

MINUTES:

Locality Forum Chairs Meeting

30 June 2016

Conference Room A, Jubilee House

Present:	David Smith, Chief Executive, OCCG	Catherine Mountford, Director of Governance, OCCG
	Joe McManners, Chair, OCCG	Richard McCrann, Comms team, CSU
	Julie-Anne Howe, Locality Co-ordinator, OCCG (JAH)	Graham Shelton, West
	Anita Higham, North	Louise Wallace, Lay member, OCCG
	John Reid, South East	Carol Moore, Healthwatch
	Helen Van-Oss, North East	Janet Parker, South West
In attendance:	Ros Kenrick, Minutes Secretary	Helen Gandy, Quality Improvement Manager, OCCG (item 6)
	Hilary Seal, Patient and Public Representative	Helen Ward, Senior Quality Manager, OCCG (item 6)

Apologies	Jeremy Hutchins, South East	

		Action
1.	<p>Notes of Last Meeting, 28 April 2016, and Matters Arising The notes of the last meeting were agreed.</p> <p>a) Matters arising:</p> <ul style="list-style-type: none"> • Carers: The savings being made by Oxfordshire County Council (OCC) had led to a joint review of the Carers' Strategy by OCC and OCCG. This would be during late July/August. DS undertook to keep the LFCs informed. • Lavender Statement updates: These were on the website at http://www.oxfordshireccg.nhs.uk/professional-resources/priority-setting/lavender-statements/ . • Operational Plan: CMou to ask Libby Furness for the requested summary suitable for public circulation. Action: CMou to speak to Libby • 111 service: The procurement process was still underway. Evaluation of the submissions would be undertaken this week. Action: CMou to find out when any decision could be made public • City Locality Forum Chair: AH noted that it was very 	<p>CMou</p> <p>CMou</p>

	<p>important to find a new City chair as soon as possible.</p> <ul style="list-style-type: none"> • Transformation Board: There was now a HealthWatch representative at these meetings. 	
2.	<p>OCCG update: Sustainability and Transformation Plan There were 44 footprint areas. DS was the lead for the Buckinghamshire, Oxfordshire and West Berkshire (BOB) footprint. Submission of the plans had to be completed by 5pm today. The BOB plan had to address the big changes required to deliver the Five Year Forward View and concentrated on the areas that could be delivered across the whole footprint. County-level work would be within the plans submitted by each county within the footprint. Plans for Primary Care would be delivered locally.</p> <p>The Oxfordshire CEOs would be writing an open letter to the media explaining what needed to be done for transformation and sustainability in Oxfordshire. There would be pre-engagement prior to a public consultation in the autumn. DS noted that the recent changes in the government could affect the timescales. Any changes in Oxfordshire would have to be signed off by OCCG Board.</p> <p>Communications for patient engagement around the local plans would involve the locality forums. The Comms team would link with the LFCs. Action: CMou to discuss patient engagement with the Communications team</p> <p>Wantage Community Hospital: DS informed the group that beds would close temporarily from 1 July. The maternity unit would remain open because advice had been received that it was safe to do so. LFCs asked about the MSK department. Action: DS to check with Oxford Health about the situation for MSK</p> <p>Bicester Primary Care issues: Bids had been received from all over the county for monies from the GP Access Fund for premises. These well-exceeded the funds available. OCCG would have to prioritise the bids.</p> <p>JM noted that primary care was scattered around all the transformation workstreams, so he would be launching a new primary care workstream.</p>	<p>CMou</p> <p>DS</p>
3.	<p>Forum updates North: AH had submitted summary reports on the conferences that she had attended recently. DS thanked her for the helpful information which gave a useful different perspective. Lead governors from foundation trusts across the country had been discussing governance and accountability to patients. LW said that there was much information in the patient safety report and that AH could discuss the report with her, HS or the Quality team. West: GS noted that progress was being made on developing more PPGs.</p> <p>AH had written to Banbury Town Council suggesting that Banbury became a dementia-friendly town. There was a training event on 13 September. GS would email AH with information about progress on this</p>	

	in Witney. Action: GS	GS
4.	<p>Topics from LFCs:</p> <p>a) Hospital Administration and its impact on patients and performance: a meeting had been organised with OUHFT for next Tuesday at 15:00 in the George Pickering lecture theatre, JR hospital. CMou asked that the Quality team was invited. Action: CMou</p> <p>b) Patient issues on 111: covered.</p> <p>c) What progress on the Science Vale healthcare provision/CIL payments etc?: LFCs were concerned that since MTJ had resigned, there was no pressure on this. The issue also applied to Bicester Information would be shared across the localities. Action: JD to write a note on progress in the Science Vale</p> <p>d) Managing and enabling Public Consultations around Transformation. How will the message about taking responsibility and self-management be communicated?: covered</p> <p>e) What can LFCs feed back to their Steering Groups from the meetings between OCCG and the LFCs and are the minutes from these meetings available on OCCG website?: The agreed minutes were on the OCCG website: http://www.oxfordshireccg.nhs.uk/your-local-area/localities/locality-forum-chair-meetings/</p>	<p>CMou</p> <p>JD</p>
5.	<p>Healthwatch Update</p> <p>CMo informed the group that she would be leaving HealthWatch. Interviews for her post would be held on Monday. The offices had moved to Witney. HealthWatch would be promoting transformation over the summer. It was also looking at Planned Care and Female Genital Mutilation. There was a report on Minor Injuries Units and a Care Home managers' review.</p>	
6.	<p>Quality Team and Datix</p> <p>Helen Ward and Helen Gandy from the OCCG Quality team attended to present an item on how quality of the services of providers was monitored by OCCG. OCCG had a robust system involving contract monitoring, serious incident and never event processes, assurance visits and a Datix feedback system. The latter was available to GPs to pass on concerns about patient care. The information was shared with the trusts in order to improve patient care. OCCG had been shortlisted for a Patient Safety award for the Datix work. A Datix report was produced quarterly. Action: CMou to find out whether it was possible/appropriate to share the Datix report with HealthWatch and the LFCs.</p> <p>With reference to the LFCs' queries about poor administration (item 4), appointment booking systems had all been different, but now OUH had one directly bookable service in place and fewer patient complaints had been received recently.</p> <p>LW explained about the Quality Committee of OCCG Board. It met every other month and received papers including the Integrated Performance Report, the Quality Risk Registers, Safeguarding and Infection Control</p>	CMou

	<p>updates. HS was the patient representative on the Committee.</p> <p>Contact details for the Quality team and PALs: CCG Patient Services (PALs) 0800 052 6088</p> <p>helen.ward@oxfordshireccg.nhs.uk 01865 336839 helen.gandy@oxfordshireccg.nhs.uk 01865 337005</p>	
7.	<p>Building Effective PPGs – Survey Monkey 70 of 75 practices had completed the questionnaire. JAH hoped to receive responses from all practices shortly. JAH gave each LFC a report based on his/her own locality responses. All data were anonymised. JAH asked that LFCs discussed the reports within their locality forum meetings and contacted her with any queries. JAH said that she was working on a document that would offer help to PPGs on the information governance aspects of organising PPGs. Action: LFCs to feedback to JAH when ready</p> <p>LFCs were concerned that not all practices had PPGs despite encouragement. JM said that the LFCs had done well and that they must not become discouraged.</p> <p>A further discussion on this topic would be held at the October meeting.</p> <p>LW thanked JAH and the team for this significant piece of work. She thanked LFCs for promoting the survey and practice managers for completing the survey.</p>	<p>LFCs</p> <p>RK</p>
8.	<p>Any other business “Big Conversation” Transformation events in the localities: Banbury: 18:00-21:00, 12 July, Banbury Town Hall, Banbury Wantage: 18:30-20:30, 18 July, The Ridgeway Room, The Beacon, Wantage Civic Hall, Portway, Wantage, OX12 9BX Oxford: 18:00-21:00, 21 July, Assembly Room, Oxford Town Hall, St Aldates, Oxford, OX1 1BX Wallingford: 14:00-17:00, 26 July, St Mary's Church, Market Place, Wallingford Bicester: 15:00-18:00, 28 July, Conference Room, Littlebury Hotel, Kings End, Bicester, OX26 6DR Witney: 11:00-14:00, 4 August, Methodist Church, High Street, Witney, OX28 6HG</p> <p>Dates of meetings for 2017: LW asked that the LFC meetings be moved from their current times in the month. This was unlikely, given the limited availability of JM and DS, but RK would look into the options.</p>	<p>RK</p>
9.	<p>Date of Next Meeting: 2pm – 4pm, 25 August 2016 in Conference Room B</p>	

Further dates for 2016

Date	Time	Venue
25 August	14:00-16:00	Conference Room B
27 October	14:00-16:00	Conference Room B
22 December	14:00-16:00	Conference Room B