

**Meeting of the Pendle Locality
Steering Group**

MINUTES

Thursday 4th May 2017, 12.30pm – 2.30pm
Meeting Room 1, Walshaw House

Present:-

Chair: Cath Coughlan

Minutes: Julie McDonald

Cath Coughlan	CC	Locality Manager	NHS East Lancashire CCG
Dr Hassan Manzur	HM	General Practitioner	Barnoldswick Medical Centre
Dr Asif Garda	AG	General Practitioner	Pendle Valley Practice ELMS
Anna Knight	AK	Practice Nurse	Barnoldswick Medical Centre
Dean Langton	DL	Strategic Director	Pendle Borough Council
Dr Nicola Finnigan	NF	General Practitioner	Pendle View Medical Centre
Julie McDonald	JM	Locality Support Officer	NHS East Lancashire CCG
Helen Hedges	HH	Lay Representative	Critical Friends
Nigat Sultana	NS	Business Manager	Whitefield Health Care
Dr Stuart Berry	SB	General Practitioner	Reedyford Health Care
In Attendance			
Peter Dunn	PD	Development Officer	BPR - CVS

Min No:		ACTION BY
1.0	Apologies Apologies received from Joanne Crowson, Mary Thomas, Cathy Gardener and Deidre Lewis	
2.0	Welcome & Introductions CC welcomed everyone to the meeting.	
3.0	Governance 3.1 Declarations of Interest There were declarations of interest by primary care colleagues with regard to Primary Care. 3.2 Quoracy Meeting was agreed as quorate.	
4.0	Clinical Lead Update CC advised as of 30 th April 2017 Dr. Berry had stepped down as Pendle Clinical Lead, Dr. Asif Garda has been elected and appointed new Clinical Lead following a formal process. CC thanked Dr. Berry for his time and services as Clinical Lead and welcomed Dr. Garda. It was noted that SB will continue to be a member of the Steering Group.	
5.0	CCG Excellence Awards The awards took place on the 24 th April 2017 – Pendle locality was nominated for a number of awards and was successful in 3 areas. <ul style="list-style-type: none"> • Dr.Thakur was nominated for 2 awards and won the Transformation and Innovation Award for his work and services connected to Diabetes, 	

	<p>congratulations were noted for RT.</p> <ul style="list-style-type: none"> • Pendle Dementia Action Alliance won the locality Recognition Award for raising awareness of dementia in the locality. • The Locality Teams also won Team of the Year Award which includes all within Pendle. • CC advised the remainder of the award winners across the localities; she informed that the CVS had been nominated for an award. 	
<p>6.0</p>	<p>BPR CVS Quarterly Report Update</p> <p>Peter Dunn attended to provide an update on the BPR CVS quarterly report. He advised last year there had been a substantial amount of monies for social prescribing and are currently working through the evidence of the work done by community groups to provide impact measurements around that work, a report should be out to the CCG by the end of May.</p> <p>Discussions took place around the report and also how often information about patients in Pendle is reported back to Practices, PD advised some information is placed on to EMIS. Discussions also took place regarding the Community Care Navigator Project which was launched last year PD would welcome ideas on how to encourage referrals within Pendle as we appear to be behind the rest of the localities. PD would welcome opportunity to work with any Practice to see how referrals could be improved. The referrals being received are more complex than had been anticipated and did not just include social needs but also clinical needs as well. It was felt we need to raise awareness of the Navigator Project in Pendle a suggestion was via a 'newsletter', information leaflets and posters were provided for the group to take away.</p> <ul style="list-style-type: none"> • Action: DL suggested linking Gill Dickson from Pendle Council with PD and Dr. Garda to see how they can increase Navigator referrals within Pendle. • Action: CC will re-distribute Pendle Report to Practice Managers and Practice Nurses • Action: PD will collate feedback from above as to how best to go forward with reporting process in the future. <p>Going forward in to 2017-18 the Social Prescribing Grant has been significantly reduced last year £1.2 million across all localities, this year reduced to £50,000 per locality. This has been due to a reduction of funds being available.</p> <ul style="list-style-type: none"> • Process is single grant scheme application; maximum amount that can be applied for is £5,000, in addition to the aims and objectives of the CCG now using asset based community development approach for application. • Still aimed at small grass roots projects. • Turnover limit of no greater than £150,000. • The panel will be set up similar to last years. <p>Launch takes place week commencing 8th May across localities, Pendle's launch is on Wednesday 10th May in the Wilson Room at Pendle Council, and so far approximately 20 interested parties have signed up.</p>	<p>DL/PD/AG</p> <p>CC</p> <p>PD</p>
<p>7.0</p>	<p>Future Focus – Pendle locality</p> <p>CC advised members that moving forward, the CCG are hoping to work with colleagues in social care and the council. A meeting is due to take place on 22nd June 2017 and would welcome ideas being brought to this meeting. Some suggestions have been provided from the member practices ideas would be</p>	

	<p>welcomed from a social care perspective. CC will share suggestions so far received with DL so Council can see what they might link in with and work on moving forward. It was agreed that we need to ensure whatever we go forward with as a locality is manageable. A query was raised around whether LCC was represented within the Steering Group, CC advised unfortunately we no longer have a representative.</p> <p>Need to look at what NMOC means going forward as well.</p> <p>SB suggested possible use of Facebook page for INTs across Pendle, would need administering in Practices. It was suggested NS take this idea to Practice Managers Forum to see if they would administer in Practices.</p> <ul style="list-style-type: none"> • Action: CC to forward list of suggestions to DL • Action: NS will take ideas to Practice Managers Forum for their views. <p>HH raised issue around linking health and social care with Practices, CC advised an event taking place with 'Learn Live' Project linking GP Practices and local secondary schools via Video Link. CC advised event taking place on 22nd June 2017 Barnoldswick and Pendle View Medical Centres are taking part in the 'live event'.</p>	CC NS
8.0	<p>Syrian Refugee Programme Update</p> <p>In 2016 the CCG working with LCC and PBC agreed to take 10 Syrian Refugee families within Pendle locality last year through the SRP process. This year along with Burnley locality we have agreed to take 10 and 5 families respectively. Refugees will be arriving in the summer; they will predominately be based in the Yarnspinners area.</p> <p>ELMS currently hold the SLA for these families; at present unsure whether we will be asking ELMS to take the next group of families. ELMS have a GP and HCA who both speak the language which obviously is a great help when dealing with the patients. NF raised a query around her Practice having Syrian patient unsure if this is a refugee or asylum seeker.</p>	
9.0	<p>PPG Involvement</p> <p>CC advised HH and MT been PPG representatives within Pendle locality for approaching 3 years, the contract is for 2 years. CCG has therefore requested all localities to look at membership of their PPGs and go through a re-election process. CC will be writing to both HH and MT to enquire if they would still like to be involved in the process and also asking for expressions of interest from other PPG representatives, once in place the representatives will be in post for a 2 year period until the end of the current Steering Group member status. Information will go to Practices to inform PPGs within the next few weeks.</p>	
10.0	<p>Finance Report</p> <p>CC will email this out to Group and if any one has any queries CC will take back to DL for clarification.</p>	CC/JM
11.0	<p>Any Other Business</p> <p>HM provided information regarding new Midwifery contact number for Airedale.</p> <ul style="list-style-type: none"> • Action: CC will scan information and forward to Comms for adding to the Newsletter. • SB advised he is trialing IT software equipment which could possibly be used with Groups/INTs for meetings if people unable to attend meetings. If any group would like to try this contact SB and he will loan them the equipment 	CC

12.0	Date, Time & Venue of Next Meeting Thursday 27 th July 2017 12.30pm – 2.30pm, Meeting Room 1, Walshaw House	
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