

**WIGAN BOROUGH CLINICAL COMMISSIONING GROUP
GOVERNING BODY - OPEN MEETING**

Tuesday, 24 March 2015 1.30 pm

Wigan Borough CCG Boardroom - Wigan Life Centre

AGENDA

Agenda Item		Time	Presenter	Pages/ Verbal	Action Required
1.	Chairman's Welcome	1.30 pm	Tim Dalton		
2.	Apologies for Absence		Tim Dalton		Record
3.	Declarations of Interest		All		Record
4.	Minutes of Previous Wigan Borough Clinical Commissioning Group Governing Body Meeting held on Tuesday 24 February 2015		Tim Dalton	1 16	Approve
5.	Actions/Decisions Log from Previous Wigan Borough Clinical Commissioning Group Governing Body Meeting		Tim Dalton	17 18	Approve
6.	Questions from Members of the Public				
7.	Key Messages	1.40 pm			

	7.1	Chair's Key Messages		Tim Dalton		Information
	7.2	Chief Officer's Key Messages		Trish Anderson		Information
8.	New Business Items		1.55 pm			
	8.1	Operational Plan 2015/16 - Final		Julie Southworth	To Follow	Approve
	8.2	Financial Plan 2015/16		Mike Tate	19 - 60	Receive
	8.3	QIPP Plan 2015/16		Mike Tate	61 - 82	Receive
	8.4	GM Devolution Memorandum of Understanding		Trish Anderson	83 - 102	Receive
9.	Current Business Items					
	9.1	Association Governing Group meeting Summary Notes March 2015		Trish Anderson	103 - 110	Receive
	9.2	Corporate Report		Mike Tate	111 - 172	Receive
	9.3	Healthier Together Update		Tim Dalton/Trish Anderson	Verbal Report	Update
10.	Governing Body Committee Updates					
	10.1	Healthier Together Committee in Common		Tim Dalton	173 - 182	Receive
	10.2	Chairperson's Report - Audit Committee		Maurice Smith		No meeting
	10.3	Chairperson's Report - Clinical Governance Committee		Ashok Atrey	183 - 188	Approve
	10.4	Chairperson's Report - Corporate Governance Committee		Tony Ellis		No meeting
	10.5	Chairperson's Report - Finance and Performance Committee		Mohan Kumar	189 - 194	Approve
	10.6	Chairperson's Report - Service design and Implementation Committee		Peter Marwick	195 - 198	Approve
11.	Locality Executive Updates					
	11.1	Atherleigh - February 2015		Deepak Trivedi	199 - 208	Receive
	11.2	Patient Focus - February 2015		Mohan Kumar	209 - 216	Receive
	11.3	Tyldesley Atherton Boothstown Astley - February 2015		Ashok Atrey	217 - 224	Receive

	11.4	Wigan Central - February 2015		Tony Ellis	225 - 228	Receive
	11.5	North Wigan - February 2015		Peter Marwick	229 - 232	Receive
	11.6	United League Collaborative - February 2015		Sanjay Wahie	233 - 240	Receive
12.	Any Other Business To be accepted at the Chairman's discretion					
13.	Date and time of next meeting					
	Tuesday 28 April at 13.30 in Room 17, Wigan Life Centre					

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OPEN MEETING (Unratified)

**Meeting of Wigan Borough Clinical Commissioning Group (WBCCG) Governing Body
Held on Tuesday 24 February 2015 at 1.30pm in Meeting Room 17, Wigan Life Centre**

Present:

Dr Tim Dalton, Chair (TD)

Trish Anderson, Chief Officer (TA)

Frank Costello, Deputy Chair and Lay Member (FC)

Julie Southworth, Director of Quality and Safety (JS)

Mike Tate, Chief Finance Officer (MT)

Dr Tony Ellis, Clinical Lead for Wigan Central (TE)

Dr Mohan Kumar, Clinical Lead for Patient Focus

Dr Pete Marwick, Clinical Lead for Wigan North (PM)

Dr Ashok Atrey, Clinical Lead for TABA (AA)

Dr Deepak Trivedi, Clinical Lead for Atherleigh (DT)

Sanjay Wahie, Clinical Lead for United League Collaborative (SW)

Helen Meredith – Nurse Governing Body Member

Dr Gary Cook, Secondary Care Consultant Governing Body Member

In Attendance:

Tim Collins, Assistant Director of Governance (TC)

Angela Cullen, Executive Assistant to Chief Officer - Minute Taker (AC)

Alexia Mitton, Head of Communications (AM)

	AGENDA	ACTION
1.	Chairman's Welcome	
	<p>The Chairman opened the meeting at 1.30pm formally welcoming all attendees and members of the public to the February meeting of the Wigan Borough Clinical Commissioning Group Governing Body meeting.</p> <p>8 members of the public were present.</p>	
2.	Apologies for Absence	Record
	<ul style="list-style-type: none"> • Canon Maurice Smith – Lay Member (MS), until 4.10pm 	
3.	Declarations of Interest	Record
	<p>Other than the previously recorded declarations of interest there were no additional declarations of interest for any items on this agenda.</p> <p>The Chairman reminded Governing Body members that apart from the standing declarations of interest individuals must declare any interest that they have, in relation to a decision to be made in the exercise of the commissioning functions of Wigan Borough Clinical Commissioning</p>	

	Group (WBCCG) in writing to the Governing Body, as soon as they are aware of it and in any event no later than 28 days after becoming aware. Where an individual is unable to provide a declaration in writing, for example, if a conflict becomes apparent in the course of a meeting, they will make an oral declaration before witnesses, and provide a written declaration as soon as possible thereafter.	
4.	Minutes from the Previous Wigan Borough Clinical Commissioning Group Governing Body Meeting held on 27 January 2015	Approve
	The minutes of the previous meeting were agreed as a true and accurate record, subsequently approved and signed by the Chair.	
5.	Actions/Decisions Log from Previous Wigan Borough Clinical Commissioning Group Governing Body Meetings	Approve
	- -	
6.	Questions From Members of the Public	
7.	Key Messages	Receive
	7.1 / 7.2	

		<p>Learning Disabilities Report</p> <ul style="list-style-type: none"> • NHS England along with partners has published a 'Transforming Care – Next Steps' report that sets out a cross-system programme to transform services for people with learning disabilities and/or autism. • The report represents the latest stage in responding to the recommendations of 'Winterbourne View – Time for Change'. <p>Kings Fund Workshop</p> <ul style="list-style-type: none"> • The Wigan Health economy is one of four Integrated Care Pioneer Communities supported by the Kings Fund. • A team from Wigan attended a focussed workshop on care for the frail and elderly last week. • As part of the programme a 'dragons den' type session challenged the economies to develop an innovative idea. <p>The Wigan team won the competition with their CHIL Scheme: Care Home Integrated Liaison Scheme.</p> <p><u>Regional</u></p> <p>Association of GM CCGs</p> <ul style="list-style-type: none"> • The Association of GM CCGs met on the 3rd February 2015. Notes of the meeting are attached as item 9.1 on the agenda. <p>North West Sector Programme Board</p> <ul style="list-style-type: none"> • As part of the response to the Healthier Together consultation the 3 Acute Trusts of Salford, Bolton and Wigan are working together to look at development of a joint response for the delivery of the standards of care outlined in the Healthier Together consultation. • The work is overseen by a North West Programme Board. • The chair and Chief Officer attended a review of progress meeting in Bolton last week. <p>The Trusts are making good progress in reaching agreement on proposed models of care.</p>	
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		<p><u>Local</u></p> <p>LIFT Co (Foundation for Life) Strategic Planning Day</p> <ul style="list-style-type: none"> • The Chief Officer along with colleagues from CCGs in Bolton and East Lancashire attended a strategic planning event for the future of the LIFT Company in the role of Public Sector Director. • The session focused on the opportunity for the LIFT Co (F.F.L.) to review and refresh its focus given that we are approaching in some instances the half way mark of a 25 year arrangement. • The session explained the potential for the LIFT Co to support and enable CCG plans for primary care development in greater delivery of care closer to home. <p>Resolved:</p> <p>1. The Governing Body received and noted the reports.</p>	
8.	New Business Items		
	8.1		Approve

		<p>Objective 2: Support VCS organisations to become effective partners in the provision of services which deliver better health outcomes for people across Wigan Borough.</p> <p>Objective 3: Work with the VCS to improve the way the CCG listens to and responds to the voices of different communities and population groups, in particular those who are marginalised.</p> <p>There is an acknowledgement that CCG plans need to align with and complement approaches to VCS working in other parts of the health and social care economy, including those of Wigan Council.</p> <p>FC invited contributions from John McCardle (JM), Chief Officer Age UK Wigan and Roger March (RM), Alzheimers Society.</p> <p>JM thanked the CCG for the time and energy expended upon this strategy. JM added that VCS organisations are already investing resources and delivering around the borough, the next steps are to build upon this and entrench this into our joint working. Work is already being undertaken to shape themselves into business units with Consortia being one of the models sited.</p> <p>RM confirmed that the preventative agenda works although it can be difficult to prove at times. The Alzheimers Society is actively involved in the agenda to prevent crisis.</p> <p>The Governing Body welcomed the report noting:</p> <ul style="list-style-type: none"> • The sector employed an estimated 1,500 full time equivalent paid staff in 2012-13 and engages over 30,000 volunteers who contribute an estimated 85,800 hours of their own time each week. • Assistance to increase the capacity of the VCS to respond to tenders for business. • It would be helpful to have a map of the vast number of VCS organisations available to assist the CCG when making commissioning intentions. • There will be the opportunity for involvement with service/ pathway redesign as we go forward with a focus on more tangible results. 	
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			FC
	8.2	-	Approve

		<p>- GM CSU amended to NW CSU. This will yet be further amended.</p> <p>Resolved:</p> <p>1. The Governing Body approved the report with the amendments in place.</p>	
9.	Current Business Items		
	9.1	<p>Association Governing Group (AGG) Summary Notes</p> <p>The summary notes of the meeting held on the 3rd February 2015 were shared for the Governing Body to receive.</p> <p>Resolved:</p> <p>1. The Governing Body received the summary notes.</p>	Receive
	9.2		Receive

	<p><u>NHS Constitution: Headline Indicators</u></p> <p>Virtually all of the NHS Constitution indicators are performing better than standard. The exceptions are A&E waits within 4 hours and the three ambulance indicators.</p> <p>January performance for A&E waits has fallen below the 95% target achieving 93.17%, with the Quarter 3 position also below at 93.73%.</p> <p>The 8 Minute Ambulance Response times for Red incidents remain below the standard of 75%.The December performance for Red1 calls is 58.91%. Performance for Red2 calls is slightly lower with a December result of 58.47%. The December 19 Minute Ambulance Response times performance for all Red calls is below the standard of 95% at 87.66%.</p> <p>A separate paper has been produced this month detailing actions to resolve (<i>agenda item 9.3 refers</i>).</p> <p><u>Acute Activity: Headline Indicators</u></p> <p>The CCG has developed stretching activity plans, which reflect initiatives to prevent or divert activity from acute trusts. Of the eleven activity indicators none have achieved year-to-date plan at December. Two of the indicators have achieved plan in the latest quarter: Ordinary Admissions and Other Referrals.</p> <p>Eight of the indicators are rated as Amber (within 5% of plan): Daycase Admissions, Total Admissions, Non-Elective Admissions, First Outpatient Attendances Following a GP Referral, All First Outpatient Attendances, Subsequent Outpatient Attendances, GP Refs and Total Refs.</p> <p>The remaining one indicator - A&E Attends at WWL, are rated as Red (more than 5% greater than plan).</p> <p><u>Better Care: Headline Indicators</u></p> <p>The headline metrics used to measure performance against the Better Care Fund initiative are comprised of both health and social care indicators. With the exception of the local pick metric (Readmissions) all indicators measure performance at local authority (LA) level.</p> <p>It is not yet possible to assess performance against the Care Home Admissions, Reablement and Avoidable Admissions indicators. Delayed Transfer Days was above plan in December with the year-to-date figure also remaining above plan.</p>	
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		<p>The number of Readmissions is more than 5% above plan in November. The year- to-date position also remains more than 5% above plan.</p> <p><u>Emerging Challenges</u></p> <ul style="list-style-type: none"> • The year on year rise in GP referrals: This is currently being fully investigated and all trauma and orthopaedic referrals will go through MSK CATS. • Continuing pressure on the acute sector which may result in significant contract over trading in 2015/16. • The increase in demand for continuing care services. • Funding growth is limited to 2.5% for Wigan compared to the average of 4.4%. This together with Winter pressure money now included in the baseline and inflationary pressures results in no real growth. • Developing the QIPP programme for future years to meet the anticipated financial gaps including the use of all commissioning options and levers. • The impact of co-commissioning of Primary Care with NHS England. • The five year forward view and potential local response. • The seven day working initiative through the Prime Minister's Challenge programme. <p>MT confirmed that there will be challenges during the next financial year 2015/16 and that these will form part of the financial and QIPP plans which will be brought to the March Governing Body meeting.</p> <p>IAPT Access Rates continues to be an issue and is under scrutiny by NHS England due to failure to hit targets.</p> <p>TE asked if the IAPT figures could be copied to Clinicians.</p> <p>The disparity between Friends and Family: A&E Response Rate and Friends and Family: Inpatient/Maternity Response Rates was noted.</p> <p>JS confirmed that this is largely due to transitory nature of people though the A+E Department.</p>	
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			MT
	9.3		Receive

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			JS MT
	9.4		Receive
	9.5	-	Info

			TA/JS TA/JS
	9.6		Receive

	<p>JS confirmed that Dr Martin Farrier, WWLFT has provided detail of the work the Trust is undertaking to reduce mortality and is confident that this will be reduced in the next data publication. The RAG rating has changed from red to amber.</p> <p>The efforts of WWLFT and the CCGs Julie O'Malley, Infection Prevention & Control Surveillance Audit Lead, were noted in the decrease of <i>C.diff</i> targets.</p> <p>Resolved:</p> <p style="padding-left: 20px;">1. The Governing Body received the report.</p>	
10.	Governing Body Committee Updates	Approve
	10.1	Approve
	10.2/ 10.6	Approve
11.	Locality Executive Updates	Receive
	11.1- 11.6	

		11.4 Wigan Central 11.5 North Wigan 11.6 United League Collaborative Resolved: 1. The Governing Body received the above listed reports.	
12.	Any Other Business accepted at the Chairman's discretion		
	12.1		
14.	Date and time of next meeting		
	Tuesday 24th March 2015, 13.30pm in Room 17, Wigan Life Centre		

Signed
Dr Tim Dalton, Chair

Date:24.3.15.....

**ACTIONS FROM THE WIGAN BOROUGH CLINICAL COMMISSIONING GROUP GOVERNING BODY
OPEN MEETINGS 2015**

Meeting Date		Agreed actions from meeting	Action By	Deadline	Update
27.1.15	9.1	<p>Patient Engagement Quarterly Report and Patient Forum Attendance</p> <p>3. A report to be prepared analysing the audiences that we reach in terms of communications for the Corporate Governance Committee.</p>	JS	March 2015	
24.2.15	8.1	<p>Voluntary and Community Strategy</p> <p>2. An update report to be taken to the SDI Committee.</p>	FC	Ongoing	
24.2.15	9.2	<p>Corporate Report</p> <p>2. The IAPT figures to be circulated to clinicians.</p>	MT	Ongoing	
24.2.15	9.3	<p>Ambulance Contract Performance Update</p> <p>2. A further narrative based audit of patterns tracked to be conducted.</p> <p>3. A broader review of the urgent care system to be undertaken with the outcome reported to the Governing Body in the spring.</p>	JS MT	Ongoing April/May 2015	

**ACTIONS FROM THE WIGAN BOROUGH CLINICAL COMMISSIONING GROUP GOVERNING BODY
OPEN MEETINGS 2015**

24.2.15	9.5	<p>Wigan Adult Safeguarding Board (WSAB) Report 2011-2014</p> <p>2. Feedback to be given to the WSAB around emphasis being placed on incident prevention.</p> <p>3. An outline of Safeguarding responsibilities to be brought to a future Governing Body meeting.</p>	<p>TA/JS</p> <p>TA/JS</p>	<p>Ongoing</p> <p>Ongoing</p>	
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