Minutes of the NHS Rotherham Clinical Commissioning Group Governing Body held on Wednesday 1 July 2015 at 1pm in the Elm Room (G.04) at Oak House, Moorhead Way, Bramley, Rotherham S66 1YY

Present: Dr J Kitlowski (Chair) Mr C Edwards
Dr L Jacob Mrs K Firth
Dr R Cullen Mrs S Cassin
Dr S MacKeown Mr J Barber
Dr A Darby Mr P Moss

Participating observers: Ms T Roche, Director of Public Health, RMBC

In Attendance: Mrs S Whittle, Assistant Chief Officer (Governing Body Secretary)
Mr G Laidlaw, Communications Manager, RCCG
Mrs M Robinson, Secretariat, RCCG
Mr Dominic Blaydon, RCCG
Ms Kate Tufnell, RCCG

Observers: Mrs Rebecca Chadburn, RCCG
Mr Richard Mount, GP Trainee

68/15 Apologies for Absence
Cllr David Roche, Chair, Health & Well Being Board
Dr Robin Carlisle, RCCG

69/15 Declarations of Pecuniary or Non-Pecuniary Interests
It was acknowledged that Drs Kitlowski, Cullen, Jacob and MacKeown had an (indirect) interest in most items. Dr Jacob also expressed an interest in the COPD management.

70/15 Patient & Public Questions
There was no patient or public questions received for the meeting.
Mrs Whittle informed the meeting following received feedback the CCG has amended how it receives questions from the public. There will continue to be a ten minute slot at the start of the meeting to receive public questions. The public will no longer be required to give seven days’ notice.
We are still asking that the questions are relevant to the agenda of the meeting. A written response will be given if an in-depth response is needed.

Reflections of the Annual General Meeting
Dr Kitlowski asked the Governing Body members for their thoughts on how the Annual General Meeting went.
Members of the Governing Body agreed the Annual General Meeting had been a success and there had been a good turn-out and range of attendees.
Dr Jacob reported to the meeting he felt the event had been an excellent way for the public to know who the service leads are and that they are able to communicate through the GP’s.
Mrs Firth informed the Governing Body she had been approached by other services who would like to join further events we host.
The Governing Body felt it was appropriate to consider holding a midyear event and Mr Edwards asked Mr Moss to agenda mid-year event at the next Patient and Public Engagement Meeting. Mr Moss to feedback to the next Governing Body meeting.

**Action: Mr Moss**

71/15  **Minutes of Previous Meetings – For Approval**
The minutes from the previous meeting held on 3 June 2015 were approved by the Governing Body.

72/15  **Chief Officers Report (CE)**
**Collaboration in Clinical Leadership – NHS Clinical Commissioner Briefing**
Mr Edwards informed the Governing Body members Rotherham CCG was spotlighted in the Collaboration in Clinical Leadership – June 2015 briefing.

**Yorkshire and Humber Genomic Medicine Centre**
Mr Edwards reported to the Governing Body members that Rotherham CCG is a member Allied Health Science Network which support the national Genomes Project which was launched in 2012. The Yorkshire and Humber region is coming together to submit a bid for Wave 2 of the national programme to establish GMCs across the country. The programme will focus on patients with a rare disease and their families and patients with cancer. The regional bid will involve all providers in order to ensure patients from across the region have the opportunity to take part in the national programme. It is a national Research and Development opportunity that the CCG should be aware of and support their providers in engaging fully.

**Five Year Forward View**
The members of the Governing Body discussed the Five Year Forward View paper.
Mr Edwards informed the meeting that Rotherham CCG has made an application for the Vanguard Urgent Care Funding and the closing date is later this month.
Mr Edwards also informed the meeting it is expected there will be an opportunity for the CCG to make a future application for Social Prescribing.

**NHS Pension Scheme Employer’s Charter**
The Governing Body members discussed the charter and Mr Edwards asked Mr Barber to consider whether the charter needs to go to be discussed at the Audit and Quality Assurance Committee (AQuA) meeting.

**Action: Mr Barber**
The Governing Body noted the Chief Officer’s Report.

73/15  **2015 CCG 360° Stakeholder Survey Feedback**
The Governing Body members noted that NHS England have informed the CCG that following the survey the results show Rotherham CCG results compare with the best in the region.

The members discussed the report and discussed how to disseminate information to the localities. The report suggested that a brief summary of information should be circulated monthly to all stakeholders giving an update on the projects being carried out by the relevant officers. Dr Jacob suggested to the Governing Body members that the use of the PLT events as is a good way to feed information to practices. Dr Kitlowski to note the suggestion.

**Action: Dr Kitlowski**
Ms Tufnell gave Dr Russell Brynes apologies to the meeting.

Ms Tufnell highlighted the points of the Rotherham, Doncaster and South Humber NHS Foundation Trust 2015/16 contract to the Governing Body Members. Included within this contract or the following services:

- CAMHS (MH & LD)
- Adults Learning and Disabilities
- Older People
- Adults Learning and Disabilities

Services not included within this contract are alcohol and substance misuse. The contract is a one year contract and was signed on 30 March 2015. Ms Tufnell informed the Governing Body of the challenges and developments within the contract and how the CQUIN Indicator Set will be achieved. Ms Tuffnell reported to the meeting about the work being undertaken to improve outcomes around CAMHS and how the CCG is working with RDASH to achieve this.

More work is being carried out regarding eating disorders and the CCG is working with South Yorkshire Eating Disorder Association (SYEDA) to develop a service within schools.

Ms Tuffnell informed the meeting about the concerns around Dementia waiting times and how Dr Bryant is working on the key areas with RDASH to improve these.

The CCG is also working with Improving Access to Psychological Therapies (IAPT) to produce a new model of care within the next contract with regard to Psychological Therapies.

The Governing Body members discussed the contract and plans and Dr Jacob asked Ms Tufnell to provide information to show how the CCG have improved the services discussed.

The Governing Body noted the contract.

**Action:** Ms Tufnell

Mr Blaydon informed the Governing Body members how Rotherham CCG has three separate contracts with Yorkshire Ambulance Service (YAS).

These are:

- 999 Ambulance Service
- Patient Transport Contract
- NHS111

Mr Blaydon reported to the members of the meeting that the contracts with YAS, PTS (Patient Transport Contract) and 999 are in their second year of a 2 year contract. NHS 111 is a 5 year contract that was awarded after a tendering process. Mr Blaydon reported to the meeting that service delivery for YAS through 2014/15 proved a challenge with a reduction in achievement of KPI’s. Commissioners are working with YAS to improve this with a number of initiatives:

- A review of PTS and developing an action plan to improve their performance.
- Investment in new vehicles including the use of technology to improve vehicle efficiency and reduce operating costs.
- Improved planning of journeys to reduce journey times and provide whole system improvements.
Mr Blaydon informed the Governing Body members of the challenges which YAS have been faced with. These included:

- Challenges delivering performance, a recruitment campaign to increase staff has been difficult due to a national shortage of paramedics.
- An increase in 2014/15 for YAS with an increase in activity of 8.7% in Rotherham over the full year.
- Ambulance stations not fit for purpose and YAS are investing in stations and crew facilities.

Mr Blaydon reported to the meeting that additional monies has been invested into YAS to reduce the number of calls from core frequent callers and support them to manage their conditions more effectively. Mental Health Nursing staff will be located within call centres to support patients to access the right pathway for treatment and additional clinical staff have been funded to reduce the number of ambulance requests from the 111 service. The clinical staff will ensure patients receive the right advice and treatment and reduce the number of unnecessary visits to Accident and Emergency.

Mr Blaydon informed the members of the meeting of the CQUIN indicator set, there are no CQUINs attached to the NHS 111 contract as it are not a standard NHS contract.

Members of the Governing Body raised questions round the NHS111 service and how the contract could be amended. The members felt it was necessary to have CQUINS for NHS111. The Governing Body members discussed the contract and noted that it cannot be amended until the end of the contract’s term. The CCG can work on updating the contract for 2016/17 with the other 22 CCG’s.

The Governing Body members suggested the Audit and Quality Assurance Committee meeting members undertake a deep dive on the NHS111. Mrs Firth to take to Audit and Quality Assurance Committee.

Action: Mrs Firth

76/15 Commissioning Plan Performance Report – 2014/15 Year End Position (CE)

Mrs George informed the Governing Body Members of the key issues within the report. The report shows an overall position with an increase in the number of metrics on track, however there is also an increase in the number of metrics that are causing concerns. These metrics are now reporting as on track but with issues.

Mrs George informed the members that the 2015/16 report template has been reviewed at Operational Executive and SCE and the key changes to note include:

- 25 New indicators have been added
- 19 Indicators have been updated and reworded
- 21 indicators used in the 2014/15 reports have been removed.

The changes have been made by the relevant officer leads to reflect this year’s current Commissioning Plan.

Dr Kitlowski thanked the team for their work in producing the report.

The Governing Body were asked to note the Commissioning Plan Performance report for 2014/15 which details year-end status.
77/15  Performance Reports

a) Delivery Dashboard (LG)
Mrs George informed the Governing Body Members that the report was produced in the usual format. NHS England is introducing a new assurance framework based on 5 domains. It may be that the format and content of future Governing Body reports are modified in response to this. The updated Performance Management Framework was agreed by the Operational Executive at their meeting on 1 June. At this meeting the full suite of national metrics were considered, alongside those regularly received by the Governing Body. The full suite of metrics will be reviewed by the Operational Executive on a quarterly basis to ensure a robust overview of performance to confirm the appropriateness of the current selection of metrics received by Governing Body.

Mrs George informed the meeting that there had been improvements in the delayed transfers of care. Work is ongoing to achieve at least a 3% decrease in 2015.

The Members discussed the Better Care Fund and the problem with readmissions. The report showed an overall 4% reduction in readmissions.

The Members discussed the transformation year 2 and the plan to have consultants in the community to help prevent re-admissions. The members of the meeting suggested carrying out a deep dive at Audit and Quality Assurance Committee into the Better Care Fund. Dr Carlisle to be asked to take to the Audit and Quality Assurance Committee.

Action: Dr Carlisle

78/15  Finance & Contracting Performance Report (KF)

Mrs Firth informed the Governing Body members about the Ledger Cash Balance of £900,000 and how the CCG’s are not allocated Cash Resource Limits but instead negotiate a Maximum Cash Drawdown (MCD) figure with the NHS England Cash Management Team. The exercise is to set the MCD for 2015/16, has not yet been undertaken.

Mrs Firth reported to the meeting that Rotherham CCG has signed up to the Prompt Payment Code administered by the Institute of Credit Management which require the CCG to pay all valid invoices by the due date or within 30 days of receipt of a valid invoice, whichever is later.

Mrs Firth informed Members of the meeting about the Secondary Care and QIPP Position. The CCG only has access to indicative month 1 data due to the NHSE activity reporting timescales. Unusually high levels of un-coded activity have been reported within the TRFT data and the Trust is working to rectify this in time for final data runs.

Mrs Firth reported to the meeting there was a risk of a high cost learning disabilities patient being transferred to the CCG in the second part of the year at a cost of approximately £0.5m. Legal advice is currently being sought so this is not yet included in the forecast. This has also been flagged up with NHS England.

Mrs Firth informed the members of the Governing Body that Continuing Care individual care packages are being reviewed more frequently by clinical teams to ensure that the appropriate packages are in place. There are reductions in costs in some cases and this has allowed resources to be made available to address the increased demand from new patients.

The Governing Body noted the report.
Quality & Patient Engagement

79/15

Patient Safety & Quality Assurance Report (SC)
Mrs Cassin informed the Governing Body Members that C-Diff is under trajectory and the Root Cause Analysis is working well.

Mrs Cassin reported to the meeting that interviews are being held tomorrow (Thursday) for the role of Infection Control Lead.

Mrs Cassin reported to the meeting that we are awaiting the report from the CQC. The CCG and TRFT reports from the CQC will be published at the same time.

Mrs Cassin informed the meeting that Presentation by Dr Sue Proctor around Jimmy Savile, “Savile at Leeds: The Key Findings” event had been attended by a section of TRFT Staff, CCG Chief Nurse and Head of Safeguarding with the intent of sharing the lessons. There were some key messages identified to disseminate via the forthcoming Safeguarding week.

Mrs Cassin informed the meeting that the Rotherham Safeguarding Adult Board meeting took place this morning.

Mrs Cassin reported to the meeting that at the next AQUA meeting a deep dive will take place on C-Diff and TRFT have been working with the CCG on this.

80/15

Patient Engagement & Experience Report (SC)
Mrs Cassin informed the members of the Governing Body meeting that TRFT Dermatology Clinic has had poor feedback and are investigating. The members of the meeting thought this should not be investigate by TRFT themselves and should be carried out by RCCG. Helen Wyatt is involved with the complaints.

The meeting discussed the GP Data – Rotherham Practices. Dr Cullen questioned how the CCG was investigating the data and was Dr Page involved.

**Action: Mrs Cassin**

The meeting discussed the Inpatient Survey 2014 – TRFT. Mrs Cassin informed the meeting that Mrs Wyatt was looking at an area of the survey where TRFT has come out worse compared to other trusts. Mrs Wyatt will produce a document to inform a future Governing Body meeting. An action plan was asked for and this may need to go into the Contract Quality meeting.

**Action: Mrs Cassin**

Mrs Cassin made the members of the meeting aware of two links:
- Rotherham CCG AGM
- Engaging with the public (page 4 of the report).

Mrs Cassin informed the members as part of taking the patient experience forward she will be bringing two video vignettes on patient experiences to the Governing Body meeting.

**Action: Mrs Cassin**

81/15

Minutes of the GP Members Committee (LJ/SM)
Dr Jacob informed the meeting of the items discussed at GP Members Committee.
The Emergency simulation event on 28 May went well and according to plan. The IT systems for the centre were discussed. Dr Jacob reported to the meeting that the advanced practitioners have been trained and are due to graduate shortly. Dr Jacob advised the Governing Body Members of the issues around Outpatient DNA letters not being received by patients. Dr Kitlowski informed the meeting historically members of the Governing Body had felt strongly about DNA letter and have made TRFT aware of the issues. Dr Kitlowski asked Dr Darby if he could advise if he felt what we were asking was reasonable. Mrs Firth informed the meeting she will discuss the item with Chris Holt.

Action: Dr Darby and Mrs Firth

Dr Jacob informed the meeting there was a delay of between 12 – 14 months in receiving coroners’ reports following the death of a patient and practices are not receiving reports of death from TRFT. Dr Kitlowski informed the meeting the TRFT are using a new process for reporting of deaths and we need to ask the question of the most appropriate person.

Action: Dr Kitlowski

82/15 Governing Body Actions Log
The meeting discussed the actions log and the actions were RAG rated accordingly.

83/15 Minutes of Health & Wellbeing Board Meeting
Mr Edwards informed the Members that he was very happy with the way the Health & Wellbeing Board meetings were going forward and felt the Commissioners engage well with the CCG.

The Governing Body noted the minutes of the special meeting of the Health & Wellbeing Board held on 18 May 2015.

84/15 Minutes of the Primary Care Sub-Committee
The Governing Body members discussed the Minutes from the meeting held on 20 May 2015.

Mr Edwards informed the meeting item 9 of the minutes, draft GP Strategy will be brought to the Governing Body meeting in the near future.

Mr Edwards informed the meeting with regard to item 10 Chantry Bridge there are two tracks of work going on, re-procure or disperse. Re-procuring the service would mean going out to tender and finding another suitable provider. Dispersing would consist of the patients registered at Chantry being notified to find another practice of their choice which would impact particularly on the practices surrounding Chantry Bridge. Mr Edwards reported NHS England has received feedback from the LMC and RCCG that procurement would be their first choice.

The Governing Body noted the minutes.

85/15 For Information
Ms Roche informed the meeting that this was her first meeting since taking up her role as Director of Public Health and she was impressed with the way the meeting was conducted. Ms Roche also informed the meeting that she was particularly impressed with the Social Prescribing service and will discuss with Mrs Whittle how this can be developed.
86/15 Future Agenda Items
No items discussed

87/15 Urgent Other Business
No items discussed

88/15 Issues For Escalation – to Governing Body or other Committees
No Items discussed

89/15 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].

90/15 Date, Time and Venue of Next Meeting

The next Rotherham Clinical Commissioning Group’s Governing Body to be held in public is scheduled to commence at 1:00 on Wednesday 5 August 2015 at Oak House, Moorhead Way, Bramley, Rotherham S66 1YY.