

**Minutes of the SYCOM Commissioners only meeting held on Friday 7 June 2013 at 12:00 noon in the Boardroom at 722 Prince of Wales Road.**

**Present:**

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| Alan Burbanks    | - Chief Finance Officer, Bassetlaw CCG  |
| Martha Coulman   | - Head of Strategy and Partnership, Doncaster CCG                                   |
| Richard Cullen   | - Commissioning Executive, Rotherham CCG (Chair)                                    |
| Cathy Edwards    | - Head of Specialised Commissioning (South Yorkshire and Bassetlaw) – NHS England   |
| Chris Edwards    | - Chief Officer, Rotherham CCG  |
| Tim Furness      | - Chief of Business Planning and Partnerships, Sheffield CCG                        |
| David Gardner    | - Assistant Director, Procurement and Contracting, Hardwick CCG                     |
| Mehrban Ghani    | - Medical Director, Barnsley CCG  |
| Steve Hackett    | - Director of Finance (South Yorkshire and Bassetlaw) – NHS England                 |
| Clare Hillitt    | - Network Manager (South Yorkshire and Bassetlaw) – NHS England                     |
| Brian Hughes     | - Director of Operations and Delivery (South Yorkshire and Bassetlaw) – NHS England |
| Chris Stainforth | - Chief Officer, Doncaster CCG  |
| Nick Tupper      | - Chair, Doncaster CCG  |

**Apologies:**

- |                   |  |
|-------------------|--|
| Ian Atkinson      | - Chief Officer, Sheffield CCG                                     |
| David Black       | - Medical Director (South Yorkshire and Bassetlaw) – NHS England   |
| Eleri de Gilbert  | - Director (interim) (South Yorkshire and Bassetlaw) – NHS England |
| Margaret Kitching | - Nurse Director (South Yorkshire and Bassetlaw) – NHS England     |
| Phil Mettam       | - Chief Officer, Bassetlaw CCG                                     |
| Mark Wilkinson    | - Chief Officer, Barnsley CCG                                      |

**In Attendance:**

- Rebecca Copley – Senior Administrative Support (South Yorkshire and Bassetlaw) – NHS England

**13/33 DECLARATIONS OF MEMBERS INTERESTS**

No declarations of interest were made.

**13/34 WELCOME AND INTRODUCTIONS**

Richard Cullen welcomed everyone to the meeting.

**13/35 MINUTES OF THE PREVIOUS MEETING**

The minutes of SYCOM Commissioners only meeting held on Friday 3 May 2013 were agreed to be a true and accurate record.

**13/36 MATTERS ARISING**

**13/36.1 Neuromuscular Service**

Mark Wilkinson had produced a paper on the neuromuscular service which would be circulated for the next meeting.

**MW**

**13/36.2 Upper GI Services**

Following the discussions at the SYCOM Commissioners and Providers meeting, Martha Coulman queried whether any other parts of the pathway would be affected by the changes to upper GI services at Doncaster. Cathy Edwards agreed to invite a representative from Doncaster CCG to the meeting.

**CE**

**13/36.3 Divert Policy**

Brian Hughes provided an update on the divert policy and informed the Group that formal confirmation from YAS was outstanding. The divert policy would be distributed by Brian Hughes week commencing 10 June 2013.

**BH**

**13/37 IMPROVING QUALITY IN PRIMARY CARE**

Steve Hackett presented the paper on improving quality in primary care on behalf of Laura Sherburn. Laura Sherburn was looking at the next steps to take and would be arranging 1:1 conversations with CCGs before the end of June. A follow up paper would be presented to the Group.

Tim Furness queried whether there was a capacity issue within the Primary Care Team as some practices had been finding it difficult to contact members of the team by telephone and were experiencing delays with responses to emails. Steve Hackett requested that CCGs notify him of any issues in order for them to be resolved.

Nick Tupper informed the Group there would be a follow up Quality in Primary Care event in 6 months' time.

**13/38 WORKING TOGETHER PROGRAMME**

Chris Edwards discussed the actions from the recent Working Together Meetings. The briefing paper circulated with the meeting papers was still to be finalised. The SYCOM meeting

would be used as a steering group for the work programme.

Chris Edwards agreed to speak to Eleri de Gilbert to suggest a further follow up session with Finnamores. It was felt it would be beneficial to also invite North Derbyshire CCG to the next meeting.

**Chris  
Edwards**

*Alan Burbanks entered the meeting.*

**13/39            CONTRACTS UPDATE**

Cathy Edwards provided an update on the latest contract positions. All contracts had been signed with the exception of Sheffield Children's where a few issues were outstanding.

**13/40            FORWARD PROGRAMME**

Richard Cullen asked members of the Group to feed in any work areas to be included on the forward programme.

**ALL**

Tim Furness suggested that co-commissioning relationships and an update section should be included as standing agenda items.

**R Copley**

Chris Edwards suggested that QIPP Plans could be included on the forward programme if all CCGs were in agreement to share a copy of the plans at the meeting. It was agreed that QIPP Plans would be included on the forward programme for October.

**R Copley**

Cathy Edwards suggested that the plans on a page should also be shared with the Group.

Nick Tupper queried whether quality and fall out issues should also be discussed by the Group. Cathy Edwards suggested that CCGs should feed issues in on a day to day basis to the relevant team at NHS England.

**13/41            ANY OTHER BUSINESS**

**13/41.1        Minutes of the meeting**

The Group agreed that future minutes of the meetings could be shared at the public section of the CCGs Governing Body Meetings. Any confidential issues would be identified during the meeting by the Chair and would be included in a confidential version of the notes for members only.

It was noted that minutes would not be shared with the public until they had been signed off officially by the Group.

**13/41.2**      Gamma Knife

Cathy Edwards advised members that a referral had been made to the Cooperation and Competition panel, as announced by MONITOR on their website of 5 June 2013, by Thornbury hospital in relation to gamma knife service provision.

**13/41.3**      Business Case for Robotic Surgery

Tim Furness discussed the recent business case submitted for robotic surgery at Sheffield. The business case would be discussed at the Cancer Board Meeting in July. Cathy Edwards commented that this would mainly relate to CCG activity but small components would be NHS England. It was agreed for the case would also be discussed at the July SYCOM meeting.

**TF**

**13/42**      **DATE AND TIME OF THE NEXT MEETING**

The next meeting of the SYCOM Commissioners only would be held on Friday 5 July 2013 at 12:00 noon in the Boardroom at 722 Prince of Wales Road, Sheffield.

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