

**NHS CUMBRIA CLINICAL COMMISSIONING GROUP**  
**MINUTES OF THE COPELAND LOCALITY EXECUTIVE**  
**17 December 2014, 13:30**  
**Cleator Moor Health Centre**

<b>Present:</b> Eric Bater Celia Heasman Tom Ickes Fiona Ironside Graham Ironside Kathryn Illsley Juliet Rhodes Judith Spencer Rick Tranter	GP Distington Surgery (EB) GP Westcroft Surgery (CH) GP Trinity (TI) GP Lowther Medical (FI) GP Queen Street (GI) GP Seascale (KI) GP Lead Fellview HC ( <b>Chair</b> ) (JR) GP Catherine Street (JS) GP Mansion House (RT)
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<b>In Attendance:</b> Anita Barker, Ray Beale-Pratt Mel Bradley Bernard Courtney Barbara Fleary Linda Haig Cheryl Timothy-Antoine	West Network Lead (AB) Business & Performance Manager West Network (RBP) Primary Care Lead (MB) Patient Rep (BC) Senior Commissioning Manager (BF) Commissioning Manager (LH) GP Cancer Lead Copeland & Allerdale CTA
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**COE 100/2014 AGENDA ITEM 1: Welcome and Apologies**

Apologies were received from: Melinda Hughes, Claire King and Caroline Rea.

**COE 101/2014 AGENDA ITEM 2: Declaration of Interest**

All GPs present declared an interest in action log item – Frail Elderly Care Coordinator Scheme.

**COE 102/2014 AGENDA ITEM 3: Minutes of Previous Meeting / Matters Arising**

JR advised the Executive that the system for raising issues of poor discharge letters is working as she had submitted a batch of letters through SIRMS. JR advised that any letters sent to Jeremy Rushmer should be non-anonymised. November minutes agreed as accurate.

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**COE 103/2014 AGENDA ITEM 4: Action Log**

Items completed 17 December 2014

1. **CARE HOME VISITS:** RBP updated Executive that submission for winter pressure funding for cover for GP care home visits was unsuccessful.
2. **PRIMARY CARE:** BF updated Executive on guidance received from NHSE.
3. **CARE COORDINATOR UNIFORM:** LH explained concerns regarding coordinators wearing uniforms had caused confusion with patients, this was reiterated by the team. Consensus agreement from coordinators to not wear any uniform going forward. Further discussion required with Mansion House re coordinators doing dual roles and the contractual arrangements regarding hours and performance.
4. **COPELAND UNIT:** data circulated as part of agenda discussion.

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**COE 104/2014 AGENDA ITEM 5: Meeting Behaviours**

JR went through the meeting behavior guidance paper; reminding the Executive that attendance payment includes reading time allowance; therefore expectation papers will be read in advance of the meeting. From January only one copy will be provided at the meeting, members should arrange to bring their own copies. RT reminded group that the additional payment also includes time to discuss Executive business items with partners. Papers will go out minimum one week prior to the meeting together with presentations whenever possible. JR proposed 2 lay representatives to attend the meeting at the request of BC. Executive agreed Chris Wood to be invited.

GPs

BB

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**COE 105/2014 AGENDA ITEM 6: Presentation - Cancer Audit/Strategy**

CTA presented findings from the cancer audit for Copeland. CTA liaising with ongoing issues around Advice & Guidance and concerns regarding primary care information about patients' treatment.

CTA

CTA outlined her next actions as lead will be:

- Meeting with all practices – CTA will contact Brenda Bragg to organise meetings with locality GP's
- Living well with Cancer clinic pilots
- Reviewing significant events – positive ones also acceptable

CTA/BB

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**COE 106/2014 AGENDA ITEM 4: Locality Issues**

(a) Copeland Unit: BF circulated figures on Copeland Unit bed occupancy. The step-up occupancy percentage appears satisfactory. However anecdotal evidence and observations suggest these are primarily from A & E. Further information required regarding admissions onto unit e.g. CHOC/GP versus A & E admission numbers. JR led discussion on options for Copeland Unit, suggestions included: expand NPU for diagnostics to avoid admission – frailty assessment bed, consultant time to advise primary care, etc. KI emphasized improvements required in joint operations between primary and secondary care. Executive agreed to further discussions, BF to provide more detailed data and option appraisal – agenda for February meeting.

BF

(b) Care Home GP Visits: RBP explained unable to take forward as winter pressures funding application unsuccessful.

(c) Dermatology Session at Cleator Moor: GPs interested in completing the Practical Dermatology Diploma should contact Fayyaz Chaudhri for further information.

GPs

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**COE 107/2014 AGENDA ITEM 8: Low Level Mental Health Report**

LH provided the Executive with the findings of the scoping report into Copeland Low Level Mental Health services. The Executive agreed to support the recommendation to support the further development of self-help groups in Copeland. Executive also interested in supporting local Information Hub in conjunction with Public Health. BC enquired as to prevalence of mental health as an issue for GP's, all responded that this is a significant issue amongst Copeland patients.

Note error in report – finance section in cover sheet should be disregarded not related to this report.

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**COE 108/2014 AGENDA ITEM 9: Communications and Engagement Strategy**

JR explained to the Executive the work being carried out with CCG communications team to put together a weekly 'good news' story to go out to the press in order to provide a balance to the negative stories in the press. Suggestions of GP Federation and Healthy Weight as future news topics.

GP's

FI suggested "you said – we did board" good way to engage with patients.

JR also explained that practice Patient Participation Groups are an effective route for communicating with patients and had been identified by the Overview and Scrutiny Committee as good practice. Individual practices to pursue setting these up separately. Christine Harrison is locality Engagement Officer who can assist practices with this.

JR

JR suggested an on-line forum as a means to of communication between executive members initially with potential to expand to all locality GP's.

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**Executive agreed to take forward on the basis it would be confidential and accessible at home and in work.**

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**COE 109/2014 AGENDA ITEM 10: 5 Year Plan**

AB explained workshops currently taking place to progress 5 year plan.

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**COE 110/2014 AGENDA ITEM 11: Healthy Weight Update**

BF circulated paper from Public Health. BF informed Executive about consultation currently in progress regarding various Public Health funded services including drugs and alcohol. BF to provide link to consultation.

BF

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**COE 111/2014 AGENDA ITEM 12: Any Other Business**

- Care Home Telehealth:** LH outlined concerns re lack of use by care homes locally in Telehealth, issue is Cumbria wide as use dropped off across the all homes involved in the scheme. Carlisle have requested that GP's and CHOC challenge care homes who contact them by asking if Telehealth consultation has taken place already, this has also been put in writing to the homes concerned. A discussion paper on GP model of support to care homes to go to January meeting.
- Hospital 1:9 Rota Update.** AB updated Executive on hospital 1:9 rota; due to number of absent locums over Christmas period rota down to 1:7 and expected to go to 1:6. However contingency plan active and should bring rota back to 1:8.
- Primary Care Pressures:** JR discussed pressures in primary care; particularly impact of demands for care home visiting, which make up over 30% of Fellview patient visits. Strategies to support this activity discussed included allocating lead GP for each care home. As similar initiatives had been unsuccessful locally it was agreed more information was required to discuss this further, for example evidence of good practice examples from elsewhere.

BF informed the Executive regarding the NHSE guidance on transferring patients, however due to ongoing developments within Lowther Medical this item was deferred until the next meeting.

- Post Executive Note:** John Telford will be representing Mansion House for the next three meetings, replacing Rick Tranter for this period.
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**COE 112/2014 AGENDA ITEM 13: Date and Time of Next Meeting**

Thursday 22 January 2015 at 13:30 hours  
Cleator Moor Health Centre

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