

**Meeting of the Pendle Locality  
Steering Group**

**MINUTES**

**Thursday 4 February 2016, 12.30pm – 2.30pm  
Meeting Room 1, 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	Locality Manager	NHS East Lancashire CCG
Nigat Sultana	NS	Business Manager	Whitefield Health Care
Joanne Crowson	JC	Practice Manager	Colne Family Doctors
Helen Hedges	HH	Lay Representative	Critical Friends
Mary E Thomas	MT	Lay Representative	Critical Friends
Gill Dickson	GD	Principal Policy Officer	Pendle Borough Council
Robert Phillips	RP	General Practitioner	Colne Corner Surgery
Dr Sheila Jackson	SJ	General Practitioner	Barnoldswick Medical Centre
Julie McDonald	JM	Locality Support Officer	NHS East Lancashire CCG
Sandra Fox	SF	Public Health Co-ordinator	Lancashire County Council
Beverley Walker	BW	Advanced Locality Pharmacist	NHS East Lancashire CCG
Cathy Gardener	CG	Head of Commissioning	NHS East Lancashire CCG
<b>In Attendance</b>			
Nicola Finnigan	NF	General Practitioner	Pendle View Medical Centre

<b>Min No:</b>		<b>ACTION BY</b>
<b>1.0</b>	<b>Apologies</b> Apologies received from Kirsty Hollis, Christine Blyth, Mark Youlton and Dean Langton	
<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>  <b>3.1 Declarations of Interest</b> There were declarations of interest by primary care colleagues with regard to – item 7 Freed Up Resources and Primary Care.  <b>3.2 Quoracy</b> Meeting was agreed as quorate.	
<b>4.0</b>	<b>Minutes of the meeting held on 10 December 2015</b> <b>Action</b> – Neo-Natal Jaundice Pathway – SJ advised she had emailed KT but not had anything back – CC to speak with KT  The minutes of the meeting were received as an accurate record.	<b>CC</b>
<b>5.0</b>	<b>Matters Arising:</b> ➤ <b>5.1 Lancashire Well Being Service</b> – CC advised she had tried to obtain more information regarding this but the Commissioning Manager	

who was due to meet with the Service had been off sick, however an email had now been put in the system to obtain more information, in the interim their Service Manager has contacted and arranged to attend Pendle Forum Meeting on 19<sup>th</sup> May 2016, any information received prior to this can go in the Weekly Bulletin. GD advised that the Well Being Workers are now based in Elliott House part of the Council buildings. HH queried how information was being distributed to make the public aware of the service, SB advised it was on the LCC website and GD for PBC advised they were linking the information with their social media channels, HH wondered if any posters were being distributed for display in GP Practices and Supermarkets.

**Action** CC to enquire from LCC how they were promoting the Service

**CC**


- **5.2 Health Visitor Meeting 19<sup>th</sup> January 2016** – NS, RP and MT attended on behalf of Pendle Practices. CC has received Minutes from the meeting but not much information in them. Next step apparently is an Engagement Event due to take place on 24<sup>th</sup> February 2016 at Walshaw House to engage local Partners with Public Health Leads to see how to move forward with the 0-19 Service. CC stated the meeting was rather short notice so GP Practices might be unable to attend. RP advised the meeting did not change anything that had already been said, discussions in the meeting suggested that in the future there would possibly be cuts to the Services. MT advised that she was concerned that the Public Health Lead did not seem to know anything about the issue under discussion. SB requested feedback from Practices either to himself or via Connect regarding the HV Drop-In Clinics as he felt a number of his patients this week had not had their issues addressed by the HVs but been referred back to the GP. RP stated it was putting more time pressure on Practices due to Baby Clinics no longer taking place.

- **5.3 Primary Care Access Model** – SM attended to give update around Pendle Model progress, all models of care done via localities. Points raised via the discussion:

- MW to re-arrange meeting with Pendle locality as soon as possible.
- Access for patients across East Lancashire not just across Pendle.
- No agreement across Pendle yet, however Pendle Care Direct have developed a model which it is hoped can be shared with Pendle West prior to or at the meeting with MW.
- Final model will go back to patients for them to agree, will then be sent to Providers for confirmation and implementation.
- Pendle model needs to be as a whole not East and West
- Budget is fixed at £2m across East Lancashire
- There could be travel issues for patients across Pendle locality
- Location of Hub in Pendle if there is only to be one hub per locality
- Access issues – same amount of hours across East Lancs but not necessarily in each locality.
- Consultations and presentations to work with patients to be on-going.
- Information from Data Group around hot spot times would be taken into account when discussing Pendle Model.

**Action** CC to speak with SM to arrange for Pendle Care Model to be shared with all Pendle Practices as soon as possible.

**CC/SM**

	<p>➤ <b>5.4 Vanguard Update</b> – CC advised of the 102 Care Homes, 4 have closed, across East Lancashire we have 58 Homes live, Burnley 15, Hyndburn 12, Pendle 20, Rossendale 5 and Ribblesdale 6, 17 are currently having the equipment installed so over half, the remainder we are engaging with via the Over 75 Nurses and Medicines Management Team who visit the Homes. CG advised Healthy Lancashire setting up a work stream to look at the amount of Homes across Lancashire, very early days to get information yet. Vanguard can pick up standard levels within Homes as part of work streams.</p> <p><b>Action</b> CC to enquire how many beds lost due to the closure of the Homes</p> <p>➤ <b>5.5 Patient Partners Engagement</b> - SB gave updated figures received from David Rogers 85 people have signed up to be Patient Partners. Posters and stands are in various NHS locations and promotion is to be via Facebook as well, in particular looking for patient partners with experience of COPD to assist with work streams SB involved with around COPD pathway re-design. HH stated doesn't necessarily mean all these people will commit. SJ queried if this was separate to Patient Participation Group and if so why they were not joined together, suggestions around virtual groups.</p> <p><b>Action</b> SB to speak with Comms. Team around PPG and Patient Partners Engagement Groups.</p>	<p>CC</p> <p>SB</p>
<p>6.0</p>	<p><b>Pendle Borough Council update</b></p> <p>GD attended on behalf of DL to provide update from the Council, attached is the update provided by PBC.</p> <p></p> <p>Pendle Council Update.docx</p>	
<p>7.0</p>	<p><b>Freed Up Resources</b></p> <p>BW advised 2015/16 Scheme bulk of the monies been used recently for Reception Workshops which have been well received within Practices, BW looking for approval for this to carry on in 2016/17. The training has helped educate Reception staff around repeat prescription queries. NS queried regarding whether these would be part of the Quality Framework, BW advised that Pendle could possibly have two lots of Workshops as these would be in addition to the Primary Care ones being discussed within the Training Budget and would work alongside them. Discussions took place around EPS and possible Workshop around queries on EPS.</p> <p>CC queried if Practices have to sign up to Quality Framework would this scheme be better under Training and Education budget for Pendle Practices, NS advised Practices did not have to sign up to the Quality Framework, she also suggested that Practices would always have new staff that would need to be sent on the Training. It was agreed for BW to go forward with the Workshops as discussed.</p> <p><b>Action</b> SB requested information be added to Bulletin around progress of EPS from Practices in approximately 3 months.</p>	<p>SB/CC/JM</p>
<p>8.0</p>	<p><b>Pendle Steering Group Election Update</b></p> <p>CC advised process now complete and Pendle have four new Steering Group GPs; Dr. Berry as previously, Dr. Nicola Finnigan, Dr. Hassan Manzur and Dr. Rahul Thakur, unfortunately at present we do not have any Practice Nurses,</p>	

	<p>however we have had one Practice Nurse express an interest and that is on-going, we have two Practice Managers, Joanne Crowson and Nigat Sultana. CC went on to thank outgoing members SJ, RP, CS and JB for their input during their time with the Group, it is hoped we can work with them in the future in Pendle. SB has been elected as new GP Chair for Pendle for the next three years.</p> <p>The above decisions were ratified by the group.</p>	
<b>9.0</b>	<p><b>PPG Update</b>  HH advised she had attended a Healthy Lifestyle Meeting at Brierfield Library to give a talk around PPG's, several of the people at the meeting knew nothing about PP Groups but they advised they would be interested in joining. HH advised her Practice is now producing their newsletter in the same format as discussed at a previous Patient Partnership Board and would like this to be used more widely across Pendle practices to encourage membership of the PPGs. Minutes from Meetings and Practice Staff updates would be helpful in the Newsletter. SB suggested Facebook pages would be more beneficial and to work with INTs around this.</p> <p><b>Action</b> CC to enquire from INT Project Team how PPG's fit with INTs and what resources are available for them to work with PPGs.</p> <p>Fracture Clinic report from Health Watch HH advised that on the date stated they do not hold fracture clinics on Fridays; she is awaiting a response back from Health Watch. CG advised this is a pilot scheme at present and would need to wait for feedback.</p> <p><b>Action</b> CC to enquire from Executive Team what progress/discussions taken place around Fracture Clinic.</p>	<p><b>CC</b></p> <p><b>CC</b></p>
<b>10.0</b>	<p><b>Finance Update</b>  CC advised that KH had provided a Finance Report and if anyone had any queries from this report to direct them to herself and she would then liaise with KH.</p>	
<b>11.0</b>	<p><b>Social Prescribing</b>  11.1 DL had requested this on the Agenda but unfortunately not in attendance – embedded document on Agenda gave update which had been to Governing Body at end of January.  11.2 Future Allocation - at Governing Body it was agreed to continue funding into third year, a minimum of £750,000 will go into schemes over 2016/17, a further Celebration Event to mark this year's achievements, will be held as part of a GP protected time event sometime in March to encourage practice attendance. The framework for 2016/17 still to be finalized, possibly 3 work streams Small Grants Funding, Care Health Navigator roles in each locality and Closer Working with Partnership Organisations. GD requested clarity around amount as previously for Small Grants Schemes, also query around Social Prescribing aligning with Community Resilience Fund £200,000 LCC for East Lancashire. Will groups who had access to Social Prescribing still be allowed to access this funding, some groups got continuation if it was evidenced as a positive scheme was then moved to second stage, therefore if they can show this again and have a further plan then should be presented.</p> <p><b>Action</b> CC will check regarding GD queries with Commissioning Manager and update accordingly.</p>	<p><b>CC</b></p>

12.0.	<p><b>INT update</b></p> <p>Since last Steering Group meeting the first MDT meeting has taken place all 14 Practices attended, CA would welcome any constructive comments to improve the process for the Practices. Second MDT meetings taking place 10<sup>th</sup> and 11<sup>th</sup> February. RP queried about allocation of patients from the Practices, CC advised would constantly be looking at how to improve the allocation and timings for GPs. It was noted that CA and team need to be able to access Aristotle to do the searches to obtain the data for Practices if necessary. CA will be attending the Pendle Forum to give regular updates around INT work.</p> <p><b>Action</b> – add the Frequently Asked Questions for INT/IHSS/IDS to bulletin.</p>	<b>JM</b>
13.0	<p><b>Any Other Business</b></p> <p>MT requested Agenda item for next meeting NWAS Ambulance Times in Pendle</p> <p><b>Action</b> CC will obtain NWAS data for next meeting</p>	<b>CC</b>
13.0	<p><b>Date, Time &amp; Venue of Next Meeting</b></p> <p>Thursday 21 April 2016, 12.30pm – 2.30pm, Boardroom, Walshaw House</p>	
Minutes approved by XX/XX.XX.XX		