

**SHEFFIELD CCG WEST LOCALITY**

Item 14g

**Executive Team meeting Public minutes**

**6 November 2014**

**8.00am Fairlawns**

**Members Attending:** Dr Nikki Bates, Kate Carr, Diane Dickinson, Rachel Dillon, Dr Julie Endacott, Dr Mike Jakubovic, Dr Tim Moorhead, Dr Jenny Stephenson, Susie Uprichard (Chair).

**In attendance:** Kerry Dunne (note taker), Charlotte McMurray, Jayne Taylor.

**Apologies:** Dr John O'Connell, Dr Steve Thomas, Fiona Walker.

**Welcome and Apologies:**

1. The apologies above were noted and Charlotte McMurray from the Medicines Management Team was welcomed to the meeting.

**Conflicts of Interest**

2. There were no conflicts of interest.

**Minutes of meeting 2<sup>nd</sup> October 2014 and Matters Arising:**

3. There were no amendments to the previous minutes.

Practice Visits

4. The group agreed the letters that Rachel drafted and agreed to attach the West Locality business plan to the second letter.
5. It was also decided to share individual practice data for the practice visits but not use it as a focus. Rachel will discuss this with Richard Barnes.

**Action: Rachel to ask Richard Barnes to provide a report for individual practices for their practice visits with simple tables of data per 1,000 patients.**

**Action: Rachel Dillon**

Health and Wellbeing Key Worker

6. Rachel provided key points from the paper circulated which covered recruitment, hosting and practices involved. Jenny offered that Walkley has enough space to host the Key Worker but Jenny would need to consult with the other Partners before agreement. The group agreed to the employment and recruitment process and the job description.

**Action: Jenny to discuss the possibility of hosting the Key Worker at Walkley with the other partners at the practice.**

**Action: Jenny Stephenson**

7. The group discussed the practices chosen for the Key Worker. Rachel has named six practices but the capacity may limit the job role to three of these six. Queries were raised as to whether the focus could be on the amount of referrals. Rachel will calculate the number of people within the risk score to find the practices that are proportionally higher. It was raised that the Key Worker could work for all six practices with a limited referral amount for each practice.

**Action: Rachel to grade the six practices chosen for the Key Worker into most need.**

**Action: Rachel Dillon**

### CCG Members Meeting Feedback

8. Kerry is currently putting the feedback from the CCG Members Meeting into themes and Portfolios as there is a lot of overlapping and similar themes. The group agreed to go through the feedback at Council.

### **Future of Localities**

9. The paper that Rachel circulated includes comments made by the Locality Managers citywide. The main points from the draft proposals are that the commissioning executive team will end, and be replaced by a Clinical Executive Team, a (CET) approvals group, the CET membership will change and new Clinical Directors will be created which are based on the current clinical portfolio lead roles.

10. The Locality Exec Group will continue with inclusion of a Practice Nurse and a member of the CET (e.g. Tim Furness, Idris Griffiths or Katrina Cleary). The other Locality meetings and groups will remain the same but the interaction between the Localities and the CCG will be different. The CLG will include the Locality Managers, locality GB GPs and the offer is open to anyone in the Locality executive willing to join. Tim advised that the CLG will act as a sense check to ensure that the CCG plans are credible and reflect the membership.

11. Mike asked whether there will be Public Health input. Rachel will talk to Susan Hird. Currently Public Health is increasing capacity so this could be possible.

**Action: Rachel to contact Susan Hird regarding Public Health involvement in Localities.**

**Action: Rachel Dillon**

12. The paper for the new CCG structure will be reviewed at CET Approvals on 11<sup>th</sup> November 2014. The group agreed that they were cautiously supportive. The new structure should be piloted and monitored with the hope that this will be a good way to address inclusivity problems.

### **Medicines Management Introduction**

13. It was agreed that Charlotte will give a MMT update every quarter unless there are any burning issues. The update will include cost savings and quality with an overview of the West Locality. Charlotte will also present at the Council meetings.

This presentation will include trends and spends with citywide benchmarking. Kerry will liaise with Charlotte about future meeting dates.

**Action: Kerry to liaise with Charlotte to discuss future Exec and Council meetings.**

**Action: Kerry Dunne and Charlotte McMurray**

### **CET/GB Updates:**

#### CCG Governing Body Update:

14. The Governing Body will discuss the 18 week and 52 week targets and next steps.

15. Tim updated the team on the current thinking around co-commissioning. The membership will be consulted before any decision is made.

#### CET Update:

16. At the most recent meeting, Jackie Gladden gave an update on the Care Planning consultation which launched at the Care Planning PLI. Additional clarity is required but the majority support the principal and launch date.

17. System Resilience funding was approved.

18. The Mental Health Crisis Care Concordat is developing with joint working of all relevant organisations.

19. Shared Care Protocols were discussed as there is hidden additional work for practices. If there is additional work required of practices then a separate business specification should be approved.

### **Finance Update:**

20. Jayne advised that the paper circulated with the agenda shows that in Month 5 there has not been much change. By the end of the year the CCG should deliver the 1% surplus of £7.2 million.

21. Jayne advised that the circulated paper also shows finances per 1k patients. If practices are interested in looking at the figures more in-depth this is available on their systems. There are still data issues which are being fixed so there could be some variance but it would not be pronounced. The group agreed to also add a column of CCG spend per Locality.

**Action: Jayne will add an additional column to show the spend per Locality**

**Action: Jayne Taylor**

### **GPA Update**

22. Julie advised that the GP Provider Board (GPPB) met with all the providers citywide, including OneMedicare and The Clover Group. There will be another meeting on 13<sup>th</sup> November 2014 with all the providers. It will all be confirmed

before the citywide meeting due to be held on 20<sup>th</sup> November 2014. The LMC will speak as they are providing support and providing a facilitative role along with Tim representing the CCG. The main issue is to ensure that all providers have a voice and to see how the providers can work together. Currently the different Locality provider groups are in different stages of readiness.

23. The team discussed the expertise needed to take the group forward. Julie and Tim will continue conversations about provider and commissioner needs.

### **Locality Manager's Update:**

#### Physiotherapy

24. Kate advised that PhysioWorks have moved away from their practice and asked whether other practices have had a similar change. KD will email all practices for an update.

**Action: Kerry to email Practice Managers for an update on the PhysioWorks service.**

**Action: Kerry Dunne**

#### System Resilience

25. Rachel has spoken to Kate Gleave, Senior Acute Contract Manager at the CCG, regarding clarification of payment for the general systems resilience scheme. It is highly likely there will be some type of audit at the end of the scheme given that this funding is direct from Treasury. The group discussed whether it would be useful to receive individual practice plans but it was decided that there was no need.

#### Care Planning

26. Due to time limitations it was decided to discuss Care Planning at an Exec meeting after the next Council meeting due to be held on 20<sup>th</sup> November 2014.

### **AOB**

27. There was no other business.

**Date and Time of next meeting:  
20<sup>th</sup> November 2014, 4pm – 5pm, Boardroom, Fairlawns**