

A G E N D A

Northampton Locality Board

26 March 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 26 February 2019 .	Approve	<i>Dr Tom Howseman</i>	NPTLB-18-17
12:50	4. Matters Arising and Action Log Children's Universal Service Admin Hub: cusadminhub.nhft@nhs.net	Note	<i>Dr Tom Howseman</i>	NPTLB-18-18
Nene CCG: Items for Discussion/Approval				
13.00	5. Online Consultation	Presentation	<i>Chris Gregory</i>	NPTLB-18-19
13.10	6. GP Extended Access	Verbal	<i>Dr Sanjay Pawar</i>	
13.20	7. Initial GP Contract	Presentation	<i>Julie Curtis</i>	NPTLB-18-20
Any Other Business				
13.30	8. Questions and answers / any other business <ul style="list-style-type: none"> • Complex compression bandaging • Warfarin 		<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

30 April 2019 – 12:30 for 12:45 start to 14:45

Cynthia Spencer Meeting Room; Pond Wood Close, Pondwood House, Moulton Park NN3 6RT;

[https://www.google.com/maps/place/Cynthia+Spencer+Meeting+Room/@52.2774216,-](https://www.google.com/maps/place/Cynthia+Spencer+Meeting+Room/@52.2774216,-0.8645705,15z/data=!4m5!3m4!1s0x0:0x301f57cc414a00a1!8m2!3d52.2774216!4d-0.8645705)

[0.8645705,15z/data=!4m5!3m4!1s0x0:0x301f57cc414a00a1!8m2!3d52.2774216!4d-0.8645705](https://www.google.com/maps/place/Cynthia+Spencer+Meeting+Room/@52.2774216,-0.8645705,15z/data=!4m5!3m4!1s0x0:0x301f57cc414a00a1!8m2!3d52.2774216!4d-0.8645705)

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

 26th February 2019 from 12:45 to 14:45

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

Present

Dr Tom Howseman (TH)	CMEE, Nene CCG (Chair)
Viqar Abbasi	Practice Manager, The Mounts Medical Centre and Favell Plus
Jon Atkinson	Practice Manager, King Edward Road Surgery
Dr Muhammed Azizullah	Earls Parton and Penvale park
Dr Santiago Dargallo Nieto (SD)	GP, County Surgery
Dr Mahesh Dias	GP, Maple Access Medical Centre and Weston Favell Health Centre (Dr Molla and Kesani)
Dr Laila Essayed	GP, The Pines Surgery
Dr Jamie Green	Eleanor Healthcare
Julie Harker	Practice Manager, The Crescent Medical Centre
Dr Fatema Jamil	GP, Greenview Surgery
Margaret Keegan	Practice Manager, Queensview Medical Centre
Kris Kuczera	Practice Manager, Weston Favell Health Centre (Dr Molla & Dr Kesani)
Jane Mackenzie	Practice Manager, Abington Park Surgery
Dr Catherine Massey	Practice Manager, Weston Favell Health Centre – Dr Jamell
Lisa McKenzie	GP, Abington Park Surgery
Sian McLennan	Practice Manager, Woodview Medical Centre
Patrick Morgan	Practice Manager, Rillwood Medical Centre
Dr Dipesh Naik	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
Amal Perera	Practice Manager, Maple Access
Sally-Anne Pike	Practice Manager, Danes Camp Medical Centre
Alison Pound	Practice Manager, St Lukes Primary Care Centre
Sara Richards	Practice Manager, The Pines Surgery
Dr Darin Seiger	GP, Leicester Terrace health Care Centre
Dr Syed Shah	The Mounts Medical Centre
Dr David Smart	GP, Moulton Surgery/Nene CCG GP Chair
Gareth Williams	Practice Manager, Park Avenue Medical Centre
Dr Ann Wood	GP, King Edward Road Surgery
Dr Syed Shah	The Mounts Medical Centre

In Attendance

Pam Law	Chair of NPEG
David Atkinson	Chair of South Locality Patient Engagement Group
Jeanette Pidgen (JP)	Locality Manager, Nene CCG
Jane Finch (JF)	Locality Manager, Nene CCG

Apologies

Dr Syed Abbas	Favell Plus Surgery
Dr Bilial Attique	Queensview Medical Centre
Dr Haroon Butt	Danes Camp Surgery
Alison Cooper	Abington Medical Centre
Dr Naomi Caldwell	Langham Surgery

Anita Green County Surgery
Sue Hart Leicester Terrace Health Care Centre
Mark Leonard Eleanor Healthcare
Lorraine Spicer Earls Parton and Penvale Park Medical Centre

Minute No:	Agenda Item	
NPTLB18/19 39	1. Welcome and apologies TH welcomed members to the meeting and apologies for absence were noted and given as above.	
NPTLB18/19 40	2. Declarations of Interest There were no new declarations of interest relating to items on the Agenda made by those present.	
NPTLB18/19 41	3. Minutes of the last meeting The Minutes of the meeting held on 22 nd January 2019 were presented and approved as a true and accurate record of proceedings.	NPTLB-18-14
NPTLB18/19 42	4. Action Log Please see attached Log 68 - please do contact JP or TH if any issues arise going forward. Log 66 - please do contact JP or TH if any issues arise going forward. The membership were also asked to consider, review and comment if appropriate, on the Committee Effectiveness and Meeting checklist with hard copies being made available at their respective tables.	NPTLB-18-15
NPTLB18/19 43	5. Cancer of an Unknown Primary (CUP) Dr Az Ali presented the new Pathway for Cancer of an Unknown Primary; please see attached presentation. Questions: <i>What happens with a patient with severe weight loss, unable to locate anything?</i> Not able to use this referral form in this situation. Please wait for results of the scan before sending off referral form Pathway is only available in Northampton. There is a weight loss pathway in addition to this being trialled in KGH – and may well become countywide – but await events. <i>Fit tests</i> There is a delay in regard to the IT systems, should come online at the end of April 2019. There will be communication that will go out before CUP goes live. <i>When will the PUO be installed on ICE?</i> In a few weeks' time.	
NPTLB18/19 44	6. Direct Booking 111 Julie Rubenzer presented the nationally led scheme for 111 direct bookings into Primary Care; please see attached presentation. Questions: <i>Can you choose the time slot that 111 can use?</i> Yes	

Are the 111 slots being filled?

It is found that this is between a 70% - 80% usage. TH stated that St Lukes is part of the pilot and St Lukes have offered appointments on this over and above what the Practice already offers.

What is the DNA rate?

Minimal.

Can a patient be seen by a clinician other than a GP?

JF responded by saying this is a flexible approach and patients can be seen by any other appropriate practitioner. There may need to be some tweaks to the scheme and there may be some restrictions in some ways. Appointments are for a clinician, it was suggested that a GP/ANP would be suitable however this could be reviewed.

Does the contact need to be face to face?

This will be clarified by Julie Rubenzer

Concerns were raised that 111 is an Urgent Service and that patients may place additional demand on Primary Care same day appointments. There was a brief discussion held in regards that this is an opportunity to educate Patients in how to access Primary Care.

NPTLB18/19 45 7. Questions and answers/any other business

- a) Two queries arose prior to this Locality Board meeting after the Health Visitor's DNA pathway was shared with the Locality Board in regards to how would a Practice know once a DNA had been referred to the HV what they had done? What would the process be that the HV visitor would follow as communication and documentation is key? Pippa Gilbert Clinical lead 0 – 19 Service at NHFT responded by say that she recommended the list of multiple DNAs is shared, reviewed and updated during the HV-GP liaison meetings which she understood are held on a monthly basis. The membership responded by saying that in some cases the HV isn't always consistent and there may be some instances where a monthly meeting doesn't occur, where this doesn't occur it is critical to ensure that we know the communication strategy to pass on this more routine information, as opposed to immediate safeguarding concerns which is a well known pathway. JP to ask HV manager
- b) Have the PAG – Prescribing Advisory Group – spoken with schools and Northants County Council in regards to schools needing to give medicine to children whilst attending school, which has been prescribed only? JP to ask Prescribing
- c) Work Force Tool – there are currently six practices in the County using this and in addition it's a requirement of the Extended Access contract. NHS England has sent information out to practices, reminding them this is available on their clinical system. Very early days with information at present, but when we hear more we will share more, it is likely NHSE will contact practices directly.
- d) Leave of absence – JP will be not be at work from the end of March 2019, due to an operation. Jane Finch will be supporting Tom in regards to the Northampton Locality Board and all other Locality issues. Jane's email address is - janeфинch@nhs.net; her contact number – 01604 651861.
- e) Chairs post – Darin Seiger (DS) provided an update in regards to the expression of interest for the post of Northampton CMEE. Unfortunately there were no expressions submitted. DS asked the Locality membership how they would like to go forward. The Locality Board agreed

with Tom that until Primary Care learns more about the finer details of the GP contract, to give the Locality continuity and consistency, the Locality would remain with Tom as Chair.

- f) Attendees were reminded not to forget to sign in.

Date and Time of the next meeting

The next Northampton Locality Board meeting will be held on **26 March 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 13.49.

DRAFT

**Northampton Locality Board Meeting
ACTIONS LOG
As of 26 March 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
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		
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		
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		
71	22/01/19	6	District Nursing	Organisational Chart of the district nursing team	JP/OW		Requested from NHFT 28/02/19
67	22/01/09	7e	GP Portal	Request for training on navigating the GP portal.	JP		Request sent to comms team to attend April's Locality Board meeting.
65	22/01/19	7c	Health Visitors	Health Visitors no longer chasing up DNA	All		Update at March 2019

				for child Immunisation appointments. Please let JP or TH know if this happens within Practice.			Locality Board meeting
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		Crib sheet is being developed by NHFT and will be added to the GP Portal once created.
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.
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 do so in regards to questions and queries on delegated commissioning.	ALL		
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	LMC		Feedback to February 2018 Locality Board.

				the LMC as part of their newsletter.			
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.