

**Meeting of the Pendle Locality
Steering Group**

MINUTES

Thursday 9th November 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 Asif Garda	AG	General Practitioner	Pendle Valley Practice ELMS
Joanne Crowson	JC	Practice Manager	Colne Family Doctors
Dr Hassan Manzur	HM	General Practitioner	Barnoldswick Medical Centre
Christine Blythe	CB	Chief Officer	BPR CVS
Nigat Sultana	NS	Business Manager	Whitefield Health Care
Julie McDonald	JM	Locality Support Officer	NHS East Lancashire CCG
In Attendance			

Min No:		ACTION BY
1.0	Apologies Apologies received from Helen Hedges, Deidre Lewis, Anna Knight and Nicola Finnigan.	
2.0	Welcome & Introductions AG 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 quorate.	
4.0	Matters Arising: 7.0 Discussions took place regarding numbers attending meeting and do we need further GP, originally had agreed would have sufficient input but NF is now on maternity leave so need to look at quoracy. AG felt would be better with an additional GP within the group, HM and NS also agreed further GP was a good option. Action: CC to send out paperwork for expressions of interest for an additional GP member for the Steering Group. 8.0 Query regarding dental provision for refugees – MT had raised this issue refugees registered with Dental Practices as part of re-settlement period and have 1 st check-up after this apparently Dental Practices are turning them away if unable to speak English, CC has advised MT that this actually lies with NHS England who commission the Service and they would need to look at possibly providing language line. Dental practices not prepared to provide language line.	CC

	<p>Case Workers allocated to the refugees have issues around legal requirements with regard to translating for them. The dental issue has been raised again at Displaced Persons Meeting at the Council and it was agreed to take forward to Lancashire County Council meeting on 4th December 2017, hopefully NHS England will be attendance to take this further. CB advised that the CVS is assisting regarding ESOL lessons for the refugees.</p> <p>Action: CC will report back after meeting on 4th December 2017</p> <p>NS queried if the deadline had passed regarding additional funding for the refugees.</p> <p>Action: CC will check and advise NS in due course.</p>	<p>CC</p> <p>CC</p>
<p>5.0</p>	<p>Primary Care Network Update</p> <p>Discussions took place regarding Integrated Neighbourhood Teams and how they would link in with the Networks, CC advised that both East and West Co-ordinators are eager to work with Networks going forward, currently they are assisting in case finding within practices.</p> <p>Series of meetings have taken place around setting up the two Networks within Pendle, as a locality we are slightly behind other localities. Meeting is due to take place on the 15th November facilitated by the EU regarding going forward with the Networks. Need to work on developing relationships within networks, will have two networks in East and West using the INT footprints. NS and KP have collected the MOU signatures and submitted the paperwork by the agreed deadline to the CCG who then submitted to NHS England. CC advised things will hopefully move forward from the Workshop on the 15th, presentations are being provided by NHSE, Dr Mark Spencer GP from Fleetwood who is Transformation Lead, Damien Riley and Catriona Logan from ELHT, Peter Higgins from the LMC and Dr Mark Davies GP from Hebden Bridge who is part of Primary Care Home Development.</p>	
<p>6.0</p>	<p>Health & Well Being Partnership Board Update</p> <p>Meeting took place on 26th October it was well attended by Council, CVS, CCG, Dept. of Work & Pensions and Pendle Leisure Trust, it was opened up to Burnley Football Club in the Community and Paul France attended to present to the Board about what the Football Club are working on in the Community, they are working closely with Burnley locality as well. The Football Club has a huge following across all localities and with this in mind they are working on opening a Hub in Brierfield Mill in 2018 which will have space that can be used by our locality. CC advised very interesting discussions had taken place with PF and she is hopeful he will attend a Forum meeting in the future to discuss what schemes they undertake and how these can help within neighbourhoods going forward. CB from CVS advised they also work closely with the football club as well.</p> <p>Action: CC to invite PF from Burnley Football Club to attend a Forum in the New Year</p> <p>CC also advised around 'Learn Live' Penny Heys will be attending the next locality forum to give update. Going forward PH is working with Colne Family Doctors and Reedyford practices looking at ESA Claimants the two practices are working closely with PH 'in-house' to assist claimants back into work through advice and support getting them onto courses etc. JC advised a lady from the Job Centre attends the Practice every Friday and sits in the waiting room so patients who are on ESA can approach her to discuss any issues they have and get support going forward. It is being piloted currently only in two areas but can go wider. CB also advised that the CVS are supporting with this as well to help get patients back into work. HM advised his practice use the 'Fit for Work</p>	<p>CC</p>

	<p>Certificate' which is for patients who are in work but may need more than 4 weeks off work information can be accessed via website or telephone, attached is the link for Fit For Work website http://www.fitforwork.org/.</p> <p>CC advised that Learn Live is now trying to match High Schools with GP Practices across the patch so they can be the link for any health advice or questions around jobs or career events, HM will be the link for West Craven and possibly an email link could be used for questions to be forwarded to. Links need to be made across the locality.</p> <p>CB provided an update for the group around what is happening within the CVS for our locality, they are delivering the community grants programme, Pendle has monies still available this year approximately £15,000 and discussions to take place regarding this. Community Connectors Programme (formerly Navigators) support has been increased this year in Pendle with additional funding this has meant x2 20 hour workers instead of x1 and as a result increased referrals to 28 from GPs in Pendle, the process involves matching the patient with an appropriate volunteer as part of the programme (do not have enough volunteers in Pendle at the moment and they also need training up). CB advised around a number of other schemes taking place in the locality i.e. Young Carers Support Scheme (there is also a waiting list for this across all localities), Car Volunteering Scheme for people who cannot use public transport, ESOL for Syrian Refugees.</p>	
7.0	<p>Patient Partners Update</p> <p>CC expressed thanks to both Mary Thomas and Helen Hedges for being part of Pendle locality for the last 3 years. Two new patient representatives have been appointed after informal interviews, Christopher Nolan Pendle East and Mohammad Hanif for Pendle West who will take up their roles on 1st December 2017.</p>	
8.0	<p>Finance Update</p> <p>DL provided the September Financial Report – HM queried around the Commissioning/Community 'on plan' is this around General Practices?</p> <p>Action: CC will ask DL for more information and narrative around the Report</p> <p>AG advised biggest challenge is QIPP which we have failed to realise. QIPP savings are the main discussions currently at Senior Clinicians meetings and how we can make savings going forward.</p> <p>Action: Locality Profile & Menu of Opportunities</p>	<p>CC</p> <p>AG</p>
9.0	<p>Practice Manager Update</p> <p>NS gave an update around issues within locality from Practice Manager meeting.</p> <ul style="list-style-type: none"> • LMC and NHSE working to resolve issues around GP Pensions, nationwide problem which have been on-going for a number of years. • Chris Robinson Lead CQC Inspector for East Lancashire attended Practice Manager meeting to update, portal being changed where you register. Inspections will take place every 3-5 years. April 2018 Table Top web based Template which each practice will need to complete initially will take approximately 6 hours but once completed will only need minimal annual updates/amendments. • Contracts – CCG still waiting Cahill Formula still not sorted, Andy Lavery working on behalf of Primary Care around the Enhanced Service once 	

	<p>sorted then being piloted in a couple of Practices</p> <ul style="list-style-type: none"> • Care Navigation part of NMOC 8x8 service, frontline staff have been having Care Navigation training and then be able to signpost patients to the right service in order to reduce GP and Nurse appointments, Pendle training will be undertaken in January 2018. LC attending Locality Forum to discuss the Scheme. <p>Action: Ask Primary Care if Care Navigation is being evaluated</p> <ul style="list-style-type: none"> • Quality Framework discussions have taken place; Practice Managers need to be part of Task & Finish Group next year when putting Framework together. It was agreed at East Lancashire Practice Manager meeting that Pauline Aspinall and Nigat would sit on the group next year. 	CC
10.0	<p>Date, Time & Venue of Next Meeting Thursday 11th January 2018 12:30 –14:30pm, Meeting Room 1, Walshaw House</p>	