

## Governing Body Meeting in Public Draft Minutes

Date: Wednesday 25<sup>th</sup> March 2015, 1300 hrs to 1600 hrs  
Venue: Family Life Centre, Ash Street, Southport, Merseyside, PR8 6JH

1300 hrs Members of the public may highlight any particular areas of concern/interest and address questions to Board members. If you wish, you may present your question in writing beforehand to the Chair.

1315 hrs Formal meeting of the Governing Body in Public commences. Members of the public may stay and observe this part of the meeting.

### The Governing Body

Dr Rob Caudwell	Chair and Clinical Director	RC
Dr Niall Leonard	Clinical Vice Chair and Clinical Director	NL
Paul Ashby	Practice Manager and Governing Body Member	PA
Dr Doug Callow	GP Clinical Director and Governing Body Member	DC
Hannah Chellaswamy	Deputy Director of Public Health, SMBC	HC
Fiona Clark	Chief Officer	FLC
Dr Martin Evans	GP Clinical Director and Governing Body Member	ME
Debbie Fagan	Chief Nurse	DF
Maureen Kelly	Chair, Healthwatch ( <i>co-opted Member</i> )	MK
Martin McDowell	Chief Finance Officer	MMcD
Peter Morgan	Deputy Chief Executive, Sefton MBC ( <i>co-opted member on behalf of M Carney</i> )	PM
Dr Hilal Mulla	GP Clinical Director and Governing Body Member	HM
Helen Nichols	Vice Chair and Lay Member for Governance	HN
Roger Pontefract	Lay Member for Patient & Public Engagement	RP
Colette Riley	Practice Manager and Governing Body Member	CR
Dr Kati Scholtz	GP Clinical Director and Governing Body Member	KS
Dr Jeff Simmonds	Secondary Care Doctor and Governing Body Member	JS

### In Attendance

Billie Dodd	Head of CCG Development <i>for Item 15/52</i>	BD
Jan Leonard	Chief Redesign & Commissioning Officer <i>for Items 15/50 &amp; 15/51</i>	JL
Karl McCluskey	Chief Strategy & Outcomes Officer <i>for Items 15/56 and 15/58</i>	KMcC
Melanie Wright	Lead for Intermediate Care <i>for Item 15/53</i>	MW

### Questions from members of the Public

Q: Ken Lowe – when will it be clear what the budget will be for voluntary services?

A: To be discussed in Part 2 and the CCG should be able to confirm figures at the start of next week.

### Presentation on “Mental Health Transformation” by Dr Hilal Mulla

FLC updated the membership with feedback in relation to that morning's Mersey Care Board meeting. There was a need to examine the acute 'psychosis' side in more detail. There was also a need to understand what was required weighed against the funding available.

A presentation by the mental health task force is going to next Health and Wellbeing Board meeting.

There is a need to bridge the transition gap between Alder Hey and Mersey Care in relation to younger people as it is acknowledged there are some gaps.

FLC expressed thanks to Hilal and the team in identifying the issues and information with which to move forward.

No	Item	Action
GB15/41	<b>Apologies for Absence</b> were received from Paul Ashby, Dr Doug Callow, Hannah Chellaswamy, Roger Pontefract and Dr Kati Scholtz.	
GB15/42	<b>Declarations of Interest</b> All members holding dual roles across both South Sefton CCG and Southport & Formby CCG declared their interest. There were no other declarations made in respect of items of business on the agenda.	
GB15/43	<b>Hospitality Register</b> The Governing Body received the Hospitality Register. There were no further additions.	
GB15/44	<b>Minutes of Previous Meeting</b> The minutes were accepted as a true and accurate record of the previous meeting.	
GB15/45	<b>Action Points from Previous Meeting</b> <i>15/4 – Review of Case for Change</i> – coming back to the Governing Body in due course. <i>15/8ab – Integrated Performance Report</i> – remove from tracker. <i>15/8c – Stroke Service Review</i> – remove from tracker. <i>15/8d - S&amp;O Mortality Rates</i> – remove from tracker. <i>15/8e - Mental Health Issues</i> – page 378 of meeting pack shows improved performance for January showing upward trajectory. Remove from tracker. <i>15/9b - Corporate Risk Register</i> – remove from tracker. <i>15/12a - Strategic Plan</i> – remove from tracker. <i>15/13a – Out of Hours Pharmacy</i> - remove from tracker. <i>15/15 – Re-procurement of NHS 111 North West Service</i> - on agenda. Remove from tracker <i>15/17 – Emerging Issues</i> – GB members have been attending locality meetings to strengthen links. Remove from tracker. <i>15/18 - Key Issues to be updated to CCG website</i> – remove from tracker.	
GB15/46	<b>Business Update</b> A new Improving Access to Psychological Therapies (IAPT) service is to be launched across South Sefton CCG and Southport & Formby CCG on 1 <sup>st</sup> April 2015. GP practices have been informed and Dr Caudwell is advised that there is an expectation of a smooth transition for our patient population. The CCG has been authorised by NHSE to participate in joint commissioning without taking fully responsibility. Hopefully this can be used to address some of the pressures across the system. The CCG is currently experiencing huge pressures across A&E and primary care. A lot of work is being done on mental and community health. Dr Caudwell thanked the membership for all the help and support received in his first 12 months as Chair.	

No	Item	Action
GB15/47	<p><b>Chief Officer Report</b></p> <p><i>Shaping Sefton</i> – a successful event was held on 12<sup>th</sup> February in conjunction with the King's Fund. A transformational board was now being developed to drive the agenda. On behalf of Governing Body, FLC thanked Peter Morgan of Sefton Council for his contribution and congratulated him on his impending retirement at the end March.</p> <p><i>Procurement</i> – the NHS 111 Service has been awarded the contract to partner FCMS and Urgent Care 24 and the contract will transfer over in October/November.</p> <p><i>Commissioning Support Unit</i> – it has been confirmed the North West Commissioning Support Unit (NWCSU) did not get on the Lead Provider Framework. NHS England has set up a transformation board, chaired by Simon Banks, Chief Officer of Halton CCG. Mrs Clark will be leading a group from the Merseyside CCG network to determine future requirements.</p>	
	<p><i>Continuing Health Care (CHC)</i> - issues have been added to the risk register as key areas of risk. As a result of weekly meetings, we are now implementing work plans and actions.</p> <p><i>Informatics Mersey Partnership Board</i> – Mrs Clark will be chairing the board meetings for the next 6 months.</p>	
GB15/48	<p><b>GP Pressures and Supporting Practices</b></p> <p><i>Prime Minister's Challenge Fund</i> – the fund will have a big impact on primary care if the bid is successful. The impact of GPs retiring could have a negative impact and primary care should be a priority for the CCG going forward. The outcome will be known on or around 27<sup>th</sup> March.</p>	
GB15/49	<p><b>NHS Southport &amp; Formby CCG Constitution</b></p> <p>The members received the updated Constitution that had been amended to include the relevant provisions to enable the establishment of joint commissioning between the CCG and NHS England. NL noted the reference to Sussex Road needed to be removed.</p> <p><b>Actions:</b></p> <p><b>The Governing Body approved the changes to the Constitution once the amendment in relation to Sussex Road had been made.</b></p>	TJ
GB15/50	<p><b>NHS Southport &amp; Formby and NHS England Joint Committee – Terms of Reference</b></p> <p>NHS England guidance has changed slightly, as there is now a stipulation included regarding chairing meetings. As a result of this change, Helen Nichols would not be able to chair the joint committee as she is also Audit Committee chair. Approval was therefore sought based on that amendment which will be resolved at the first meeting of the joint committee.</p> <p><b>Action:</b></p> <p><b>The GB approved the Joint Committee Terms of Reference.</b></p>	

No	Item	Action
GB15/51	<p><b>Breast Care Services Engagement and Equality Report and Recommendations</b></p> <p>JL updated the Governing Body on the results of a recent engagement exercise. Key issues identified were:</p> <ul style="list-style-type: none"> <li>• Patients disappointment at sudden closure of service;</li> <li>• Lack of communication;</li> <li>• Real concerns about future care and follow up;</li> <li>• Engagement exercise under an equality impact assessment;</li> <li>• Concerns around travelling.</li> </ul> <p>The next steps are to review an evidence-based breast care pathway, recognising the strong public views. A report will come back to the Governing Body with final pathway in conjunction with West Lancashire CCG in due course.</p> <p>JL has made contact with the Cheshire &amp; Mersey Cancer Network to establish the best way of communicating to patients so they can add their feedback and help shape commissioning on that process.</p> <p>A meeting has been arranged for Mrs Clark to meet with breast surgeons at Southport &amp; Ormskirk Hospital NHS Trust on 21<sup>st</sup> April 2015.</p>	
GB15/52	<p><b>Care Closer to Home Strategy 2013 – 2018 (refreshed in 2015)</b></p> <p>The original programme was developed in 2012/13 and it was felt timely to refresh the strategy as a result of joint working with Southport &amp; Ormskirk Hospital NHS Trust and West Lancashire CCG. The update has focussed on bringing together collective thinking which has an emphasis on unplanned, intermediate, primary care, etc.</p> <p>The governance structure and some of the project management arrangements were currently being revised to support this, in line with the Shaping Sefton initiative.</p> <p>Mrs Nichols was aware that a decision regarding the future of procurement of community services may be required and asked how the strategy and this process would be reconciled to each other given that resources are limited?</p> <p>Mrs Clark confirmed the Care Closer to Home Strategy would stand regardless of the provider of services and confirmed it fitted with the CCG's strategic plan. The CCG was working jointly with West Lancashire CCG and Southport &amp; Ormskirk Hospital NHS Trust, as an integrated care organisation, to see how those services could be provided.</p> <p><b>Action: The GB approved the refreshed Care Closer to Home strategy.</b></p>	
GB15/53	<p><b>Sefton Joint Intermediate Care Strategy</b></p> <p>The strategy has been developed in conjunction with Southport &amp; Formby CCG and South Sefton CCG and the Local Authority.</p> <p>The strategy is aligned to the Sefton Health &amp; Wellbeing Board's vision of aligned care. The strategy is also aligned with the CCG's priorities in relation to the frail and elderly, virtual ward, etc.</p> <p>Dr Caudwell thanked Mrs Wright for all her hard work.</p> <p><b>Action: The GB approved the Sefton Joint Intermediate Care Strategy.</b></p>	
GB15/54	<p><b>Draft CCG Quality Strategy</b></p> <p>DF advised that the strategy was still in draft form as it had only been presented to the previous week's Quality Committee. She confirmed the strategy was aligned to the CCG strategic plan and reflected local priorities, national drivers and priorities out of the National Priority Board.</p> <p>As result of joint co-commissioning arrangements with NHS England, Mrs Clark was now accountable for quality improvement, but not responsible for practitioner performance. As a result some of the work traditionally dealt with by NHS England may come through to the Governing Body.</p> <p>Lyn Cooke to add to CCG website as a stand-alone document.</p> <p><b>Action: the GB approved the draft CCG Quality Strategy.</b></p>	LC

No	Item	Action
GB15/55	<p><b>Safeguarding Strategy</b></p> <p>The CCG had commissioned the peer review as part of its development. The strategy was presented to the Quality Committee prior to Christmas, however, had been re-presented to the Quality Committee as a result of changes to the Care Act.</p> <p>The Quality Committee had challenged the Safeguarding Service as to whether the strategy could be more CCG focussed and more aligned to the Health &amp; Wellbeing Board. A local implementation plan is to be developed.</p> <p><b>Action: The Governing Body approved the strategy.</b></p>	
GB15/56	<p><b>2015/16 Planning Submission</b></p> <p>This submission reflects last year's agreement to develop and re-visit its strategic plan, as well as the need to conform to a national reporting plan. Final plans need to be reviewed by 14<sup>th</sup> May.</p> <p>One of challenges has been shift from data that was used in the 2014/15 plan to something different this year (ie from MARS (Monthly Activity Returns) to SUS (Secondary Uses Service)). This is more comprehensive and drills down to episode level enabling us to translate activity/level of service.</p> <p>Regarding non elective growth, Southport &amp; Formby showed a marked increase in growth from October onwards; however the older population in the Southport &amp; Formby area was higher than the national average, making up 30-40% of non-elective admissions.</p> <p>FLC believed we had a very robust plan which responded to recent demands and achievable given financial constraints this year.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>(i) <b>The Governing Body supported the refresh and final submission;</b></li> <li>(ii) <b>Noted the detail contained in the national planning guidance and the implications for the review of existing two year operational and five year operational plans;</b></li> <li>(iii) <b>Approved the submission of 2015/16 plans in relation to NEL activity at 0% and the re-profiled plan for future years;</b></li> <li>(iv) <b>Approved the submission of plans to achieve the various national performance measures including RTT, A&amp;E, Mental Health, HCAI, Cancer and Primary Care; and</b></li> <li>(v) <b>Approved the necessary delegated authority via the CCG Chair, Accountable Officer, Chief Financial Officer and Chief Strategy &amp; Outcomes Officer to progress the necessary work to enable national return requirements to be met in line with the revised planning timetable.</b></li> </ul>	RC/ FLC/ MMcD/ KMCC
GB15/57	<p><b>Home Oxygen Assessment Service Contract</b></p> <p>The Home Oxygen Assessment Service has been put to tender through a robust and EU compliant process. Liverpool Community Health NHS Trust was the most economically advantageous bid submitted.</p> <p>The Governing Body is asked to approve the award of contract to Liverpool Community Health NHS Trust for a 3-year contract (with the option to extend by a further 1 x 2-year period) commencing on 1st July 2015.</p> <p><b>Action: The Governing Body approved the award of the Home Oxygen Assessment Service Contract to Liverpool Community Health NHS Trust.</b></p>	

No	Item	Action
GB15/58	<p><b>Integrated Performance Report</b></p> <p>KMcC presented highlights from his full report.</p> <p><i>Quality</i> - Miss Fagan gave an update on the quality section of the report. A single item Quality Surveillance Group (QSG) on cancer had been held last month producing many recommendations from NHS England which Dr Allen had confirmed the CCG was already complying with. Feedback will go through to the Quality Committee.</p> <p>There has been an increased trend in reporting pressure ulcers and as a result the Trust is reviewing their processes.</p> <p><i>Finance</i> - projected deficit has reduced by £250K, however, there is still overspend which gives cause for concern. Page 369 shows actions that have been put in place throughout year mainly through deferred items. The CCG remains on target to deliver financial duties for financial year.</p> <p><b>Action: the GB received the report.</b></p>	
GB15/59	<p><b>Emerging Issues</b></p> <p>It was agreed this item would be taken off the agenda as the item 'GP Pressures and Supporting Practices' had been added.</p>	
GB15/60	<p><b>Key Issues reports from committees of Governing Body:</b></p> <p>a) <i>Finance &amp; Resource Committee</i> – MMcD due to set up a QIPP group from April onwards specifically to look at where we are able to reduce costs within the CCG for next year.</p> <p>b) <i>Quality Committee</i> – specific concerns around S&amp;O safeguarding performances. As a result a Contract query has been issued through normal routes with Southport &amp; Ormskirk Hospital NHS Trust. There are also concerns in relation to the timeliness and quality of responses to complaints – to be brought in house.</p> <p>c) <i>Service Improvement Redesign Committee</i> – Bal Duper has been invited to discuss the community triage service. Respiratory Support – JK discussing with Kati Scholtz, the ongoing respiratory lead. NL needs to follow this up with KS. Potentially very valuable – to be brought back to May meeting just to be sure.</p> <p>d) <i>Audit Committee</i> – received.</p>	NL/KS
GB15/61	<p><b>Finance &amp; Resource Committee Minutes</b> were received by the Governing Body.</p>	
GB15/62	<p><b>Quality Committee Minutes</b> were received by the Governing Body.</p>	
GB15/63	<p><b>Service Improvement &amp; Redesign Committee Minutes</b> were received by the Governing Body.</p>	
GB15/64	<p><b>Audit Committee Minutes</b> were received by the Governing Body.</p>	
GB15/65	<p><b>Locality Meeting Minutes:</b></p> <p>a) Ainsdale &amp; Birkdale (South) Locality  b) Formby Locality  c) Central Locality  d) North</p> <p>were received by the Governing Body.</p>	
GB15/66	<p><b>Any Other Business</b></p> <p><i>Quality Accounts</i> – the CCG has received a request from Cllr Catie Page to support them in their work, Miss Fagan will lead on this.</p> <p><i>Section 75</i> – MMcD asked the Governing Body to approve delegated authority to the Chief Officer to £8.5m for Southport &amp; Formby CCG. <b>Action: Approved.</b></p>	
GB15/67	<p><b>Date of Next Meeting</b></p> <p>Wednesday 27<sup>th</sup> May 2015 at 13.00 hrs, Family Life Centre, Southport</p>	