

NHS ROTHERHAM

Approved by Chair 9 July 2013/to be approved by next meeting

Minutes of the **Clinical Commissioning Group Governing Body** of NHS Rotherham, held on **Wednesday 3 July 2013** in the Elm Room, Oak House

Present: Dr David Tooth (Chair).....
Dr H Ashurst
Dr R Cullen
Mr J Gomersall
Ms S Lockwood
Mrs S Cassin
Mrs K Firth
Dr L Jacob
Dr S Mackeown

Participating observers: Dr N Hoysal, Consultant in PH Medicine, RMBC

In Attendance: Mrs W Commons, secretariat
Mrs S Whittle, Assistant Chief Officer (Board Secretary)

106/13 Apologies for Absence

Apologies were received from Mr C Edwards, Cllr Ken Wyatt, Dr R Carlisle & Dr J Radford.

107/13 Declarations of Pecuniary or Non-Pecuniary Interests

It was acknowledged that Drs Tooth, Cullen Jacob, and Mackeown had an (indirect) interest in most items. In addition, Dr Jacob declared a particular interest in items relating to TRFT as he was employed by them on a sessional basis.

108/13 Minutes of the Previous Meeting

The minutes of the Clinical Commissioning Group Governing Body held on 5 June 2013 were confirmed as a correct record subject to the following points of accuracy:

91/13 Dr Jacob wish to clarify his declaration of interest that he had attended and *participated in* a pharmaceutical meeting to talk about *stroke prevention* and atrial fibrillation. The meeting was sponsored by a pharmaceutical company.

100/13 The action to remind GPs of guidance on diagnosis and reporting of C.diff cases should have been attributed to Dr Radford, not Mrs Cassin as stated.

109/13 Matters Arising

94/13d Declarations of Interest

Mrs Whittle advised members that she had shared the list of declarations that had been sent by practices and as a result a couple of additions had been made to the register. The latest versions of which were available on the CCG website.

94/13e Risks associated with the Caldicott 2 Information Governance Review

Concerns were being raised via CCGCOM on our behalf about national changes to the information governance guidance.

97/13 Continuing Healthcare Policy on the Commissioning of Care

Mrs Firth confirmed that the policy had been amended to reflect Governing Body wishes that a lay member and GP be on the appeals panel. The policy would be reviewed in 12 month's time.

99/13 Visit to NHS111

Dr Jacob and Mr Gomersall were re-scheduling their visit to the call centre as their original appointment had been abandoned due to poor signposting to the centre.

100/13 MRSA Contaminant

Dr Tooth confirmed that the CCG were looking to escalate the anomaly of a contaminant result being counted against its MRSA national target.

100/13 Unredacted Safeguarding Children's Report

In Mr Edwards' absence, Mrs Cassin advised members that the Chair of the Safeguarding Children's Board had written to the DfE about the unredacted version of the report but had not received a response to date. Mr Edwards would report back on his discussions with the RMBC Chief Executive about how best to escalate the issue at the August Governing Body.

Action: Mr Edwards

100/13 C.diff Cases

Mrs Cassin had asked Kathy Wakefield (Public Health Infection Control Lead) to prepare guidance on diagnosis and reporting of C.diff for Rotherham GPs. This would serve as a reminder following an increase in the number of cases reported to last month's Governing Body

Action: Dr Radford

110/13 Chief Officer's Report

In his absence, Mr Edwards report was received. Points of note included:-

a) Information Governance

Mrs Firth updated members on the risk for CCGs not being able to access any patient identifiable data. The CCG were currently working with the CSU to interpret further national guidance although a risk remains in place in the meantime.

Audit & Quality Assurance Committee (AQuA) will review the risk register at its November meeting.

b) Y&H Clinical Senate

The views of the Health & Wellbeing Boards were being requested by the Y&H clinical senate. Mrs Whittle would co-ordinate views on behalf of members to be fed into Rotherham Health & Wellbeing Board.

Action: All/Mrs Whittle

c) Recruitment Process for the CCG Chairman

Members were informed of the arrangements for recruiting a new CCG Chairman. SCE will vote on Wednesday 7th August which will be observed by the GPMC chair and NHS England. A vote of confidence for the new chairman will be sought from GP members throughout August. A robust process is in place including candidates undertaking an assessment centre session.

111/13 Personal Health Budgets

Prior to its full rollout in 2014, members were asked to give approval to extend the personal health budgets pilot to a wider cohort of continuing healthcare patients up to £1,500,000.

Mrs Firth explained that the extension would be funded by existing monies from current spend. It was acknowledged that the pilot may include some of the services that are currently provided by TRFT's community nursing service and duplication should be avoided where possible. However, the pilot would enable further exploration for future contracting to better meet the needs of the patients.

Members discussed the co-commissioning issues between health and the social care contribution from RMBC.

The extension to the pilot was approved subject to it being assessed for the Governing Body to review the evaluation in September.

Action: Mrs Firth

112/13 Audit & Quality Assurance (AQuA) Annual Report

As Chair of the Audit & Quality Assurance Committee, Mr Gomersall presented the annual report for 2012/13 detailing the work undertaken throughout the past year. It also set out the proposed arrangements for the Committee's future work which included strengthening the Committee's approach to include more quality elements.

The Chair thanked Mr Gomersall and AQuA Committee for the work they had undertaken and wished them well in the coming year.

Dr Jacob had attended his first meeting recently and said he was impressed with the quality of reports and examination by the Committee.

113/13 Intellectual Property Policy

Mrs Whittle presented the new management of intellectual property policy which would also form part of the CCGs contract with providers.

The Governing Body adopted the policy and noted its review would take place April 2015.

114/13 Annual H&S Premises Inspection

A premises inspection had been undertaken of the top floor of Oak House where the CCG is located. Members noted the action plan would be monitored by AQuA Committee, who were also overseeing the development of a health and safety policy.

The Governing Body noted the inspection and asked the AQuA Committee to update members on progress against the action plan in October.

Action: Mr Gomersall/Mrs Whittle

115/13 Risk Register & Assurance Framework Summary

Mrs Whittle reminded members of the purpose of the risk register and assurance framework. A review of the CCG's risk management processes undertaken by internal audit had reported 'significant assurance'. The risk register and framework would be reviewed by AQUA Committee quarterly. Members agreed they wished to receive it twice yearly, in July for formal acceptance and January for review.

Dr Ashurst queried whether comparisons were made against the Risk Register & Assurance Framework of other organisations. Mr Gomersall advised that the framework had been compared across South Yorkshire and Bassetlaw and modified so that the format is the same. However, at his next meeting with SY Audit Committee Chairs he would suggest sharing registers and frameworks for benchmarking purposes. Members agreed that this would be a useful exercise.

Mrs Cassin highlighted that a Quality Surveillance Group chaired by NHS England is held across the patch where common risks and outliers are shared.

Dr Jacob raised an issue with reference to contract monitoring of GP practices – It was agreed that the wording needed to change to highlight that GP Practices would be monitored against CCG commissioned services (not their GMS/PMS contract)

The Governing Body were assured by the processes and controls in place to manage the risks effectively and wished to convey its thanks to Lydia George and Julie Murphy for the work and quality of the documents.

Action: Mrs Whittle

116/13 GP Members Committee

Members noted the minutes from the GP Members Committee held on 29 May 2013.

Dr Jacob gave a verbal update from the meeting held on 26th June which included:

- Choose & Book issues
- Community nursing cover for absence and nursing home advance practitioner roles
- Admissions and readmissions percentages in out of hours
- Referral system for adolescent mental health services

The Chairman confirmed that the CCG Executive Team were receiving GP Member Committee minutes to ensure that all points raised by them were reviewed and actioned as required. Dr Tooth asked Drs Jacob and Mackeown to thank the GP Members Committee for their input.

117/13 Patient Safety & Quality Assurance Report

Mrs Cassin reported that since papers were published a report which was produced following the CQC's visit to the Rotherham Foundation Trust earlier on 6th June had been published and is available on the CQC website at: (<http://www.cqc.org.uk/directory/rfrpa>). It contained some very positive patient and staff quotes, a sample of which Mrs Cassin verbally highlighted for members.

Mrs Lockwood gave an update on the patient participation work that had taken place throughout the month. She had attended Rotherham Older People's Forum who had consulted about the changes to the health service and produced a summary of the experiences of older people with hospital, GP and other health services. The document would be shared with members.

Action: Mrs Lockwood

At the next Governing Body Mrs Lockwood would report on the PPG Network being held on 4th July where Michael Morgan, Interim Chief Executive at TRFT would be attending as well as giving an update on progress with the Admiral nurses pilot.

Mr Gomersall suggested that taking an early look at patient's views gathered would be useful to help inform the next commissioning plan.

Members noted the contents of the Patient Safety & Quality Report.

118/13 Performance Report

Mrs Firth highlighted A&E performance and the significant improvements made from the beginning of the year. Work is being undertaken nationally to assess the countrywide issues that had occurred in April. Although YAS were meeting performance across the whole contract they were currently underperforming locally on Cat A R1 calls for Rotherham. The CCG is working with the Ambulance Trust to address the problem.

Mr Gomersall recalled a piece of work undertaken previously that highlighted the specific geography of Rotherham as contributing to the problem in meeting this target. Mrs Firth would ask the contracting team to review this work with YAS

Action: Mrs Firth

Mrs Firth reported that limited activity data is available due to the information governance problems referred to earlier in the meeting. It was still anticipated that the CCG would achieve plan.

Mrs Firth highlighted to members that a proportionate share of the monies previously banked in the Strategic Investment Fund had been allocated to Rotherham CCG in 2013/14 but could not be utilised in 2013/14 therefore the published accounts will show a significant surplus which will distort the true underlying position of the organisation

Members noted the contents of the integrated performance report.

119/13 NHS Rotherham Annual Accounts 2012-13

The Annual Accounts for NHS Rotherham were received for information. The PCT met its financial targets in 2012-13.

Members noted their thanks for the work carried out by the predecessor organisation to hand over a financially stable environment in which the CCG could operate.

120/13 Draft Annual Governance Statement

Members noted NHS Rotherham's annual governance statement for 2012-13 that formed part of the annual accounts. It had been signed off by Eleri De Gilbert (Interim Director, NHS England) on behalf of NHS Rotherham.

121/13 Health & Well Being Board

The minutes of the meeting held on 12th June 2013 were noted.

122/13 Issues For Escalation – to Governing Body or other Committees

None

123/13 Date, Time and Venue of Next Meeting

Rotherham Clinical Commissioning Group Governing Body's next public meeting is scheduled to commence at **1.00pm** on Wednesday **7 August 2013** at Oak House, Moorhead Way, Bramley, Rotherham S66 1YY.

124/13 Exclusion of the Public

In line with Standing Orders, the Governing Body approved the following resolution:

“That representatives of the press and other members of the public be excluded from the meeting, having regard to the confidential nature of the business to be transacted - publicity on which would be prejudicial to the public interest.”

[Section 1(2) Public Bodies (Admission to Meetings) Act 1960 refers].