

MEETING: Governing Body

Item Number: 11.1

DATE: 27th January 2015

REPORT TITLE:	Chairperson's Report for Atherleigh Locality
CORPORATE OBJECTIVE ADDRESSED:	Function as an effective commissioning organisation that puts patients first
REPORT AUTHOR:	Dr Deepak Trivedi
PRESENTED BY:	Dr Deepak Trivedi
RECOMMENDATIONS/DECISION REQUIRED:	For information
<p>EXECUTIVE SUMMARY</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 December 2014. The report also highlights any issues that have been raised by member practices during this period.</p>	
FURTHER ACTION REQUIRED:	N/A
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr Deepak Trivedi
Committee Name	Atherleigh Locality meetings
Date of Meetings	December
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Diane Nicholls

<i>The top 3 risks identified during the meeting & initials of lead with designated responsibility</i>		
1.		
2.		
3.		

Attendance at the meetings[#]:	Excellent
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	Yes
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Narrative report outlining the key issues of the activities
<p><u>GP Forum</u></p> <p>The GP Forum was cancelled for December as member practices were required under SCEOS to attend a Quality Peer Review. There was three held in December and a further one will be held in February 2015.</p> <p><u>Practice Manager's Forum</u></p> <p>The Practice Managers Forum was held on the 11th December 2014 and the meeting was well attended. The following areas were covered:</p> <p><u>Patchwork</u></p> <p>Paul Whitemoss from Wigan Council attended to demonstrate the Patchwork System which went live on the 24th November 2014. Feedback was sought from Managers and the key highlights were:</p> <ul style="list-style-type: none"> • Community Connectors would be hungry users of a well-populated Patchwork System • Managers raised concerns around IG/confidentiality <p>It was agreed that an acceptable first step would be for practices to receive clear guidance and assurance in respect of IG and confidentiality.</p>

[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

Trim Down Shape Up

Jason Bonney attended the meeting to update the group on services offered in respect of Trim Down Shape Up:

- Trim Down Shape Up is one part of Wigan Council's Lose Weight Feel Great Pathway
- Specifically for men over 18 years old
- Need to have a BMI of 25 – 39.9
- 12 week programme of fun physical activity and nutrition advice
- Aim is to lose at least 5% of their body weight

Patient Participation Group

The Locality Patient Participation Group was held on the 18th December 2014 and the following areas were covered:

Presentation from Choose and Book

Unfortunately, this item was deferred again due to the Manager being unable to attend. Members of the Group expressed their dissatisfaction and felt it was a mark of disrespect to patients. Attempts will be made to gain attendance for a future meeting.

Training for PPGs

Information was shared with members of a proposal to hold 2 half day sessions for patients and Practice Managers. Suggestions for topics were:

- Effective chairing
- Agenda setting
- Building relationships
- Building knowledge
- Websites
- Communication
- How to produce an effective Newsletter
- Interactive sessions
- Marketing / advertising

Market Research

Members were informed that a professional market research agency had been employed to undertake research on GP access.

Community Connector

Diane Nicholls gave an update on the Community Connector / Peer Support Pilot which is happening within 2 Clusters (one in Wigan and one in Leigh) from now until the end of March 2015.

A draft leaflet was presented to members of the group for their comments / feedback.

Comments / Feedback:

- Leaflet needs to be A4 but folded into 3 to look like a booklet
- Felt the content was good

<u>Other Meetings and Activities</u>	
<ul style="list-style-type: none"> Further meetings held with the Pilot Practices and Community Connectors. Will go Live week beginning 5th January 2015. 	
Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Chairperson's Additional Comments	

MEETING: Governing Body

Item Number: 11.2

DATE: 27th January 2015

REPORT TITLE:	Chairperson's Report for Patient Focus Locality
CORPORATE OBJECTIVE ADDRESSED:	Function as an effective commissioning organisation that puts patients first
REPORT AUTHOR:	Dr Mohan Kumar
PRESENTED BY:	Dr Mohan Kumar
RECOMMENDATIONS/DECISION REQUIRED:	For information
<p>EXECUTIVE SUMMARY</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 December 2014. The report also highlights any issues that have been raised by member practices during this period.</p>	
FURTHER ACTION REQUIRED:	N/A
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr Mohan Kumar
Committee Name	Patient Focus Locality meetings
Date of Meetings	December
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Laura Crank

<i>The top 3 risks identified during the meeting & initials of lead with designated responsibility</i>		
1.		
2.		
3.		

Attendance at the meetings[#]:	Excellent
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	Yes
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Narrative report outlining the key issues of the activities
<p><u>GP Forum</u></p> <p>The GP Forum in December 2014 was replaced by detailed Quality Peer Reviews. The Quality Peer Reviews were facilitated by the CCG's Quality Team and took place on 9th, 10th and 12th December 2014 with a further review scheduled to take place on the 10th February 2015.</p> <p><u>Practice Manager's Forum</u></p> <p>The Practice Managers Forum was held on the 11th December 2014 and was well attended. The key highlights were:</p> <ul style="list-style-type: none"> • Paul Whitemoss from Wigan Council attended the Forum to demonstrate the Patchwork System, which went live on the 24th November 2014. Feedback was sought from the Managers who advised that a well-populated system would be useful for the Community Connectors. Managers raised concerns around IG and confidentiality and it was agreed that clear guidance and assurance be provided. • Jason Bonney presented Trim Down Shape Up to the Forum, which is one part of Wigan

[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

Council's Lose Weight Feel Great Pathway. Jason advised that services are offered to men over 18 years old and with a BMI of 25 – 39.9. The 12 week programmes gives users an opportunity to lose at least 5% of their body weight.

Patient Participation Group

The Locality Patient Participation Group was held on the 18th December 2014. The key highlights were:

- Members of the group expressed their dissatisfaction in respect of the Choose and Book presentation, which was deferred for a second time due to the Manager being unable to attend. It was agreed that attempts be made to secure a slot for this subject at a future meeting.
- Information was shared in respect of training for PPGs and the proposal to hold 2 half day sessions for patients and Practice Managers. Suggested for topics were sought and the following were noted:
 - Effective Chairing
 - Agenda Setting
 - Building Relationships
 - Websites
 - Communication
 - How to produce an effective Newsletter
 - Interactive Sessions
 - Marketing / Advertising
- An update was given on the Community Connector / Peer Support Pilot. The Pilot will run January to end of March and services will be provided within 2 Clusters, one in Wigan and one Leigh. Feedback was sought on the draft Patient Leaflet and the group felt that the content was suffice but that the layout should be amended to a 3 fold leaflet.

Other Meetings and Activities

- A schedule of Practice Visits is being established for 2015.

Agreed actions from the Meeting	Name of lead with designated responsibility for the action/s
Ongoing discussions around T&O referrals	Clinical Lead/ AD
Primary Care Standards	Clinical Lead/AD
Chairperson's Additional Comments	

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MEETING: Governing Body

Item Number: 11.3

DATE: 27th January 2015

REPORT TITLE:	TABA LOCALITY EXECUTIVE GROUP REPORT (December 2014)
CORPORATE OBJECTIVE ADDRESSED:	Function as an effective commissioning organisation that puts patients first.
REPORT AUTHOR:	Dr Ashok Atrey
PRESENTED BY:	Dr Ashok Atrey
RECOMMENDATIONS/DECISION REQUIRED:	None
EXECUTIVE SUMMARY	
<p>This report provides an overview of activity within TABA locality in December 2014</p>	
FURTHER ACTION REQUIRED:	None
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr Ashok Atrey
Committee Name	TABA Locality Executive Meeting
Date of Meeting	
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Paul Lynch (Assistant Director) Stephen Green (Locality Executive Support Officer)

<i>The top 3 risks identified during the meeting & initials of lead with designated responsibility</i>	
1.	
2.	
3.	

Attendance at the meeting[#]:	
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	
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Narrative report outlining the key issues of the meeting
<p><u>TABA GP Locality Meeting</u></p> <p>The meeting was cancelled due to December's Governing Body Meeting being held on 16th December.</p> <p><u>TABA Practice Managers Meeting</u></p> <p>All practice Managers were reminded that the Quality Peer Review is scheduled to take place on Wednesday, 21st January 2015 at Leigh Sports Village.</p> <p>All were reminded that the Care Plan Reviews need to be completed by 31st December 2014.</p> <p>A discussion took place around co-commissioning. All were informed that the final decision for which option to choose will be made by the governing body on 16th December 2014.</p> <p>Practice Managers carried out an audit for Holiday Immunisations, 8 out of 13 practices replied to the audit and all present agreed to continue as they are currently doing.</p>

[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

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: 11.4

DATE: 27th January 2015

REPORT TITLE:	Chairpersons Report for Wigan Central Locality
CORPORATE OBJECTIVE ADDRESSED:	1. Supporting our population to stay healthy and live longer in all areas of the Borough.
REPORT AUTHOR:	Kate Davenport
PRESENTED BY:	Dr Tony Ellis
RECOMMENDATIONS/DECISION REQUIRED:	For Information
<p>EXECUTIVE SUMMARY</p> <p>This report provides an overview of activity within Wigan Central locality in December 2014</p>	
FURTHER ACTION REQUIRED:	NONE
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr T Ellis (PM)
Committee Name	Wigan Central Locality Committee
Date of Meeting	16 th December 2014 (cancelled)
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Kate Davenport Executive Support Officer

Attendance at the meeting[#]:	Cancelled
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	N/A
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Narrative report outlining the key issues of the meeting

GP Locality Meeting

The meeting due to be held at the Wigan Investment Centre on 16th December 2014 was cancelled.

Additional information

Further Extending Access to GP Services over 7 days in Wigan

Our locality GP practices continue to work with providers to draw up independent bids for the provision of this service. Bids are to be submitted by providers by the 16th January 2015 for CCG approval against the local framework. Martyn Kent will draw up the bid for the Prime Minister Challenge Fund which will be submitted by 16th January 2015.

Primary Care Foundation

The initial workshop is to be attended by practice managers and is scheduled to take place on 21st January 2015. There has been a positive response to this with a total of 28 practices from across the Borough signing up to the programme. Including 6 Wigan Central practices

Winter Pressures

All North & Central Wigan Practices have signed up to this Locally Commissioned Service and are now operational with extra appointments in place to ease winter pressures.

Chairperson's Additional Comments

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[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

MEETING: Governing Body

Item Number: 11.5

DATE: 27th January 2015

REPORT TITLE:	Chairpersons Report for North Wigan Locality
CORPORATE OBJECTIVE ADDRESSED:	1. Supporting our population to stay healthy and live longer in all areas of the Borough.
REPORT AUTHOR:	Matthew Cooper
PRESENTED BY:	Dr Peter Marwick
RECOMMENDATIONS/DECISION REQUIRED:	For Information
<p>EXECUTIVE SUMMARY</p> <p>This report provides an overview of activity within North Wigan locality in December 2014</p>	
FURTHER ACTION REQUIRED:	NONE
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr P Marwick (PM)
Committee Name	North Wigan Locality Committee
Date of Meeting	16 th December 2014 (cancelled)
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Matthew Cooper Executive Support Officer

Attendance at the meeting[#]:	Cancelled
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	N/A
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Narrative report outlining the key issues of the meeting

GP Locality Meeting
The meeting due to be held at Standish Medical Practice on 16th December 2014 was cancelled.

Practice Managers Meeting
The meeting due to be held at the Investment centre on 16th December 2014 was cancelled.

Additional information
Further Extending Access to GP Services over 7 days in Wigan
Our locality GP practices continue to work with providers to draw up independent bids for the provision of this service. Bids are to be submitted by providers by the 16th January 2015 for CCG approval against the local framework. Martyn Kent will draw up the bid for the Prime Minister Challenge Fund which will be submitted by 16th January 2015.

Winter Pressures
All North & Central Wigan Practices have signed up and operational with extra appointments to ease winter pressures.

Chairperson's Additional Comments

[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

MEETING: Governing Body

Item Number: 11.6

DATE: 27th January 2015

REPORT TITLE:	ULC LOCALITY EXECUTIVE GROUP REPORT (December 2014)
CORPORATE OBJECTIVE ADDRESSED:	Function as an effective commissioning organisation that puts patients first.
REPORT AUTHOR:	Dr Sanjay Wahie
PRESENTED BY:	Dr Sanjay Wahie
RECOMMENDATIONS/DECISION REQUIRED:	None
EXECUTIVE SUMMARY	
<p>This report provides an overview of activity within ULC locality in December 2014</p>	
FURTHER ACTION REQUIRED:	
<p>EQUALITY AND DIVERSITY: 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

Chairperson's Name	Dr Sanjay Wahie
Committee Name	ULC Locality Executive Meeting
Date of Meeting	
Name of Receiving Committee	Governing Body
Date of Receiving Committee Meeting	27 th January 2015
Officer Lead	Gillian Gittins (Locality Executive Support Officer)

<i>The top 3 risks identified during the meeting & initials of lead with designated responsibility</i>		
1.		
2.		
3.		

Attendance at the meeting[#]:	Excellent
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<i>Was the agenda fit for purpose and reflective of the committees Terms of Reference?</i>	Yes
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Narrative report outlining the key issues of the meeting
<p><u>ULC GP Locality Meeting</u></p> <p>This meeting was cancelled due to the clash with the CCG's Governing Body.</p> <p><u>ULC Practice Managers Meeting</u></p> <p><u>Extending Access</u> Discussion around the further extending Access to GP services over 7 days in Wigan letter and application form.</p> <p><u>Ulysses</u> Update given to the practices on the payments for inputting positive and negative messages onto the Ulysses system. GG informed that practices were awarded £250 for the first quarter, however only 4 practices have achieve payment for the second quarter and would like to encourage all practices to try and achieve the targets for quarter 3.</p>

[#] **Excellent** (well attended) **Acceptable** (some apologies) **Unacceptable** (not quorate)

Quality Peer Reviews

Peer Quality Reviews will be held on the 13th January. Session 1 will commence at 10am and Session 2 from 12.30pm, lunch will be provided at 12pm.

GG informed that due to the Peer Reviews in January, the Practice Managers meeting will be cancelled. GP locality meeting will still go ahead in January.

Wigan Live

Update given on Wigan Live which is a new dashboard to show the status of health and social care services across the borough of Wigan. The dashboard being developed to give a single view of service status and information to support all staff to clearly see where pressures lie within the system.

New Nurses

KB asked practices to contact Helen Cooper at the CCG of any new nurses that at their practices, so that Helen can be include them on the Nurse Forum distribution list.

Nurse Forum

KB also asked if a CQC speaker could attend the Nurse Forum, so that they can inform nurses what the CQC visit entails. Also more formalise approach around appraisals. GG to feedback information to Helen Cooper.

ULC Lead Practice Manager

JC updated the group on her position of lead practice manager. JC informed that as of 31st March, she will be stepping down as lead Practice Manager for ULC and it is vital that someone to be the voice of ULC practice managers at locality meetings.

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

Chairperson's Additional Comments

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