

Northern, Eastern and Western Devon  
Clinical Commissioning Group

## **DRAFT Minutes of the Northern Locality Clinical Board held on: 11<sup>th</sup> September 2013**

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**Held at Crown Yealm House, South Molton from 14.00 – 15.30**

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**Minute's number: NL110913.06**

**Present:** Dr John Womersley (Chair), James Wright (Head of commissioning), Dr Chris Bowman (Vice-Chair), Caroline Dawe (Managing director – northern locality), Kevin Wheller (Locality chief finance officer), Barbara Jones (Head of contracting), Mark Elster (Locality patient safety and quality manager), Richard Croker (Head of Medicines Optimisation, Northern and Eastern Localities), Tracey Polak (Consultant public health – Devon County Council), Dr Stephen Miller (GP), Dr Darunee Whiting (GP), Carol McCormack-Hole (Lay member)

**Apologies:** Lorna Collingwood-Burke (Deputy Chief nursing officer), Alex Aylward (Non-Executive member, CCG governing body) Dr Duncan Bardner (GP) and Dr Tim Chesworth (GP), Hannah Nicholas (communications Manager).

**Minutes:** Ruth Carter (Business and governance manager)

### **Section 1 – meeting held in public**

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#### **Opening business**

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##### **1. Welcome, Sign in, register of interests and apologies**

Dr John Womersley chaired the meeting and welcomed both board members and the five members of the public in attendance and explained the process for submitting questions. Carol McCormack-Hole was welcomed in her new role as public lay member, it was mentioned that this will be the first of two appointments, and a piece of work will be done to ensure the second post is recruited through an appropriate route.

Board members were requested to sign in and also to declare any new interests or conflicts of interest with the agenda for this meeting. No new interests or conflicts of interests declared although the standing register of interests will be updated to remove previous declarations which no longer stand. Apologies were noted as above.

**Action** – Ruth Carter to update register of interests.

**Patient Story** As an important reminder that the patient is at the centre of everything we do, the board meeting opens with a patient story. This month Ruth Carter presented slides detailing a patient's story around Care at Home and the importance of getting the message across to other people about services which are available and can be provided in an individual home.

**Action** – RC to circulate the slides with the minutes.

### 3. Chair's update and previous minutes of the Board meeting held on 14<sup>th</sup> August 2013

The minutes were agreed and signed as a true and accurate record of the meeting; these have been uploaded to the locality website. No actions were arising or outstanding.

An update was given by the chair on the following;

- Beyond the locality – although there has not been a Governing body meeting since our last board, there has been a lot of work on-going to develop communication and work flow between the three localities and also the partnerships directorate. We are also working to reach out to other Clinical Commissioning Groups (CCGs) to compare and align areas of work where appropriate and to build networks and links, meetings have been held with Kernow, South Devon and Torbay, Somerset and also the Local Area Team who also commissions a number of healthcare services.
- 111 – This has undergone a soft launch with northern Devon being the first area within the CCG to replace NHS direct with the 111 number for non-emergency advice. A report on how well this is doing will be brought back to a later board.

**Action** – Ruth Carter to liaise with commissioning lead to bring this back to a future agenda for update.

### 4. Locality Managing Directors Report

Caroline Dawe, managing director of the northern locality presented her report for information; the content of the report can be seen on our website at; <http://www.newdevonccg.nhs.uk/northern/our-clinical-board/board-meetings-and-papers/september-2013-northern-locality-clinical-board-papers/100566>

Key items included;

- Torrington Community Cares  
As noted at our last board meeting we have, together with Northern Devon Healthcare Trust, listened to the public's opinion and concerns. The work has been paused to allow a more formal 'involvement and engagement exercise'. This will be for a period of 8 weeks and will begin once 6 beds are fully staffed.
- Winter monies  
There is concern nationally relating to the performance of Accident and Emergency departments, therefore the government released £250 million to a number of acute trusts decided by NHS England against strict criteria. Despite submitting a bid for a share of this money, Northern Devon Healthcare Trust have unfortunately not been listed as one of the Trusts to receive this money. Without this the plans for system change will need to be limited, however the urgent care forum is in place to oversee and progress this work. An escalation framework has been developed covering the whole system with triggers of green, amber, red or black and an agreed process which is going to the Governing Body of the CCG next week for ratification. Also a CCG wide winter plan is being drafted
- Pathology  
An options paper is being produced within the locality to look at available future pathology options; this work needs to be discussed with other localities across the CCG.

No new actions were recorded relating to this report.

## 5. Locality Board Report

This briefing report covers contracting, finance, key local and national targets for quality and performance for providers managed by the northern locality. The report highlights areas of concern, details the actions being undertaken to improve the situation and provide the board with assurance around the operation and delivery of healthcare within the locality.

The report was introduced by Caroline Dawe, Managing director, and then handed over to relevant leads to speak to the detail within the report which was presented for information and assurance purposes. The content of this report can be seen at; <http://www.newdevonccg.nhs.uk/northern/our-clinical-board/board-meetings-and-papers/september-2013-northern-locality-clinical-board-papers/100566>

Highlights, questions and actions in relation to these reports are reported below;

**Assurance Reports;** by exception any areas of concern are escalated to the board for additional assurance reports, this month these include the following;

- Paediatric bladder and bowel services; Following work undertaken in year to fully understand demands, an offer has been made to the Northern Devon Healthcare Trust with a financial package to enable service improvement. We are currently awaiting a response to this letter in order to be able to work up an appropriate recovery plan.
- Stroke services; services are improving month on month and the clinical pathway group for stroke is being held this week.
- A&E; waiting times in A&E are improving.
- Ambulance handovers; performance improvement continues, a fall in demand has helped the situation.
- Mixed Sex Accommodation; no breaches during July however high pressure on beds presents an issue, small trusts are unable to be as versatile as larger units elsewhere in the country. We require a trajectory of improvement for this

**Action;** James Wright to liaise with the appropriate commissioning lead on the above recovery trajectory.

- Clostridium difficile; No reported cases for July. The Trust still stands at 6 breaches for which the Trust has submitted a full initial review and shared any learning outcomes, with the threshold for the year being 10.
- Contract Service Specifications; Five service specifications have been drafted with performance indicators; a meeting will be arranged with Northern Devon Healthcare Trust to review these before the next board meeting.

**Action;** Caroline Dawe to meet with the appropriate people from Northern Devon Healthcare Trust regarding the contract service specifications

## Patient Safety and Quality

Mark Elster spoke to the Patient Safety and Quality section of the report, the Patient Advice and Liaison Service (PALS) have not received any new complaints relevant to the Northern Locality this month. There are currently 7 safeguarding adult alerts open, a number of which relate to a single care home which is being investigated.

The Care Quality Commission undertook an unannounced inspection on Tiverton hospital and the report is now available on their website, we are awaiting an action plan from the provider in relation to this report.

## **Finance**

Kevin Wheller spoke to the finance section of the report and noted that the report was missing a table of figures which he will ensure are present next time.

The main current risk is the financial over-performance of Northern Devon Healthcare Trust as our main provider. Most recent data available for this report is from the end of June (month 3) although month 4 has just been released and will be in next month's report, this shows the Trust is still over-performing against plan however enabling savings plans will enable an improvement. There will be an overspend at the end of the year if this continues, this is being managed through the risk management of the overall CCG.

## **QIPP and transformation**

There are some areas struggling against QIPP for this year, this in some cases is due to part year effect, there are action plans through the clinical pathway groups to bring these back on track.

## **Medicines Management**

Currently un-able to report on performance against budget due to items to be resolved prior to next board meeting

**Action** – Richard Croker to resolve for next time.

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## **General Business**

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### **6. Clinical Pathway Groups flash reports**

A number of flash reports were presented to update the board on the progress of some of the Clinical Pathway Groups; the work of these groups is reported to the board for updates and assurance on a rolling basis. The reports received by the board and actions / highlights this month were;

- Bone health
- Cardiology
- Diagnostics, this has been discussed at the executive team, urea's and chlorides being picked up through contracting discussions with Northern Devon Healthcare Trust.

### **7. Torrington Community Cares**

Verbal update – There are two public meetings this week at the Plough Arts Centre, one is on Thursday at 18.00 the other is on Saturday at 10.00 am. All members of the public are welcome to attend.

### **8. Barnstaple Leg Club**

A paper was submitted detailing the pilot of the leg club within Barnstaple; this paper is available on our website at; <http://www.newdevonccg.nhs.uk/northern/our-clinical-board/board-meetings-and-papers/september-2013-northern-locality-clinical-board-papers/100566>

Based on the information within this paper the board was asked to vote on the decision of whether or not to continue the leg club in its current form.

Voting members of the board voted 5 to 0 in favour of continuing the leg club and also in favour of rolling out the leg club to other areas locally. A paper on the method for this will come to the board meeting in November.

**Action** – Andrew Kingsley and Mark Elster to bring paper to November board.

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## Public Questions

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### 9. Written questions from the public

One question was submitted via the generic email address, although not marked for the board's attention and so this was sent to the Patient Advice and Liaison Service for an appropriate reply.

**Action** – Ruth Carter to ensure it is added to the website and press releases to 'please mark questions sent as being for the attention of the Clinical Board'.

Following the meeting a number of written questions were left by the public attendees of the meeting, these will be responded to on an individual basis within seven days of the meeting.

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## Closing business

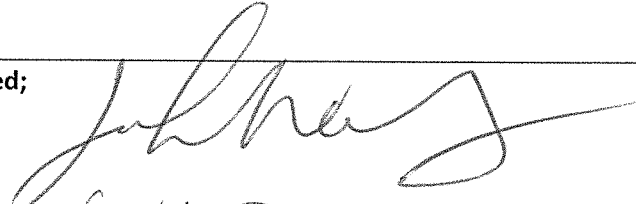
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### 9. Date and time of next meeting

The next meeting is to be held at The Park Hotel in Barnstaple from 10.00 – 12.30 on the 9<sup>th</sup> October 2013

Section one of the meeting closed at 15.10

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<p>Signed; </p>
<p>Date; 6.11.13</p>
<p>Name; Dr John Womersley</p>
<p>Job Title; Chair</p>