

HOW OUR BOARD MEETINGS WORK

NHS Bolton Clinical Commissioning Group holds a Board meeting every month (apart from December). These are Board meetings which are held in public, and this information sheet is designed to assist members of the public who attend.

At the start of the meeting the person chairing the meeting will invite Board members to introduce themselves.

The people sitting round the table include the Board members who all have voting rights. The Board is made up of a GP Chair, 4 GP members, 3 Clinical Directors, 3 lay members covering public engagement and governance, a nurse and secondary care specialist member and 2 senior managers. The Director of Public Health and Director of Transformation (Commissioning) is also in attendance at meetings of the Board.

There is an agenda for the meeting, and for each item on the agenda the Chair will invite the Board members to make comments and ask questions. There is an item on the agenda at the beginning of the meeting where members of the public can raise questions on an item on the agenda. Members of the public also have the opportunity to send any questions in advance of the meeting to the Board Secretary (see details below).

At the end of the discussion on each agenda item, and at the discretion of the Chair, any further comments and questions from members of the public on the agenda item may be considered. Minutes of the meeting are formal, legal documents which record decisions made, and will record details of the discussions and the names of those who contributed to the discussions. Any issues or questions relating to items on the agenda raised by members of the public or representatives of other organisations will be noted separately by the Communications Manager, to ensure an appropriate response.

If you have comments or questions about issues which are not on the agenda, you can either submit these to the Board Secretary (email joanne.taylor14@nhs.net or phone 01204-462028) prior to the meeting or speak to the Communications Manager, or any member of the Board after the meeting has finished. If at any stage during the meeting you have difficulty hearing what is said, please let us know by raising your hand. For people with impaired hearing, a loop system is available for use in the meeting room. If you have a hearing aid with a 'T' setting, you can use the loop system. All you need to do is switch your hearing aid to 'T'.

Sometimes a confidential agenda item needs to be discussed in private. This will be dealt with once the rest of the meeting is concluded. The decision to ask the public to leave for this item will always be made in public.

Overleaf you will find explanations of some of the words, phrases and abbreviations often used in our discussions which may not be familiar to everyone. Also attached is a briefing detailing information on each of our Board Members.

Glossary of Terms

Bolton CCG – Bolton Clinical Commissioning Group

The body charged with improving the health and well being of the local population and ensuring the right health care is provided for local people by planning and commissioning services. You may hear it referred to as “the CCG”.

FT - Foundation Trust

An NHS Trust providing hospital services. Our local Foundation Trust is Bolton NHS Foundation Trust and is also referred to as the integrated provider as community services have now transferred under the responsibility of the local hospital. Also known as “the FT”.

CCG Executive

The committee which provides professional and clinical guidance to the Board.

NHS Greater Manchester (NHS GM)

The body co-ordinating and monitoring NHS services over a larger geographical area. Bolton comes under NHS Greater Manchester, also known as the Greater Manchester Cluster. Also known as the LAT (Local Area Team) or the AT (Area Team) or GMH&SCP (Greater Manchester Health and Social Care Partnership).

Clinical Governance

The systems and procedures we have for ensuring that the best quality of care and treatment is provided.

GMS and PMS

Types of contracts for family doctors (GPs). Board members may also refer to PDS – a type of contract for dentists – and LPS – a type of contract for pharmacists.

Capital and Revenue

These are the two main types of funding. Capital is mainly for “one-off” large sums of money, needed for building new accommodation or purchasing large items of equipment. Revenue is for ongoing expenditure, for example on staff wages, prescription drugs, office supplies, heating bills, etc.

Local Health Economy (or Health and Social Care Economy)

We use these terms to refer to all the organisations involved in providing care in the Bolton area.

NICE – National Institute for Health and Clinical Excellence

The organisation which evaluates the effectiveness of treatments so as to provide consistent national advice on which treatments should be provided in which circumstances.

CQC - Care Quality Commission

The organisation which monitors and reports on standards in the NHS and social care.

QIPP – Quality, Innovation, Productivity and Prevention

Key priorities for the NHS in 2010 and beyond.

CIP (Cost Improvement Programme) and CRES (Cash-Releasing Efficiency Savings)

Targets for saving money to ensure budgets are balanced and invest in developments.

RTT – Referral to Treatment Time

Waiting list targets.

Healthwatch

Is an independent network made up of individuals, community groups and organisations to give communities a stronger voice on how health and social care services are provided and delivered. Healthwatch Bolton emerged in April 2013.

LMC – Local Medical Committee.

Representative body of local GPs.

BME

This refers to Black and Minority Ethnic communities.

NHS Improvement

Is the sector regulator for health services in England. Their job is to protect and promote the interests of patients by ensuring that the whole sector works for their benefit. They do this by promoting the provision of health care services which is effective, efficient and economic, and maintains or improves the quality of services. They assess NHS trusts for foundation trust status to ensure they are well-led, in terms of both quality and finances.

NHS England

Manage the planning, delivery and day-to-day operation of the NHS in England. They commission primary care services such as GPs, dentists, pharmacists and opticians, and specialist services such as treatments for burns and cardiac surgery for children. They also make sure Bolton CCG, and all other CCGs, commission services successfully and meet our financial responsibilities.

GMSS

This refers to the Greater Manchester Shared Services. This is the organisation that the CCG buys commissioning services from.

ICP

This refers to the emerging Integrated Care Partnership which is being developed with local provider organisations in Bolton.

SCF

This refers to the emerging Strategic Commissioning Function which is being developed with the CCG and Council and is looking at integrating commissioning functions across both organisations.

Managers and Directors preparing reports for the Board are required to include explanations of all abbreviations. Please alert the Head of Communications and Engagement if you notice instances where this is not the case.

WHO IS WHO ON THE BOARD

Wirin Bhatiani


Chair of the Board

Based at St Peters House

Tel: 01204-462030

Email: w.bhatiani@nhs.net

Biography:

Wirin is a retired GP, previously practising as a senior partner in a large group practice in Bolton. He has worked in Bolton for 34 years, and was a GP trainer until recently. He had an active role in practice-based commissioning and led the development of the CCG. He was elected as Chair of the CCG in its inception, and has recently been re-elected by the membership for a further three-year term.

He is a member of decision making committee of 12 CCGs in Greater Manchester, leading the Healthier Together programme of transformation in Greater Manchester. He also chairs the Equalities Advisory Group of this programme.

Zieda Ali


Lay Member – Public Engagement

Tel: 01204-462028

Email: joanne.taylor14@nhs.net

Biography:

Zieda (Zed) has over 20 years' experience of working in the public sector with substantial experience of working in the field of Health and Social Care, Criminal Justice & Community Cohesion. She has worked across a range of sectors spanning social services local authority and the third sector; she also has several years experience as a non executive director in the VCFS (voluntary, community, faith sector). She has a BA Hons in Health and Social Care. Zieda has a thorough understanding of the background to and aim of current healthcare policy and appreciates the implications of this on engagement. At a strategic level, she has built effective relationships and engaged with key strategic regional and national policy makers and networks, including Public Health, NHS England, Human Rights Commission, and Care Quality Commission to improve health outcomes for children and young people and more broadly across vulnerable groups.

Zieda is also passionate about high quality care for all, equality, diversity and inclusion and patient centered care. As a lay member, Zieda aims to bring an independent perspective to the Governing Body and in particular, champion the involvement of patients in influencing how the CCG commission services.

Barry Silvert



**GP Board Member/Clinical Director
Integrated Commissioning
Based at Stonehill Medical Centre
Tel: 01204-462009
Email: barrysilvert@nhs.net**

Biography:

Dr Silvert moved to Farnworth in 1969 after working in hospitals across Manchester following his graduation from Manchester University. His special areas of interest include diabetes and sexual health, as well as minor surgery. Barry has been a member of the Local Medical Council for more than 30 years, and recently completed his second term as chair.

Barry was involved in the commissioning process at the CCG from its inception, and is now the Clinical Director of Commissioning.

Niruban Ratnaraja



**GP Board Member/Clinical Lead Prescribing
Based at Kildonan House Surgery
Tel: 01204-462028
Email: n.ratnarajah@nhs.net**

Biography:

Dr Ratnarajah is currently a long-term locum at Kildonan House Surgery and a Clinical lead representing the Bolton GP Federation at Shanti Medical Centre.

Dr Ratnarajah has trained in Bolton over 10 years ago and has since been a partner locally for the last 8 years. He feels that this is an exciting time to be a GP within Bolton and some of the collaborative work that is being planned will enhance the care provided to our local population. General practice has been under unprecedented demand and the introduction of the new contract and the involvement of the enhanced primary care team will provide the opportunity to make improvements to overall clinician well-being and in turn health outcomes of the population. He feels high quality clinical care is essential and the patients play a vital role in designing and transforming their care within their locality.

Niruban has made many practice level changes to improve patient and staff well-being and this is valuable experience when representing the locality. Within Bolton, the different sectors have varied needs and he has experienced the variability as a locum which will help when representing local needs fairly. Patient representation, alongside clinical engagement is vital in designing the services for the locality.

Tony Ward



Lay Member - Governance Lead

Tel: 01204-462028

Email: joanne.taylor14@nhs.net

Biography:

Tony is an economics graduate and qualified accountant. He worked in industry for 33 years in a number of large public limited companies in the automotive, packaging, and engineering industries. Initially he worked in finance, before becoming Managing Director of businesses in the UK, Germany, and France. Tony specialises in process re-engineering, performance management and transformational change.

He was a Non-Executive Director of an Acute NHS Foundation Trust for nine years up to May 2015, where he also held the position of Audit Chair. His roles at Bolton CCG include Chair of the Audit & Remuneration Committee and the Governance & Risk Committee.

Stephen Liversedge



GP Board Member/Clinical Director Primary Care & Health Improvement

Based at Egerton/Dunscar Health Centre

Tel: 01204-462007

Email: stephen.liversedge1@nhs.net

Biography:

Dr Liversedge was one of seven GPs elected to the Board of NHS Bolton Clinical Commissioning Group in 2011, and was subsequently appointed to the role of Clinical Director of Primary Care and Health Improvement. Stephen leads the team responsible for developing primary care in all 50 practices in Bolton, and improving the health of the GP registered population of 301,000 patients.

He is an Oxford University graduate, and completed his medical training at London's University College Hospital. He completed his general practice training in 1983, and has been a GP in Bolton since then. He has a long history in leadership in Bolton in roles including the PEC Chair of the previous PCT.

Stephen continues to work part-time in his practice with three other GPs

Susan Long



Chief Officer

Tel: 01204-462030

Email: su.long@nhs.net

Biography:

Su's first role in the NHS was as an Information Analyst. She joined the NHS Graduate Management Training Scheme in 1998, and has since undertaken varied management roles in her career that have influenced her approach to commissioning. These include Regional Manager of the Cancer Services Collaborative, performance improvement at a Strategic Health Authority, and a senior operational role at a Foundation Trust.

Su was the lead Chief Officer in Greater Manchester for Health and Social Care Integration at the commencement of the devolution work. She now chairs the CCG Chief Officer's Group and is the lead commissioner for the implementation of the Healthier Together changes across GM.

She has a keen interest in population health, and is determined to work closely with practices, partner organisations and the public to deliver improvement.

Jane Bradford



GP Board Member/Clinical Director Governance and Safety

Based at Harwood Health Centre

Tel: 01204-462028

Email: jane.bradford@nhs.net

Biography:

Dr Bradford graduated from Liverpool University in 1993, and has worked as a GP in Bolton since 1998. Until recently, Jane had been an active member of the Local Medical Committee for more than 10 years.

She has also been a CCG Clinical Lead for Prescribing, and is highly motivated to promote safe and effective prescribing across primary care in Bolton. She is keen to improve interface working with secondary care to improve health outcomes for patients.

Jane has recently taken up the role of Clinical Director Governance and Safety from April 2017.

Ian Boyle



Chief Finance Officer

Tel: 01204-462010

Email: ianboyle@nhs.net

Biography:

Ian joined the CCG in October 2017 and has over 23 years experience in NHS Finance, being a CIPFA qualified accountant.

Ian has worked in Trusts, CCG's and NHS regulatory bodies with the last 6 years at Board / Governing body level. Having spent the first 14 years of his career in the North West, Ian has worked in London for the last 9 years, where he was recently the Chief Finance Officer / Deputy Chief Officer at Camden CCG.

Ian has a keen interest in staff development and strategic financial planning in support of service transformation.

Dharmesh Mistry



GP Board Member

Based at Heaton Medical Centre, Lucy Street, Bolton

Tel: 01204-462028

Email: Dharmesh.mistry1@nhs.net

Biography:

Dr Mistry has been a full time GP in his home town for the last 12 years. He returned to Bolton having completed his GP training in London in 2003 after spending almost two years doing AE in London, Brisbane, and Bolton.

He started his medical training at Cambridge and after graduating completed his clinical training at Guy's and St Thomas'.

He has been on the Bolton Local Medical Committee for the past 5 years and until his appointment to the CCG board was a non-executive director for the local out of hours service, BARDOC. He is also a GP trainer both in his surgery and in the out of hours service.

His clinical interests are Dermatology and more recently has developed a passion for improving care for the elderly.

Helen Wall



GP Board Member
Based at Crompton Health Centre
Tel: 01204-462028
Email: Helen.wall1@nhs.net

Biography:

After completing GP training in Bolton, Dr Wall became a GP partner at Dr Kirby and partners, Crompton Health Centre in 2012. During the past six years, Helen has undertaken many varied roles in Bolton, working at the Hospice, in the out of hours service, and in the training of Bolton GPs past and present. Helen also continues to examine and teach medical students from UCLAN and Manchester University and is passionate about the future of primary care.

In 2014/15 Helen set up and ran the Non English Speaking Patient Project (NESPAs). Through this work Helen has helped practices engage better with patients from other cultures.

Helen is also a clinical lead at the CCG for women's and children's services and constantly aims to encourage better patient systems across both primary and secondary care for both patients and clinicians.

Alan Stephenson



Lay Member
Tel: 01204-462028
Email: alanstephenson@nhs.net

Biography:

Alan has considerable experience of NHS corporate governance having chaired a Primary Care Trust and Ambulance Service Boards. He is also a former Trustee of the NHS Confederation. During the last NHS re-organisation, he served as a Non-Executive Director on the Greater Manchester PCTs Cluster Board, and acted as the link between that board and Bolton CCG during its shadow year of operation.

Alan is a member of the CCG's Audit Committee, the CCG's Remuneration Committee, and is a member of the Health and Wellbeing Board.

Tarek Bakht



GP Board Member

Based at St Peters House

Tel: 01204-462028

Email: tarek.bakht@nhs.net

Biography:

Dr Bakht graduated from the University of Manchester in 1997. He undertook training as a physician before coming into general practice in 2006. Presently he has a portfolio role across the healthcare sector. He works as a GP at Bromley Cross and Edgworth Surgery, and is the CCG's Clinical Lead for GP Education and Professional Development. He is keen on empowering GPs to improve quality through learning and development. He is also the Clinical Lead for Cancer and End of Life Care as well as being a Macmillan GP, and is passionate about improving local services in these key areas.

He is a GP with special interest in respiratory medicine, and is involved in various respiratory organisations across the country, including Primary Care Respiratory UK for which he sits on the executive board. Tarek has been involved in primary care quality development, especially around long term conditions and educational training of clinicians. He is passionate about improving patient care and working together to provide high quality services.

Helen Lilley



Board Nurse

Based at St Peters House

Tel: 01204-462028

Email:

Biography:

Helen has over 37 year's experience working as a nurse in the NHS. Helen is a dual registered general and mental health nurse. The majority of her career has been within dementia care and mental health services. She has extensive clinical and managerial experience, developed roles in professional leadership, service development and redesign roles. Having spent many years working as a community mental health nurse with vulnerable and sometimes marginalised adults, Helen is especially keen to contribute to developing services that give patients and their carers the opportunity to recover, thrive and gain optimum health and wellbeing.

Helen is also passionate about ensuring services support the professionals and staff who work in them. Her experience has embedded the belief that to practice safely and compassionately all professional groups need to feel valued, safe and engaged. In taking on the role of board nurse Helens ambition is to contribute to the holistic and realistic development of high quality empowering services.

	<p>Helen has also recently been appointed to the role of occasional nurse lecturer with the University of Bolton and is keen to use her knowledge and experience to support the development of the future nursing profession.</p>
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Romesh Gupta



Secondary Care Specialist Member

Tel: 01204-462028

Email: joanne.taylor14@nhs.net

Biography:

Professor Romesh Gupta graduated in India. After working as Associate Professor of Medicine in Canada, he worked as a consultant physician for nearly three decades at the Lancashire Teaching Hospitals NHS Foundation Trust, where he led the stroke services and also served as a governor. In addition, he played various leading roles with NHS Employers, Department of Health, General Medical Council, National Clinical Assessment Services, Royal College of Physicians, British Medical Association, British International Doctors Association, and the British Association of Physicians of Indian Origin. He was also one of the Directors at the Preston and West Lancashire Racial Equality Council. Romesh has a keen interest in medical professionalism, and has led personal and professional development of healthcare workers.

Romesh has a great interest in, and enthusiasm for, engaging the community in health promotion. He pioneered the Health Mela format through National Forum for Health and Wellbeing as a means of empowering people to take charge of their own health. He leads the Centre for Research in Health & Wellbeing at the University of Bolton, and has chaired the National Forum for Health & Wellbeing since its formation in 2000.

Melissa Maguinness (non-voting member)



Director of Service Transformation/Deputy Chief Officer

Tel: 01204-462030

Email: Melissa.maguinness@nhs.net

Biography:

Melissa started her NHS career in 1998, working at the North West Regional Office in a strategic planning role.

Since then she has worked in operational and strategic managerial positions within both provider and commissioning organisations across Greater Manchester.

She is passionate about collaboration and co-design, with partners and the population and is proud to have been heavily involved in the development of the Bolton Locality Plan

She is actively involved in system transformation including acute service changes across Greater Manchester and has a specific interest in improving services and outcomes for children and young people.

Helen Lowey (non-voting member)



Director of Public Health
Based at Le Mans Crescent, Civic Centre,
Bolton
Tel: 01204-337859
Email: helen.lowey@bolton.gov.uk

Biography:

Helen is a skilled and experienced practitioner with a range of knowledge and expertise across the NHS and local government. She has joined the council from Blackburn with Darwen Borough Council where she held the position of Consultant in Public Health. She has spent more than 15 years working as a consultant in public health in the NHS, local government and Public Health England. Before that, Helen worked in academia, including John Moores University and amongst her academic achievements she has a PhD (Research Doctorate in Public Health), which was looking at the epidemiology of cancer and the management in older people, which she gained at the University of Liverpool and she is a Fellow of the Faculty of Public Health.

Helen's passion is to reduce inequalities and has held a wide-ranging portfolio that brought together the wider determinants of health. She has led the development of various multi-agency strategies including accident prevention, suicide prevention and mental wellbeing, violence prevention, ensuring that a whole system approach is taken as well as leading local policy changes, public health commissioning.

Specialising in Adverse Childhood Experience (ACEs), Helen has helped lead the national agenda to consider a public health approach to ACEs, raise awareness and prevent the consequences of ACEs.

Helen was part of the first UK population ACE study and has shared the findings widely, presenting at numerous regional, national and international conferences. She has also supported a cultural change programme for being ACE-informed within schools, youth services, social workers.