

A G E N D A

Northampton Locality Board

14 May 2019
12:30 for a 12:45 start to 14:45

Manfield Room, Moulton Community Centre, Sandy Hill, Reedings, Northampton, NN3 7AX

Time	Agenda Item	Action	Presented by	Report Reference
Introductory Items				
12:45	1. Welcome and Apologies		<i>Dr Tom Howseman</i>	Verbal
12:46	2. Declarations of Interest relating to agenda items Members are reminded of their obligation to declare any interest they may have on any issues arising at the meeting which might conflict with the business of NHS Nene Clinical Commissioning Group		<i>Dr Tom Howseman</i>	Verbal
12:48	3. Minutes of Northampton Locality Board Meeting held on 30th April 2019 .	Approve	<i>Dr Tom Howseman</i>	NPTLB-19-01
12:50	4. Matters Arising and Action Log	Note	<i>Dr Tom Howseman</i>	NPTLB-19-02
Nene CCG: Items for Discussion/Approval				
13:00	5. Royal British Legion	Presentation	<i>Emma Connor</i>	NPTLB-19-03
13:10	6. GP Portal Training Update	Discussion	<i>Dr Tom Howseman</i>	Verbal
13:20	7. Northamptonshire CCGs future working	Discussion	<i>Dr Tom Howseman</i>	Verbal
Any Other Business				
13:30	8. Questions and answers / any other business		<i>Dr Tom Howseman</i>	Verbal
13:45	9. Close Nene CCG section of meeting		<i>Dr Tom Howseman</i>	Verbal

Federation/Cluster Meeting

Date of Next Meeting

25 June 2019 – 12:30 for 12:45 start to 14:45

Manfield Room, Moulton Community Centre, Sandy Hill, Reedings, Northampton, NN3 7AX

IF YOU WISH TO CONTACT DR TOM HOWSEMAN: PLEASE DO SO USING tom.howseman@nhs.net ONLY; IN ORDER TO ENSURE A PROMPT REPOSE AND TO MITIGATE ANY PID ISSUES.



Minutes of the Northampton Locality Board Meeting

30 April 2019 from 12:45 to 14:45

Cynthia Spencer Hospice Donation Station, Pondwood House, Pondwood Close, Moulton Park, Northampton, NN3 6RT

Present

Dr Tom Howseman (TH)	CMEE, Nene CCG (Chair)
Viqar Abbasi	Practice Manager, The Mounts Medical Centre and Favell Plus
Dr Muhammed Azizullah	Earls Parton and Penvale park
Alison Cooper	Abington Medical Centre
Dr Santiago Dargallo Nieto (SD)	GP, County Surgery
Jane Mackenzie(PM)on behalf	Maple Access Medical Centre and Weston Favell Health Centre
Dr Laila Essayed	GP, The Pines Surgery
Dr Jamie Green	Eleanor Healthcare
Sue Hart	Practice Manager Leicester Terrace Surgery
Margaret Keegan	Practice Manager, Queensview Medical Centre
Kris Kuczera	Practice Manager, Weston Favell Health Centre (Dr Molla & Dr Kesani)
Zoe Leonard	Favell Plus Surgery
Sian McLennan	Practice Manager, Woodview Medical Centre
Patrick Morgan	Rillwood Medical Centre
Dipesh Naik	GP, Abington Medical Centre
Pauline Norman	Practice Manager, Kingsthorpe Medical Centre
Ian O'Connor	Practice Manager, Brook Medical Centre
Dr Mumtaz Pardhan	GP, Kingsthorpe Medical Centre
Tiffany Crawford	GP, Greenview Medical Centre
Liz Perriman	Practice Manager, Greenview Medical Centre
Nuala Smart	Practice Manager, Danes Camp Surgery
Sara Richards	Practice Manager, The Pines Surgery
David Smart	GP, Leicester Terrace Surgery
Gareth Williams	Practice Manager, Park Avenue Medical Centre
Shyamda Velusay	Senior Strategy Commissioning Manager

In Attendance

Pam Law	Chair of NPEG
Jeanette Pidgen (JP)	Locality Manager, Nene CCG
Lisa Riddaway	Senior Strategy Commissioning Manager, Nene CCG
Sam Adams	NHSI
Nigel Makina	HR and OD Lead for Nene CCG (observer)

Apologies

Sally-Anne Pike	Practice Manager, Danes Camp Medical Centre
Lisa MacKenzie	Abington Park Surgery

Minute No: Agenda Item
NPTLB18/19 xx 1. Welcome and apologies

TH welcomed members to the meeting and apologies for absence were noted and given as above.

NPTLB18/19 xx 2. Declarations of Interest

There were no new declarations of interest relating to items on the Agenda made by those present.

NPTLB18/19 xx 3. Minutes of the last meeting NPTLB-18-

The Minutes of the meeting held on 26th March 2019 were presented and approved as a true and accurate record of proceedings. One amended needed was to address Suzanne Minney as being Nurse Lead for GP Extended Access rather than GP within the in attendance list.

NPTLB18/19 4. Action Log NPTLB-18-

Please see attached

NPTLB18/19 5. National Services for Health Improvement –Respiratory Service

Please see attached presentation

GW - Wave 1 aims to reduce attendances and non-elective admissions, will there be any feedback on the impact of A and E attendances and non-electives?

Response: This piece of work will pick up and contribute to A and E attendances and non-electives. Outputs will be measured the same will be the case with measuring prevalence - which is a long term project. Issues with read codes include looking at outputs for two years, assuming the read codes are correctly done.

TH reminded the Locality Board that this has been run in Corby with tangible improvements in Non-electives and A and E attendances

Q2 – is this for one-offs or recalls? Will patient's becoming back after 6 months?

Response: The programmes see patients once within the capacity of the programme, with the aim to see 8 patients. Staff will deliver a clinic every two weeks, with the nurses helping to ensure patients are booked in.

The services are for patients aged 5 years plus for asthma and the programme doesn't visit housebound patients and the patients need to come into the Surgery to see the nurse, so they can be referred to local services as appropriate. Breathing Spaces will be working with Practices in Wave 1.

NPTLB18/19 6. GP Contract

Please see attached presentation

Further to last month's useful discussion surrounding the presentation by Julie Curtis on the GP contract, it was agreed that the Locality Board would have a free ranging discussion to provide members of the Board opportunity to share views and asked questions. This was guided by the attached presentation and brought out the following points and questions:

- LMC is keen to provide support around building your PCN.
- The challenges surrounding the mapping tool and a map that shows the outline of your PCN area will be sufficient at this stage, certainly for the PCN registration documents.
- We talked about once a PCN is approved, what the necessary surround a bank account was. The summary of which was that this doesn't not need to be a new bank account, it needs to be the bank account that is associated with the K code, of lead Practice.
- The Primary Care Workforce development team are keen to provide a dedicated package of support for Clinical Directors, including mentorship, coaching coming via the CCG and the LMC.

This discussion progressed into THs open request to members of the Locality Board asking for help in

regards to shaping the locality Board meetings over the next few months and potentially in the future.

This is an engagement exercise with the ambition that any decision made will be on a test and learn basis for 6 months. The current format of the meeting is first hour for Nene CCG business and any presentations.

Options include:

- Extend CCG meeting part to 1 and half hours, with approximately 30 mins for PCNs to meet and discuss any issues briefly.
- Continue as is, 1 hour Nene CCG business, 1 hour PCN meeting recognising the need for flexibility given that upon reflection the Federation component element of the meeting actually took 50 minutes rather than an hour.
- Locality Board as is with no presentations however, the presentation will be supplied for information only. There were concerns from the floor that this was not realistic given that members were not convinced that there was time outside of the meetings to have an opportunity to review the slides in details, cold, without= someone presenting.
- Two hours of just CCG meeting, there were suggestions from the floor that this was appropriate given that this is the only dedicated time when nationally directed, locality implemented projects would be discussed and with the advent of PCN meetings, happening outside of the Locality Board meeting being necessary already, that there was limited need to duplicate this within the current Locality Board format.
- Other ideas from the floor included the frequency of Locality Board meetings such as bi-monthly or quarterly meetings. There was recognition that this may not be feasible with the volume and urgency of CCG requirements.

Various methods of engagement was discussed, including webinars, survey monkey and telephone conferencing.

To that end TH suggested he would create a Survey Monkey poll to obtain wider views and opinions that would be considered. It was understood by all that TH was seeking ideas and wishing to engagement, and that TH committed to reflect views that were received to the CCG Primary Care Team however, he could not commit to the ultimate outcome.

NPTLB18/19 7. Questions and answers/any other business

- a) DS brought up the issue of potential double first appointment tariff payment and through his investigation TH thought the members of the Locality Board meeting would be interested to learn that there is an auto challenge built into the contract process.
- b) Complex compression bandaging - brought up by GW. There is a variation of care within the community. This as an overall issue has been recognised to require deeper investigation< TH assured members that this is on the job list of the Primary Care team by below PCN and GP contract, therefore will not be addresses immediately.
- c) Memory Day is on the 22nd May 2019. There is a community support officer keen to provide support to any practice that wishes to become dementia friendly. Contact TH for further details if you wish.
- d) Acute admission query – brought by Sara Richards. TH took the opportunity to enquire from the floor people’s methods of admission, promising to liaise with Jane Taylor (Urgent Care) to inform her in her ongoing discussions with the acutes.

Date and Time of the next meeting

The next Northampton Locality Board meeting will be held on **14 May 2019** in the **Manfield Room, Moulton Community Centre, Sandy Hill, Reedings, Northampton, NN3 7AX** at **12:30** for a **12:45** start to **14:45**.

The Chair brought the meeting to a close at 12.44pm

DRAFT

Northampton Locality Board Meeting

ACTIONS LOG

30 April 2019

RED: CONCERN/INABILITY TO COMPLETE ACTION

AMBER: IN PROGRESS

GREEN: ACTION COMPLETE

BLUE: PENDING FOR FUTURE ACTION

Action Log Number	Date of Meeting	Item	Action		Lead	RAG Rating	Status
78	30/04/19	7d	Acute admission query	Methods of Admission	TH	Amber	TH to liaise with Jane Taylor
76	30/04/19	7	Set up of Locality Board Meeting	Survey Monkey Poll to be sent out to gather the views of the Board in regards to the content	JP/TH	Amber	
71	22/01/19	6	District Nursing	Organisational Chart of the district nursing team	JP	Amber	Requested from NHFT 28/02/19 – Still awaiting response as of 26/03.19. JP to Chase
57	13/11/18	5.	Mental Health	Crib sheet to be created and distributed to the Locality Board membership in regards to the information that Helen Adams has created for Mental Health	JP	Amber	TH shared a crib sheet which has been agreed in principle. DN requested for CAMHS to be added as this can be a self-referral.
67	22/01/09	7e	GP Portal	Request for training on navigating the GP portal.	JP	Blue	Agreed to postpone until the May 2019.

18 / 19	24/01/17	n/a	Northampton Locality Board	Nene CCG Structure to be shared at a future date.	18 / 19		Currently with corporate team.
74	26/02/19	7b	Schools providing prescription only medicines to children whilst at school	Prescribing team to be contacted for a response.	JP/JF		Giles Owen is liaising with NCC and education authority to cascade information under OFSTED guidance.
75	26/03/19	7	Initial GP Contract	Santiago to share his summary of the new contract.	SD/TH		Completed
73	26/02/19	7a	Health Visitor's DNA pathway	How will communication be managed where the HV is not consistent and where monthly meetings do not occur.	JP/JF		Change to green as per minutes against agenda point 4 and email provided.
72	26/02/19	6	111 direct bookings	Does the appointment need to be face to face with the patient when the appointment is booked directly by 111	JR		Change to green. JR confirmed that the patient does need to be seen (face to face)
65	22/01/19	7c	Health Visitors	Health Visitors no longer chasing up DNA for child Immunisation appointments. Please let JP or TH know if this happens within Practice.	All		Change to green as per minutes against agenda point 4 and email provided.
70	22/01/19	6	District Nursing	Share details of the clusters within Northampton with NHFT	JP		
69	22/01/19	6	District nursing	Contact details to be shared between NPEG and the district nursing team for patient engagement.	OW		

68	22/01/19	7g	2ww	Practices to notify JP or TH for incidents where patients are not offered an appointment within the 2ww time frame.	ALL		
66	22/01/19	7d	111	Practice to inform JP or TH is they have any further issues with the 111 service providing outdated information to patients	ALL		
64	22/01/19	7b	Extended Access	Practices or Patients who have concerns over this service can contact the Service provider directly to relay their concerns	All		
63	22/01/19	7a	Invoicing	Practices are requesting that all invoices for 2018/19 are invoiced to the CCG by 15th April 2019.	All		
62	11/12/18	7.	AOB	To provide an update regarding the inappropriate use of bypass numbers by 111	TH		
61	11/12/18	4.	Action Log	Crisis Café poster to be sent to the Chairs of the LEGs and PPGs	DW		
60	13/11/18	7.	Q and As	GPs to review the slides presentation in regards to delegated commissioning. To discuss the impact of the delegated vote within their Practices, with any questions being presented to the December Locality Board or sent by email to the identified email address. Toby Sanders has offered to be contacted should Practices wish to	ALL		

				do so in regards to questions and queries on delegated commissioning.			
59	13/11/18	6.	Mental Capacity Act	Protocol for MCA to be distributed to the Locality Board, once NEL CSU has agreed the protocol and it is live.	TH		
58	13/11/18	5.	Mental Health	Leaflets for the crisis cafes to be distributed	JP		Currently located in Armed Forces Covenant Section of the GP Portal.
56	30/10/18	8.	AOB	Contact NEL CSU to ask about protocol export for medication review template.	TH		
55	25/09/18	9	AOB	Contact District Nurse Manager for Northampton to address issues regarding incorrect use of tasks.	JP		JP sent a second email to Dr Mahesh Dias to request further information.
54	25/09/18	9	AOB	Invite the Mental Health commissioner to the next available locality board meeting.	DW		Complete – invited to November 2018 meeting.
53	25/09/18	9	AOB	Concerns regarding the information sharing agreement to be raised and amended document sent out practices.	JP		Complete.
52	25/09/18	9	AOB	Email to be sent asking for preferences for the April 2019 meeting.	DW		Complete – Preference was to change meeting location.
51	25/09/18	7	Repeat Prescribing including over the counter FAQ	Investigate if Prescribing Achievement Framework (PAF) will be affected.	TH		Giles Owen will be attending October Locality Board.

50	10/07/18	8	AOB	PLT session suggestions to be sent to JP	ALL		Complete.
49	10/07/18	8	AOB	All declined memory assessments from Berrywood due to no ECG attached to be forwarded to TH	ALL		NHfT accepted that they should not be holding nor rejecting referrals without an ECG.
48	10/07/18	6	111 Direct Bookings	Investigate whether Springfield House can be utilised for 111 appointments	JF		This is not a possibility.
47	23/01/18	14	Expression of Interest forms	EOI forms to be sent out to Practices as part of the LDR work stream in regards to online consultations. This was sent out by the LMC as part of their newsletter.	LMC		Feedback to February 2018 Locality Board.
46	23/01/18	11	Extended access	Daniel Kane to review local walk-in services to see how they compare with GPAs proposal.	DK		Feedback to February 2018 Locality Board.
45	23/01/18	10	Active sign posting template	Active sign posting templates to be brought back to the locality board	ALL		Complete.