flanagan | Secondary Care Doctor for the Governing Body |
| Miss H Fordham | Chief Operating Officer |
| Mr A Gardner | Director of Planning and Performance |
| Dr J Hacking | GP Executive Lead - Urgent Care and Mental Health |
| Dr G Jolliffe | Vice Clinical Chair |
| Dr A Knox | GP Executive Lead - Health and Wellbeing |
| Dr A Maddox | GP Executive Lead - Contracting, Finance and Quality |
| Mrs S McGraw | Lay Member (Chair) for Agenda Item 11.0. (Item 26/18) |
| Mr K Parkinson | Chief Finance Officer/Director of Governance |
| Mr C Unitt | Lay Member |
| Mrs M Williams | Executive Chief Nurse |

In attendance:

| | |
|------------------|---|
| Mr G Atkinson | Head of Medicines Optimisation for agenda item 10.0. (item 25/18) |
| Mrs B Carter | Corporate Affairs Support Manager (Minutes) |
| Ms M Gard | Chair of Maternity Voices Partnership and Service User Representative for agenda item 9.0. (item 24/18) |
| Mrs G Huntington | Primary Care Development Facilitator for agenda item 11.0. (item 26/18) |
| Mr A Roche | Healthwatch Lancashire |
| Mrs S Stevenson | Healthwatch Cumbria |
| Ms S Wells | Director of Midwifery, Gynaecology and Obstetrics for agenda item 9.0. (item 24/18) |
| Mrs J Westaway | Children and Maternity System Senior Manager for agenda item 9.0. (item 24/18) |

Action

16/18 **WELCOME AND INTRODUCTIONS**

Dr Alex Gaw (AG) welcomed members of the Governing Body and members of the public to the meeting of the Governing Body of Morecambe Bay CCG (MBCCG). Governing Body members introduced themselves to members of the public.

17/18 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

18/18 **DECLARATIONS OF INTEREST**

Declarations of interest were requested that would be relevant to the items to be discussed on the agenda. GP Executives raised a collective declaration of interest against agenda item 11.0. (item 26/18) Quality Improvement Scheme (QIS) 2018/19. Recorded declarations of interest can be viewed on MBCCG's website.

19/18 **MINUTES OF THE LAST MEETING HELD ON 16 JANUARY 2018**

The minutes of the last meeting of the Governing Body held on 16 January 2018 were agreed as a correct record subject to the following amendments:-

Page 5, Quality Improvement and Assurance Report, Morecambe Bay Care Home Update. Fourth paragraph, final sentence, replace the word room with root. Seventh paragraph, second line, remove third word "that" and sixth word "three".

20/18 **MATTERS ARISING INCLUDING REVIEW OF ACTION SHEET**

Matter Arising - there were no matters arising.

Action Sheet - the action sheet was reviewed and updated as follows:-

Item 10/18 - Performance Report - 62 Day Cancer Target. Anthony Gardner (AGd) to provide an update within the Performance Report. Complete.

21/18 **CLINICAL STRATEGY FOR HEALTH SERVICES IN MORECAMBE BAY - BETTER CARE TOGETHER UPDATE**

AB presented the Clinical Strategy for Health Services In Morecambe Bay - Better Care Together Update paper which describes the current status of the Better Care Together (BCT) programme and provides a progress update on the key elements of work. The document was longer than usual due to it being used as a "close down" report for the Better Care Together vanguard.

AB had previously reported there had been a number of positive outcomes from the vanguard and these have been reported to the Governing Body. It was also recognised that there was still much more to do. One of the considerations is how to move some of the work into a "business as usual" agenda to continue the development of the system. These discussions will enable all Boards and Governing Bodies to receive more consistent joint information.

AB formally thanked everyone who had worked on the vanguard programme and said there had been a large number of people from all different parts of the system, different professions, members of the public and people who have undertaken work, without whom BCT would not have delivered the kind of outcomes described in the last three years.

Sue McGraw (SMcG) raised a query on page 18 in relation to the Careers and Engagement Hub working in collaboration with St John's Hospice and stated that she did not recognise this project. AB agreed to check the statement.

AB

Sue Stevenson (SS) briefed the Governing Body on the recent engagement that Healthwatch Cumbria and Lancashire have done together using the "Chatty Van" in relation to the BCT programme where the van was out and about visiting communities. This was an opportunity to make members of the public aware of issues facing the NHS in Morecambe Bay as well as discussing new initiatives and ideas for improvements. A report would be produced in due course.

AB thanked Healthwatch and NHS staff for their support in this project.

RESOLVED:

The Governing Body noted the current updated progress and position of the Better Care Together programme.

22/18 **PLANNING GUIDANCE AND FINANCE 2018/19**

Kevin Parkinson (KP) gave a presentation on the main headlines from the Planning Guidance 2018/19 and what it means for the CCG. The Planning Guidance sets the guidelines for commissioners and providers for the coming year.

23/18 **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) - LANCASHIRE INSPECTION REPORT**

Hilary Fordham (HF) presented the Special Educational Needs and Disabilities (SEND) - Lancashire inspection report and the post inspection feedback and next steps report. The equivalent Cumbria inspection had not yet taken place.

Ofsted and the Care Quality Commission (CQC) have been critical of the following areas in Lancashire - Partnership working and the associated governance to support this and the relationship with parents and carers of children and young people. As a result of the findings, fundamental work is required to be carried out by the Lancashire CCGs and their partners in the Local Authority and providers. There are specific weaknesses listed in twelve major areas. These areas will be addressed in a Written Statement of Action (WSOA) and submitted to Ofsted and the CQC by the middle

of April 2018. HF explained the process for submitting the WSOA.

Advisors from the Department of Education and NHS England are working alongside the partnership to prepare the WSOA. Mark Youlton, Accountable Officer from East Lancashire CCG has taken on the role of lead Accountable Officer for all six CCGs in terms of this agenda. Although Blackburn with Darwen and Blackpool were not part of the inspection, it has been agreed to include these partners within the process to enable them to learn from the inspection but also to ensure that all children across pan-Lancashire are taken into account as there are flows of young people across the boundaries for education and social care purposes. It has also been agreed that as a group of CCGs the governance process will include the Joint Committee of CCGs so that joint decisions can be taken where necessary.

There were a number of areas that were particularly important to address in relation to health provision and commissioning. One area was particularly relevant to North Lancashire and related to the provision of a diagnostic ASD pathway. This has now been rectified and funding agreed for the pathway. Progress around the consistency of ASD pathways across the Lancashire footprint is underway.

Work is also underway for the children's commissioners to work through the commissioning framework with the aim of having a more long term and robust solution to commissioning consistently for children and young people.

It was noted that the new and different way of carrying out inspections and reviews across footprints rather than by organisation means CCGs will be reviewed on a system basis more regularly. This will mean that inconsistency in provision or commissioning on a wider footprint is likely to be raised more often than it would have been in the past.

AB said that he was grateful to HF for her leadership which was more than just in a local context but also co-ordinating much more collective responses across the county.

Dr Andy Maddox (AM) said this new approach to inspections was reassuring and would create tests to show whether the system was working.

Dr Andy Knox (AK) requested ASD training be included in Equality and Diversity training.

Dr Geoff Jolliffe (GJ) asked if it was time to get ahead of the curve and start to think about doing self-assessments in other areas of the system. HF said that by going back to the commissioning programme it is important to think about what we do and what is appropriate at each of the levels.

RESOLVED:

The Governing Body received and noted the following:-

- **Received and noted the Inspection Report and its implications for CCGs.**
- **Noted the work that is already underway regarding the partnership/governance developments and the development of the Written Statement of Action (WSOA).**
- **Noted the work underway for the Children's Commissioners to work through the Commissioning Framework with the aim of having a more long term and robust solution to commissioning consistently for children and young people.**

24/18 **MATERNITY SERVICES UPDATE - OUTCOME OF SENATE REVIEW**

Mel Gard (MG), Chair of the Morecambe Bay Maternity Voices Partnership and Service User Representative, Sascha Wells (SW), Director of Midwifery, Gynaecology and Obstetrics and Julia Westaway (JW), Children and Maternity System Senior Manager joined the meeting at this point.

AG introduced and welcomed MG, SW and JW to the meeting.

MG, SW and JW gave a presentation on the improvement journey for maternity services, service user perspectives and recommendations from the Clinical Senate report. In autumn 2014 NHS Cumbria CCG and NHS Lancashire North CCG commissioned a review of maternity services across Cumbria and Lancashire North by the Royal College of Obstetricians and Gynaecologists (RCOG). The purpose of the review was to provide independent and expert advice on the best way to arrange high quality, safe and sustainable maternity services in the future. The report was received in March 2015. The report made a number of recommendations and identified six options to address the on-going issues. Following the Kirkup report and the RCOG report considerable work was then undertaken by University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) and CCG staff in close consultation with service users.

In order to complete this work and enable the service to demonstrate improvements following the CCG boundary change, MBCCG commissioned Greater Manchester, Lancashire and South Cumbria Clinical Senate to undertake an independent review of the UHMBT response to the RCOG review in order to provide external clinical assurance of the robustness of the model. A summary of the conclusions, recommendations and progress within the maternity services from a commissioner, provider and service user perspective was presented to the Governing Body. The reports showed considerable improvements and improved relationships.

On behalf of the Governing Body AG thanked the Clinical Senate for the review.

A question and answer session followed the presentation.

Following a very informative, passionate and emotional presentation the Governing Body gave a round of applause and thanked MG, SW and JW.

RESOLVED:

The Governing Body received and noted the following:-

- **Received the report of the Clinical Senate.**
- **Noted the considerable progress that has been made in maternity services within Morecambe Bay.**
- **Formally extended thanks to the Clinical Senate for the review.**

MG, SW and JW left the meeting at this point.

25/18 **GLUTEN FREE FOODS POLICY**

Graham Atkinson (GA), Head of Medicines Optimisation joined the meeting at this point.

Following the local CCG public engagement on gluten free products the outcome of the consultation process was as follows:-

| Option Preferred by Respondents | |
|---|--------|
| No gluten-free food should be available on prescription | 47.88% |
| Gluten-free food should continue to be available on prescription as it currently is with no change | 21.61% |
| Some gluten free food should be available on prescription but this should be restricted to only bread and flour | 30.51% |

It was also highlighted that the national consultation had set out that the national guidance was likely to state that only bread related products would be available on prescription. However, seven of the other CCGs within the Sustainability and Transformation Partnership (STP) had already agreed a policy of not providing any gluten free products. After considerable discussion, the Governing Body agreed that the CCG should approve the draft policy which was consistent with the other CCGs within the STP and that would mean no gluten free products being available on prescription in Morecambe Bay.

GA presented a proposed draft policy for Gluten Free Food Provision and a draft patient letter for consideration.

RESOLVED:

The Governing Body agreed to proceed with removing all gluten free products as soon as possible from NHS prescriptions in Lancashire North and from the community pharmacy service in South Cumbria to align Morecambe Bay with the other CCGs in the STP and maximise the in-year savings on all gluten free products.

GA left the meeting at this point.

26/18 **QUALITY IMPROVEMENT SCHEME (QIS) 2018/19**

Gill Huntington (GA), Primary Care Development Facilitator joined the meeting at this point.

GP Executives raised a collective declaration of interest. It was agreed that all the GP Executives could be part of the discussions around the QIS in order to gain their views. The GP Executives would then leave the meeting to enable a decision to be made. Sue McGraw (SMcG) agreed to be Chair for this item. Under the Constitution rules the meeting would still be quorate.

Kevin Parkinson (KP) introduced the paper and provided a brief history of the incentive schemes for general practice in North Lancashire and South Cumbria. It had been agreed previously by the Governing Body to extend the two existing schemes for 2017/18 to provide stability. A QIS group was established to replace the two existing schemes and develop a process for a new QIS for 2018/19.

Key areas of the scheme were highlighted and explained in detail. It was noted that the schemes in Lancashire North and Cumbria were different and remunerated to a different level. An opportunity has been taken to create a consistency across the patch. In order to maintain the continuity and consistency of the 2017/18 scheme, the existing payment based on actual list size, is maintained for the core element of the 2018/19 scheme.

AG and KP described the issues to having remuneration based on weighted and unweighted population methodology. Detailed discussions were held between Governing Body members.

GP Executives left the meeting at this point.

SMcG asked the Governing Body for any comments, questions and observations. Clive Unitt (CU) asked for clarity on what the Governing Body were being asked to sign. KP explained the options available. Governing Body members discussed both options in detail.

In terms of payment for the performance outcomes element the two options available were discussed. Option 2 which is within funding was agreed by the Governing Body with a time limited period of one

year for further reviews to take place.

RESOLVED.

The Governing Body agreed and noted the following:-

- **Agreed the Quality Improvement scheme for 2018/19.**
- **Determined that Option 2 was the preferred option to be used for resource allocation of the performance outcomes element of the Quality Improvement Scheme for 2018/19, but ensuring that the overall cost of the scheme is maintained within £7.00 per unweighted population.**
- **Noted that further work will take place through 2018/19 to develop the scheme further for 2019/20 looking at potential wider resource allocation issues.**

GP Executives returned to the meeting. GH left the meeting at this point.

27/18 QUALITY IMPROVEMENT AND ASSURANCE REPORT

Margaret Williams (MW) presented the regular report which ensures the Governing Body is aware of MBCCG's quality activity, monitoring and actions. The report covers the period for January 2018. The report outlines how the CCG delivers its statutory duties to maintain and improve quality of services commissioned including safety and experience. The areas covered align to the delegated duties of the Executive Chief Nurse.

RESOLVED:

The Governing Body agreed and appraised the detail covered in the report.

28/18 ASSURANCE FRAMEWORK AND RISK REGISTER UPDATE

MW said the purpose of the report was to update the Governing Body of changes to the Assurance Framework (AF) and Risk Register (RR) and to provide assurance around Risk Management.

In line with the CCG Risk Management Policy and Procedures, each entry has a nominated manager and Executive Lead to ensure continual management and mitigation of the risks identified. The report gave a summary of CCG risks which fall across a number of categories.

RESOLVED:

The Governing Body agreed and noted the following:-

- **Agreed that the Assurance Framework and Risk Registers reflect current CCG risks.**

- **Noted that the red/high level risks are being managed.**
- **Noted assurance provided within the reports and registers.**

29/18 **PERFORMANCE REPORT**

Anthony Gardner (AGd) provided an overview of the CCG's performance at the end of February 2018 taking into account the CCG's position on finance, activity and constitutional commitments.

AGd gave some positive news and said that the CCG still remains under plan against the activity targets. In terms of the Constitutional standards, however, there is sustained pressure on the following areas:-

Urgent Care - performance on the Urgent Care standards remains a considerable challenge for the Morecambe Bay system. The system is not achieving the 95% A&E standard. 12 hour breaches have also increased in the period towards the end of January 2018.

Elective Care - performance is below the 18 Week Target at 86.9% against a target of 92% waiting for treatment within 18 weeks. Some of this is due to the cancelling of operations which took place nationally. The number of GP referrals is significantly down this year compared to previous years. The waiting list in general is continuing to reduce. This indicates that a lot of the work that has been done through BCT is starting to have an impact. These areas will continue to be looked at through the Elective Care Board.

The Planning Guidance will shift the focus this year from the Referral to Treatment (RTT) target into the waiting list. The Elective Care Board is monitoring performance on the RTT standard and ensuring that its re-design agenda supports the on-going reduction in the waiting list.

Prescribing - AGd highlighted the good performance on prescribing within Morecambe Bay. The reduction in costs ranks the CCG as fourth out of the eight CCGs in Lancashire and South Cumbria.

Financial position for the period ended 31 January 2018 - taken as read.

RESOLVED:

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

30/18 **RISK MANAGEMENT STRATEGY AND POLICY**

MW presented the Risk Management Policy which is reviewed on an annual basis. This is the first review of the policy since boundary change to Morecambe Bay CCG. There are no major

fundamental changes in terms of national directives. A summary of policy revisions was highlighted on page 4 of the report.

The report outlines how the CCG manages risks and the lead officer responsibilities in terms of managing risks.

The following amendments are to be corrected within the policy:-

- Page 15 - final bullet point to read Kevin Parkinson is the group's Senior Information Risk Owner.
- Page 26 - Remuneration Council to read Remuneration Committee.
- Page 26 - Quality Improvement Committee Chair to read Mr M Bone.

RESOLVED:

The Governing Body ratified the Risk Management Policy and Procedures.

31/18 **MENTAL CAPACITY ACT POLICY**

MW presented the policy and stated that this is the first time that MBCCG have had a standalone Mental Capacity Act (MCA) Policy. Previously the MCA was part of the Safeguarding Adults Policy. The policy outlines roles and responsibilities of the CCG as a commissioning organisation and how GPs etc are supported in delivering MCA.

RESOLVED:

The Governing Body ratified the Mental Capacity Act Policy.

32/18 **INFORMATION GOVERNANCE ANNUAL REPORT**

KP presented the Information Governance Annual Report 2017/18 which provides an overview on progress against the Information Governance (IG) Improvement Plan throughout the year.

One of the key things of the Governance Framework is the Information Governance Toolkit. It is quite a fundamentally complex set of requirements which are worked on all year and culminate in a Toolkit submission. The IG Toolkit submission is showing the CCG are 91% compliant which means the CCG has achieved the intended target of all requirements at level 2 or above which is satisfactory.

RESOLVED:-

The Governing Body approved the Annual Report 2017/18 and submission of the Information Governance Toolkit at the status detailed in the Annual Report.

33/18 **AUDIT COMMITTEE MINUTES 9 NOVEMBER 2017.**

Minutes of the Audit Committees were received for information.

34/18 **EXECUTIVE COMMITTEE MINUTES 9 JANUARY 2018 AND 13 FEBRUARY 2018**

Minutes of the Executive Committee were received for information.

35/18 **JOINT COMMITTEE OF CCGS MINUTES 2 NOVEMBER 2017**

Minutes of the Joint Committee of CCGs were received for information.

36/18 **LANCASHIRE HEALTH AND WELLBEING BOARD MINUTES 14 NOVEMBER 2017**

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

37/18 **MORECAMBE BAY HEALTH AND WELLBEING PARTNERSHIP MINUTES 18 OCTOBER 2017 AND 20 DECEMBER 2017**

Minutes of the Morecambe Bay Health and Wellbeing Partnership were received for information.

38/18 **QUALITY IMPROVEMENT COMMITTEE MINUTES 5 DECEMBER 2017**

Minutes of the Quality Improvement Committee were received for information.

39/18 **ANY OTHER BUSINESS**

There was no other business.

40/18 **DATE AND TIME OF NEXT MEETING**

Tuesday 22 May 2018 at 2.00 pm, Main Lecture Theatre, Moor Lane Mills, Lancaster.