

**Meeting of the Pendle Locality  
Steering Group**

**MINUTES**

**Thursday 13<sup>th</sup> August 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
Kathryn Clarkson	KC	Practice Nurse	Reedyford Health Care
Julie McDonald	JM	Pendle Locality Support Officer	NHS East Lancashire CCG
Helen Hedges	HH	Pendle Patient Representative	Chair of Critical Friends
Dean Langton	DL	Strategic Director	Pendle Borough Council
Melusi Ndebele	MN	Snr Public Health Co-ordinator	Lancashire CC
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>			
Shelley Prophet	SP	Comms & Engagement Specialist	Midlands and Lancs CSU
Christine Blythe	CB	CVS Officer	CVS

<b>Min No:</b>		<b>ACTION BY</b>
<b>1.0</b>	<b>Apologies</b> Apologies received from Cath Coughlan, Joanne Crowson, Dr Robert Phillips, Dr Catja Schmitgen, Sandra Fox and Cathy Gardener	
<b>2.0</b>	<b>Welcome &amp; Introductions</b> SB welcomed everyone to the meeting and a round table introduction was held.	
<b>3.0</b>	<b>Governance</b> <u>3.01 Quoracy</u> The meeting was confirmed as quorate and no declarations of interest were shared.	
<b>4.0</b>	<b>Minutes of the meeting held on 11<sup>th</sup> June 2015</b> The minutes of the meeting were received as an accurate record.	
<b>5.0</b>	<b>Matters Arising:</b> End of Life Booklet – final approval given will be on website within a couple of weeks	
<b>6.0</b>	<b>EMIS Website Hosting</b> SP attended and gave an overview of the proposal regarding the new EMIS website, this will be a CCG hosted website which will then link into GP websites, it will be funded by the CCG so there will be no cost to Practices in fact it will be a cost saving to Practices because at present Practices pay a hosting fee for websites. Practices will still be in charge of their own section of the website but the CCG will be able to link in and upload to the website any campaigns, alerts	

	<p>or information, which would potentially improve communication between the CCG, Practices and patients. There will be 3 levels on the website CCG, Intranet for Practices and also Locality Level.</p> <p><b>Action</b> - SP to suggest to David Rogers that he attend next Practice Managers meeting and also arrange if possible for the presentation to be given at that meeting. SP advised that her attendance at the meeting was the first step in engagement with the locality to see if Practices would be interested in taking up the website.</p>	<b>SP/DR</b>
<b>7.0</b>	<p><b>Feedback from Improving Access to Primary Care Stakeholder Event</b></p> <p>A discussion took place regarding the event on the 22<sup>nd</sup> July 2015. A number of issues were raised and discussed regarding the event but it was felt the event had been a positive one. Feedback has not been provided as yet to the localities from the Primary Care Team; once this has been done work can begin within the localities. It was felt that there was not enough support for 7 day access to GPs and the perception was that this was not what was expected, it was felt that we all needed to work smarter but with less funding. KC felt we should be encouraging promotion to recruit more nurses and GPs to practices. DL advised as it was his first meeting it would be helpful if the process of this group could be explained to him regarding how this event would be fed back and any issues implemented.</p> <p>SB advised how this group and the locality forum processed information and how the strategy would be delivered. He advised that the Primary Care Team would still be working on the information from the Access Event and a further stakeholder event takes place in September to provide feedback this would then be fed to Locality Forums to move forward with the individual locality models in the future.</p> <p>SJ asked if people were unable to attend the PLT events but had questions to raise how they would do this. SB advised they could be passed to him, Lisa Cunliffe or Fiona Ford.</p>	
<b>8.0</b>	<p><b>INT update</b></p> <p>NS advised that the next meeting of the INT Group was due to take place on the 15<sup>th</sup> August. The draft Leaflet had been brought to the last meeting and input and feedback had been provided by the Group, this had been taken back to the Comms. Team but as yet the final draft of the Leaflet has not been approved. Likewise a Logo for the Leaflet had also been circulated for comments these were to be fed back to David Rogers.</p> <p>The Clinical Coordinator post attracted 5 applicants, 4 have been shortlisted and the interviews are due to take place on the 27<sup>th</sup> August. The Clinical Administrator post closed on the 10<sup>th</sup> August but shortlisting has not taken place as yet. Originally advance notice had been sent out regarding the dates for the MDT meetings for the GPs to attend to review the 2 patients however the dates may have to be moved back as the Coordinator and Administrator are not in post yet.</p> <p>DL asked if a member of the Council would be included in the MDT meetings, NS advised as part of the Terms of Reference agencies would be brought in as required for individual patients, once the MDT meetings were up and running agencies would be advised via the INT Team.</p> <p><b>Action</b> – DL would need to advise CC of the representative from the Council. DL also queried if accommodation for the Coordinator and Administrator role had been obtained as the Council could offer accommodation for these two roles in Nelson if needed.</p> <p>It is hoped that the MDT meetings will take place at Pendle Community Hospital.</p>	<b>DL/CC</b>

<b>9.0</b>	<p><b>Finance update</b> KH gave an overview of financial situation as follows:</p> <ul style="list-style-type: none"> <li>• Just closed July ledger starting to see pressures from ELHT. First quarter had been looking in line with plan but in month 4 appears to have been a huge spike in activity and at present predicting a £3 million overspend on ELHT Contract</li> <li>• Quite heavy underspends on other contracts including Airedale, Pennine, Bradford and Central Manchester.</li> <li>• Everything else on plan and aiming to deliver £7 million surplus</li> <li>• QIPP delivery target of £9 million for 2015/16 still a gap against this of £2.7 million recurrent QIPP savings to be identified, Sharon Martin is heading up a programme of work to try to identify these savings. Should be ok in 2015/16 but if we don't identify savings they will cause knock on pressure in 2016/17.</li> </ul>	
<b>10.0</b>	<p><b>PPG Update</b></p> <ul style="list-style-type: none"> <li>• Bereavement Care Questionnaire – ELHT – HH advised a report is being produced around feedback from how the questionnaire has been received this is due in September and HH will provide the Group with this once received.</li> <li>• Lancashire Home Care Charter – HH will provide feedback once Pendle Health and Scrutiny Panel have given update after 22<sup>nd</sup> September. Still not aware of who the 5 Agencies are, or what level of staff, HH will try to obtain this information.</li> <li>• Issues around PPG's discussed memberships to these groups, SB suggested inviting Michelle Pilling to next Steering Group meeting to discuss re-launch of Membership Scheme to see if this could help HH and MT with their PPG's. DL advised discussions for groups have to be issue led.</li> </ul> <p><b>Action</b> – CC to invite Michelle Pilling to next Meeting or ask for paper regarding this.</p> <ul style="list-style-type: none"> <li>• 111-NWAS Service – apparently are now using an automated service HH has spoken to the complaints team for NWAS regarding this issue and is awaiting a response from them regarding the same. SB asked if HH could get the member of the public who got the automated response to report this via Connect. 111 Contract is due for review in 2017.</li> </ul>	<p><b>HH</b></p> <p><b>HH</b></p> <p><b>CC</b></p>
<b>11.0</b>	<p><b>CVS – Social Prescribing Update</b> CB gave update to the group around this – 14 groups have been awarded funding within Pendle in round 3, a list of the groups was provided. It was felt that the best way to help patients to access CVS information was for the Practices to provide patients with CVS contact details unless patients were happy to have their details passed to CVS. CB advised sometimes patients would like to volunteer within groups rather than need help and again CVS can help signpost with this process.</p> <p><b>Action</b>-to include CVS telephone number and website to weekly bulletin <b>Action</b>-to invite CB to Nurse Forum/East Lancs. Nurse Forum</p>	<p><b>JM</b> <b>KC</b></p>
<b>12.0.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• MN provided an update from Public Health including Loneliness and Social Isolation Stakeholder Workshop which took place on 5<sup>th</sup> August</li> </ul>	

	<p>2015; Tobacco Control covering numerous campaigns around this; Infant Mortality Prevention (Consanguinity Awareness Training) taking place on 11<sup>th</sup> September 2015 contact details if required; Pressure Ulcer Prevention training for care home staff and a Dementia Campaign is expected to start in February or March 2016.</p> <ul style="list-style-type: none"> <li>• NS asked that INT and Forum notes be added to the Steering Group 'For Information Section'.</li> <li>• SJ/NS queried about Dementia LIS –</li> </ul> <p><b>Action</b> to ask CC to enquire whether this was on-going</p>	<b>CC</b>
<b>13.0</b>	<p><b>Date, Time &amp; Venue of Next Meeting</b> Thursday 1st October 2015, 12.30pm – 2.30pm, Meeting Room 1, Walshaw House</p>	Apologies noted from Helen Hedges and Mary Thomas
Minutes approved by XX/XX.XX.XX		