

**MEETING:** Governing Body

**Item Number:** 12.1

**DATE:** 28<sup>th</sup> October 2014

<b>REPORT TITLE:</b>	<b>Chairperson's Report for Atherleigh Locality</b>
<b>CORPORATE OBJECTIVE ADDRESSED:</b>	<b>Function as an effective commissioning organisation that puts patients first</b>
<b>REPORT AUTHOR:</b>	<b>Dr Deepak Trivedi</b>
<b>PRESENTED BY:</b>	<b>Dr Deepak Trivedi</b>
<b>RECOMMENDATIONS/DECISION REQUIRED:</b>	<b>For information</b>
<p><b>EXECUTIVE SUMMARY</b></p> <p>This report provides an overview of activity within the Atherleigh Locality. The report provides a summary of the Locality meetings that have taken place within Atherleigh for the period September 2014. The report also highlights any issues that have been raised by member practices during this period.</p>	
<b>FURTHER ACTION REQUIRED:</b>	<b>N/A</b>
<p><b>EQUALITY AND DIVERSITY:</b> Confirmed that any changes to service or procedure introduced as a result of this report do not impact adversely on any of the protected groups covered by the Equality Act 2010.</p>	

**CHAIRPERSON'S REPORT**

<b>Chairperson's Name</b>	Dr Deepak Trivedi
<b>Committee Name</b>	Atherleigh Locality meetings
<b>Date of Meetings</b>	September 2014
<b>Name of Receiving Committee</b>	Governing Body
<b>Date of Receiving Committee Meeting</b>	28 <sup>th</sup> October 2014
<b>Officer Lead</b>	Diane Nicholls

<i>The top 3 risks identified during the meeting &amp; initials of lead with designated responsibility</i>		
1.		
2.		
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<b>Attendance at the meetings<sup>#</sup>:</b>	Excellent
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<b><i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i></b>	Yes
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<b>Narrative report outlining the key issues of the activities</b>
<p><b><u>GP Forum</u></b></p> <p>Atherleigh member practices met on the 19<sup>th</sup> September 2014 through the GP Forum. The meeting was well attended and the following topics were covered on the agenda:</p> <p><b><u>SCEOS Peer Reviews</u></b></p> <p>Wayne Saunders and Julie Ashurst from Wigan Borough Clinical Commissioning Group attended the meeting in order to outline the process for the forthcoming Outpatient Referral and Finance Peer reviews. Forum members were advised that the purpose of the Referral Peer Reviews was to understand variations in referrals, share best practice and make recommendations for pathway redesign and service delivery models.</p> <p>Members agreed to focus their peer reviews on the top three GP first referral outpatient specialities - ENT, Dermatology and T&amp;O.</p> <p>Practice profiles of A&amp;E Attendance per 1,000 population were shared at the meeting. The</p>

<sup>#</sup> **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

data will be reviewed by practices in advance of the peer reviews in order to inform a discussion about improving primary care access and reducing A&E attendance.

The Patient Focus Peer Review Meetings will take place on two dates, the 16<sup>th</sup> October 2014 at Old Henry Street Practice and the 24<sup>th</sup> October 2014 at Leigh Sports Village.

Practices were advised that they would be sent data for 5 patients where secondary care activity levels were high. Members were asked to review these patients and make comments and recommendations on the patient pathway. Whilst reviewing the patient journey, practices were also asked to undertake an audit of discharge letters to understand if any improvement needs to be made and if practices are receiving the information they need to effectively manage the patient.

### Prescribing Update

James Kershaw, Prescribing Lead for Atherleigh provided an update for members and information was shared in respect of:

- Rivaroxaban
- Lodenafil
- New COPD Licence for Fostair
- Draft shared protocol for Lithium
- New law for driving under the influence of certain drugs

James was thanked for his contribution as Prescribing Lead as it was noted that it would be his final GP Forum meeting. James will be taking up a position with a practice in Salford in October.

### Practice Managers Forum

The Practice Managers Forum was held on the 11<sup>th</sup> September 2014 and the meeting was well attended.

A representative from the Care Quality Commission (CQC) attended the meeting to give an update on changes to their current processes for undertaking inspections and to answer practices queries. Practices were advised that the CQC would notify Clinical Commissioning Groups one month in advance of a visit to the borough and practices would receive 2 weeks' notice.

### Operations Group

The Atherleigh- Patient Focus Operations Group met on the 16<sup>th</sup> September. Atherleigh representation at the meeting included the Dr Deepak Trivedi, Sahra Kay, Delia Clarke and Claire Roberts. The meeting covered a number of issues including:

- Feedback from the Practice Nurse Forum and discussions about access to training for Practice Nurses
- An update on Locally Commissioned Services
- Peer Review process
- Master Class update from Dr Trivedi
- Reports from Practice Managers Forum
- Patient engagement and PPG update
- Planning for future GP Forum meetings

**Patient Participation Group**

The Patient Participation Group took place on the 25<sup>th</sup> September 2014 and had good representation from Atherleigh PPGs.

Carol Sankey from the Think Ahead Stroke Group attended the meeting and provided information about the organisation. The Charity provides information, advice, support and education for stroke survivors and their carers together with opportunities for social interaction and peer support.

At the meeting, Practice PPG updates were received from Hawkley Brook Medical Practice and Marus Bridge Practice.

Primary Care Access was the agreed topic for discussion at the October themed meeting.

**Other Meetings and Activities**

Appointment of Prescribing Lead

Dr Weerasekara formally accepted the role of Prescribing Lead for Atherleigh.

Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Chairperson's Additional Comments	

**MEETING:** Governing Body

**Item Number:** 12.2

**DATE:** 28<sup>th</sup> October 2014

<b>REPORT TITLE:</b>	<b>Chairperson's Report for Patient Focus Executive Locality</b>
<b>CORPORATE OBJECTIVE ADDRESSED:</b>	<b>Function as an effective commissioning organisation that puts patients first</b>
<b>REPORT AUTHOR:</b>	<b>Dr Mohan Kumar</b>
<b>PRESENTED BY:</b>	<b>Dr Mohan Kumar</b>
<b>RECOMMENDATIONS/DECISION REQUIRED:</b>	<b>For information</b>
<p><b>EXECUTIVE SUMMARY</b></p> <p>This report provides an overview of activity within the Patient Focus Locality. The report provides a summary of all the Locality meetings that have taken place within Patient Focus for the period September 2014. The report also highlights any issues that have been raised by member practices during this period.</p>	
<b>FURTHER ACTION REQUIRED:</b>	<b>N/A</b>
<p><b>EQUALITY AND DIVERSITY:</b> Confirmed that any changes to service or procedure introduced as a result of this report do not impact adversely on any of the protected groups covered by the Equality Act 2010.</p>	

**CHAIRPERSON'S REPORT**

<b>Chairperson's Name</b>	Dr Mohan Kumar
<b>Committee Name</b>	Patient Focus Executive
<b>Date of Meeting</b>	August 2014
<b>Name of Receiving Committee</b>	Governing Body
<b>Date of Receiving Committee Meeting</b>	28 <sup>th</sup> October 2014
<b>Officer Lead</b>	Laura Crank

<b><i>The top 3 risks identified during the meeting &amp; initials of lead with designated responsibility</i></b>		
1.		
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<b>Attendance at the meetings<sup>#</sup>:</b>	Excellent
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<b><i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i></b>	Yes
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<b>Narrative report outlining the key issues of the activities</b>
<p><b><u>GP Forum</u></b></p> <p>Members of the GP Forum met on the 19<sup>th</sup> September 2014. The meeting was well attended and the following topics were covered on the agenda:</p> <p><u>SCEOS Peer Reviews</u></p> <p>Wayne Saunders and Julie Ashurst from Wigan Borough Clinical Commissioning Group presented to the Forum and outlined the purpose of the SCEOS Peer Reviews, the proposals on how the reviews would be conducted and the information and support that would be available to practices. The Forum was advised that the purpose of the SCEOS Peer Reviews was to identify pathway problems and share best practice.</p> <p>Financial element – It was reported that data for 5 patients where the patient journey has been high in activity or complex would be provided to each individual practice for review. Practices can supplement this through their own patient data. Practices were asked to highlight any areas where the journey could have been improved by an intervention at any point in the health economy. Whilst reviewing the patient journey practices were also asked to undertake an audit of discharge letters to understand if any improvement needs</p>

<sup>#</sup> **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

to be made and if practices are receiving the information they need to effectively manage the patient.

Referrals – Practice profiles of the top three GP first referral outpatient specialities were received at the meeting. The Forum agreed the top three GP first referral outpatient specialities - ENT, Dermatology and T&O.

A&E Attendances – practice profiles of A&E Attendance per 1,000 population were received at the meeting.

Practices were given templates to complete in advance of the Peer Review Meetings using the data that was issued and their own practice systems.

The Patient Focus Peer Review Meetings will take place on two dates, the 16<sup>th</sup> October 2014 at Old Henry Street Practice and the 24<sup>th</sup> October 2014 at Leigh Sports Village.

### Prescribing Update

The Forum received a Prescribing Update from James Kershaw, Prescribing Lead and information was shared in respect of:

- Rivaroxaban
- Lodenafil
- New COPD Licence for Fostair
- Draft shared protocol for Lithium
- New law for driving under the influence of certain drugs

### Practice Managers Forum

The Practice Managers Forum was held on the 11<sup>th</sup> September 2014 and the meeting was well attended.

A representative from the Care Quality Commission (CQC) attended the meeting to give an update on changes to their current processes for undertaking inspections and to answer practices queries. Practices were advised that the CQC would notify Clinical Commissioning Groups one month in advance of a visit to the borough and practices would receive 2 weeks' notice.

### Patient Participation Group

The Patient Participation Group took place on the 25<sup>th</sup> September 2014 and was well attended.

Carol Sankey from the Think Ahead Stroke Group presented to the PPG members and advised that the Group supports Stroke Survivors, their families and carers across Wigan and Leigh to improve the quality of their lives and to help reduce social isolation following a stroke. The Charity provides information, advice, support and education together with opportunities for interaction with other members by organising trips and social activities.

At the meeting, Practice PPG updates were received from Hawkley Brook Medical Practice and Marus Bridge Practice.

<p>Primary Care Access was the agreed topic for discussion at the October themed meeting.</p> <p><b><u>Other Meetings and Activities</u></b></p> <p><u>Appointment of Prescribing Lead</u></p> <p>Dr Sunil Kumar formally accepted the role of Prescribing Lead for Patient Focus.</p>	
Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Chairperson's Additional Comments	

**MEETING:** Governing Body

**Item Number:** 12.3

**DATE:** 28<sup>th</sup> October 2014

<b>REPORT TITLE:</b>	<b>TABA LOCALITY EXECUTIVE GROUP REPORT (September 2014)</b>
<b>CORPORATE OBJECTIVE ADDRESSED:</b>	<b>Function as an effective commissioning organisation that puts patients first.</b>
<b>REPORT AUTHOR:</b>	<b>Dr Ashok Atrey</b>
<b>PRESENTED BY:</b>	<b>Dr Ashok Atrey</b>
<b>RECOMMENDATIONS/DECISION REQUIRED:</b>	<b>None</b>
<b>EXECUTIVE SUMMARY</b>	
<p><b>This report provides an overview of activity within TABA locality in September 2014</b></p>	
<b>FURTHER ACTION REQUIRED:</b>	<b>None</b>
<p><b>EQUALITY AND DIVERSITY:</b> Confirmed that any changes to service or procedure introduced as a result of this report do not impact adversely on any of the protected groups covered by the Equality Act 2010.</p>	

**CHAIRPERSON'S REPORT**

<b>Chairperson's Name</b>	Dr Ashok Atrey
<b>Committee Name</b>	TABA Locality Executive Meeting
<b>Date of Meeting</b>	
<b>Name of Receiving Committee</b>	Governing Body
<b>Date of Receiving Committee Meeting</b>	28 <sup>th</sup> October 2014
<b>Officer Lead</b>	Stephen Green (Locality Executive Support Officer)

<i><b>The top 3 risks identified during the meeting &amp; initials of lead with designated responsibility</b></i>	
1.	
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<b>Attendance at the meeting<sup>#</sup>:</b>	Excellent
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<b><i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i></b>	Yes
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<b>Narrative report outlining the key issues of the meeting</b>
<p><b><u>TABA GP Locality Meeting</u></b></p> <p>This meeting was cancelled due to the Referral / Financial Peer Reviews.</p> <p><b><u>CCG Annual General Meeting</u></b></p> <p>This event was well attended by both GPs and Practice Managers from the TABA Locality.</p> <p><b><u>ULC &amp; TABA Referral / Financial Peer Reviews – Scene Setting</u></b></p> <p>The peer review session on 16<sup>th</sup> September gave an overview of the data and process to GPs and Practice Managers – it was well attended. Some changes were made to the process to reflect the feedback from practices.</p>

<sup>#</sup> **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

**RAIDR Training**

Practice Managers will have training on the 15<sup>th</sup> October to support them.

**TABA Practice Managers Meeting**

This meeting was cancelled due to the Referral / Financial Peer Reviews.

Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s

Chairperson's Additional Comments

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**MEETING:** Governing Body

**Item Number:** 12.6

**DATE:** 28<sup>th</sup> October 2014

<b>REPORT TITLE:</b>	<b>ULC LOCALITY EXECUTIVE GROUP REPORT (August 2014)</b>
<b>CORPORATE OBJECTIVE ADDRESSED:</b>	<b>Function as an effective commissioning organisation that puts patients first.</b>
<b>REPORT AUTHOR:</b>	<b>Dr Sanjay Wahie</b>
<b>PRESENTED BY:</b>	<b>Dr Sanjay Wahie</b>
<b>RECOMMENDATIONS/DECISION REQUIRED:</b>	<b>None</b>
<b>EXECUTIVE SUMMARY</b>	
<p><b>This report provides an overview of activity within ULC locality in September 2014</b></p>	
<b>FURTHER ACTION REQUIRED:</b>	
<p><b>EQUALITY AND DIVERSITY:</b> Confirmed that any changes to service or procedure introduced as a result of this report do not impact adversely on any of the protected groups covered by the Equality Act 2010.</p>	

**CHAIRPERSON'S REPORT**

<b>Chairperson's Name</b>	Dr Sanjay Wahie
<b>Committee Name</b>	ULC Locality Executive Meeting
<b>Date of Meeting</b>	
<b>Name of Receiving Committee</b>	Governing Body
<b>Date of Receiving Committee Meeting</b>	28 <sup>th</sup> October 2014
<b>Officer Lead</b>	Gillian Gittins (Locality Executive Support Officer)

<b><i>The top 3 risks identified during the meeting &amp; initials of lead with designated responsibility</i></b>		
1.		
2.		
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<b>Attendance at the meeting<sup>#</sup>:</b>	Excellent
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<b><i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i></b>	Yes
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<b>Narrative report outlining the key issues of the meeting</b>
<p><b><u>ULC GP Locality Meeting</u></b></p> <p>This meeting was cancelled due to the Referral / Financial Peer Reviews.</p> <p><b><u>CCG Annual General Meeting</u></b></p> <p>This event was well attended by both GPs and Practice Managers from the ULC Locality.</p> <p><b><u>ULC &amp; TABA Referral / Financial Peer Reviews – Scene Setting</u></b></p> <p>The peer review session on 16<sup>th</sup> September gave an overview of the data and process to GPs and Practice Managers – it was well attended. Some changes were made to the process to reflect the feedback from practices.</p>

<sup>#</sup> **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

### **RAIDR Training**

Practice Managers will have training on the 15<sup>th</sup> October to support them.

### **ULC Practice Managers Meeting**

ULC Practice Managers met on the 9<sup>th</sup> September 2014. The meeting was well attended and the following key issues were covered:

#### **Avoiding Unplanned Admissions Enhanced Service**

Practice Managers felt that some guidance / flow charts for the practices would help them through the process of completing care plans. Three Practice Managers agreed to work on this and will distribute to all the ULC practices.

#### **Friends and Family Test**

The guidance from the BMA and NHS England was discussed.

As part of the contract, practices will need report on patient experience. This has to be report back to NHS England and have to be published via a website.

NHS England is attending a meeting with lead practice managers on the 1<sup>st</sup> October to discuss the Friends and Family Test.

#### **Primary Care Education**

The lead Practice Manager informed the group that she attended a meeting last week on education. NHS England will be bringing out a standard training for every GP practice, including on subjects such as Equality and Diversity. Moving and Handling and Safeguarding.

### **Locality Patient Participation Group Meeting**

The locality PPG met on the 11<sup>th</sup> September.

Alison Griffin from Wigan Leisure Culture Trust presented to talk about setting up health walks from GP Surgeries.

The group then had discussion around Winter Investment. GG gave brief update on the summary of winter investment decisions.

The discussions around the table were positive and another PPG meeting has been

arranged for 16<sup>th</sup> October to discuss the 'Choose Well Campaign'.

<b>Agreed actions from the Meeting</b>	<b>Name of lead with designated responsibility for the action/s</b>

**Chairperson's Additional Comments**