

**East Lancashire  
Clinical Commissioning Group**

**Meeting of the Pendle Locality  
Steering Group**

**MINUTES**

Thursday 11<sup>th</sup> June 2015, 12.30pm – 2.30pm  
Meeting Room1, Walshaw House


**Present:-**

**Chair: Dr Stuart Berry**

**Minutes: Julie McDonald**

Dr Stuart Berry	SB	Pendle Locality GP Lead	Reedyford Health Care
Jackie Brockman	JB	Practice Nurse	Whitefield Health Care
Cath Coughlan	CC	Pendle Locality Manager	NHS East Lancashire CCG
Julie McDonald	JM	Pendle Locality Support Officer	NHS East Lancashire CCG
Helen Hedges	HH	Pendle Patient Representative	Chair of Critical Friends
Joanne Crowson	JC	Practice Manager	Colne Family Doctors
Dr Catja Schmitgen	CS	General Practitioner	Whitefield Health Care
Kirsty Hollis	KH	Deputy Chief Finance Officer	NHS East Lancashire CCG
Mary Thomas	MT	Pendle Patient Representative	Critical Friends
Nigat Sultana	NS	Practice Manager	Whitefield Health Care
Dr Sheila Jackson	SJ	General Practitioner	Barnoldswick Medical Centre
<b>In Attendance:</b>			
Gill Dickson	GD	Principal Policy Officer	Pendle Borough Council
Anne Edington	AE	Generic Outreach Worker	Genetics Outreach Team
Christine Blythe	CB	CVS Officer	CVS
Lisa Cunliffe	LC		EL CCG

Min No:		ACTION BY
1.0	<b>Apologies</b> Apologies received from Dr Robert Phillips, Kathryn Clarkson, and Dean Langton.	
2.0	<b>Welcome &amp; Introductions</b> SB welcomed everyone to the meeting and a round table introduction was held.	
3.0	<b>Governance</b> <u>3.01 Quoracy</u> The meeting was confirmed as quorate and no declarations of interest were shared.	
4.0	<b>Minutes of the meeting held on 16<sup>th</sup> April 2015</b> The minutes of the meeting were received as an accurate record. <ul style="list-style-type: none"> <li>• <b>Action</b> – End of Life Booklet</li> <li>• <b>7.01.2</b> – CC obtained information from Denise Woodburn Commissioning Manager, East Lancashire Dementia Community Forum Meeting taking place which HH attending, HH to give feedback otherwise Denise advised someone could attend to give a talk/presentation around the 5 pillars.</li> <li>• <b>9.0</b> – Telemedicine Update – NS and JB gave positive feedback to the group stating home visits had reduced.</li> <li>• <b>Action</b> – CC to circulate last update from Airedale</li> </ul>	<p><b>SB</b></p> <p><b>HH/CC</b></p> <p><b>CC</b></p>

	<ul style="list-style-type: none"> <li><b>Action</b> – Wigan report to be attached to Minutes</li> </ul>	<b>CC/JM</b>  Summary Wigan INT visit JP 24.03.15.doc
<b>5.0</b>	<b>Matters Arising:</b> All dealt with under section 4.0 of the minutes.	
<b>6.0</b>	<b>Infant Mortality Report/Community Outreach:</b> AE and GD attended to present an overview of the report regarding the Genetic Outreach Service within Pendle. Since the project began AE advised that the extended training for midwives and core staff in the Antenatal Clinics at ELHT had taken place and midwife referrals to the service had increased. Four families had also been referred via community, this was a positive step, however GD advised that there would be funding issues from September through to April 2016 as Public Health funding would not be available until April 2016. Discussions took place around how best to take the service forward and whether funding could be made available for this. Practices agreed this was a good service to support and take forward.  <b>ACTION</b> to take to LDG to see if funding could be made available for the interim period.	<b>CC/SB</b>
<b>7.0</b>	<b>CVS Services:</b> CB attended to give an update on what CVS services covered within the Pendle Area – she advised that for a second year they were delivering clinical commissioning and social prescribing grants within the area. Last year they provided £291,000 for projects in the area and an event took place in May to celebrate the achievements at Burnley F.C. This year so far £20,500 been given to projects a further £150,000 still to be distributed within 12 months. Need to raise awareness of CVS in Pendle. CB advised they were always looking for new projects to help reduce unnecessary visits to GPs and A&E. CVS would welcome more interaction between CVS and GP practices to assist patients and make them more aware of the CVS service.  <b>ACTION</b> - CVS contact details and email address to be added to Weekly Bulletin.	<b>JM</b>
<b>8.0</b>	<b>Critical Friends Update:</b> <b>8.01.1 – Dementia Booklet</b> HH would welcome feedback from practices if they feel these booklets would work or if anything needs amending.  <b>8.01.2 - Social Prescribing Grant</b> HH has attended Nelson & Colne College on behalf of Primary Care to give a talk to students about primary care and asked the question if they needed medical help where would they get this from almost all students stated they would go to A&E. HH advised she talked to 3 different groups advising on what was available for them; she received positive feedback and has been asked by the College to attend again next year.  <b>8.01.3 – Bereavement Care Service Questionnaire ELHT</b> HH advised the service was being introduced by ELHT and advised that input would be requested from GP Practices prior to Questionnaire being utilised. The questionnaire relates to the service received by patients/relatives within ELHT. Erin Bolton at ELHT coordinating the service.	

	<p><b>ACTION</b> - SB requested that HH to obtain further information to feedback to next Steering Group meeting.</p> <p><b>8.01.4 – Lancashire Homecare Charter</b>  HH advised that information received regarding Care Agencies with Lancashire County Council now at second stage of reducing number of Care Agencies in East Lancashire down from 180 to 30/35 and within Burnley and Pendle to have approximately 5 combined Agencies Contracts. Feel problems will arise with regard to cover for patients and HH asked if GPs had any issues or problems to advise her so she could feedback to LCC, SB also suggested using Clinical Navigation Hub.</p> <p><b>ACTION</b> – HH to present further information at next meeting from LCC</p>	<p>HH</p> <p>HH</p>
9.0	<p><b>Vision for Access</b>  LC was due to give a presentation on Vision for Access – due to lack of time agreed to postpone; LC will forward Governing Body Report for group members, this is showing how the future model for primary care is to look, a stakeholder event is due to take place 22<sup>nd</sup> July 2015 at the Dunkenhalgh involving practices, community services, pharmacies, CVS and INTs. LC would welcome comments on how to take model forward before 22<sup>nd</sup> July.</p> <p><b>ACTION:</b> CC to forward Lisa Cunliffe’s presentation to SG members for consideration.</p>	<p>CC</p>
10.0	<p><b>INT update</b>  CC advised that in her absence Rebecca Demaine and Paul Beech have been working with the Task and Finish Group at ELHT regarding moving forward with the Community INT; similarly this has been happening within localities. One of the issues that needed to be discussed was around the Clinical Coordinator and Administrator posts, matters have been complicated by the Wigan visit, which is just one model of how the INT could look not how they should look. On reflection Wigan visit came at a bad time for Pendle, Hyndburn and Rossendale as this had made localities fixate on this model.</p> <p>CC advised during her absence the interim secondments have gone out at a Band 7 for the Clinical Coordinator and Band 3 for the Administrator, this has caused issues from the Practice Nurse Forum and some GPs in the Pendle locality. With regard to the banding JB added that nursing staff in practices felt alienated not being given opportunity to apply for role. CC advised that she had spoken with her line manager who apologised and stated that practice staff should be able to apply and therefore the advert would be sent out to all primary care staff for expressions of interest for a 12 month secondment from September. Nationally the roles are Band 6 and Band 3, however Pendle role advertised as a Band 7, along with other localities to enable cross-cover for both roles.</p>	
11.0	<p><b>Finance update</b>  KH gave an overview of financial situation as follow:</p> <ul style="list-style-type: none"> <li>• Successful 2014/15 year end all documents filed on time, achieved all national and local standards and all appropriately signed off.</li> <li>• For 2015/16 plan been submitted to NHS England very few queries on this, aiming to deliver a surplus of £7.6 million, this is £5 million less than surplus delivered in 2014/15, decided to draw the £5million</li> </ul>	

	<p>to invest and support INTs, Scheduled Care Programmes and Integrated Service.</p> <ul style="list-style-type: none"> <li>• There is a high level activity from ELHT looking at about £125,000 over spent, queries and challenges going back in around coding and how ELHT is reporting the activity.</li> <li>• In summary - similar to last year at this time as shortage of data at present.</li> </ul>	
<b>12.0.</b>	<p><b>Any Other Business</b> No other business reported.</p>	
<b>13.0</b>	<p><b>Date, Time &amp; Venue of Next Meeting</b> Thursday 13<sup>th</sup> August 2015, 12.30pm – 2.30pm, Meeting Room 1, Walshaw House</p>	Apologies noted from Cath Coughlan
Minutes approved by XX/XX.XX.XX		