

Minutes of the SYCOM Commissioners Only meeting held on Friday 6 September 2013 at 11:30 a.m. in the Boardroom at 722 Prince of Wales Road.

Present:

Ian Atkinson	- Chief Officer, Sheffield CCG
Dr David Black	- Medical Director (South Yorkshire and Bassetlaw) – NHS England
Dr Richard Cullen	- Commissioning Executive, Rotherham CCG (Chair)
Chris Edwards	- Chief Officer, Rotherham CCG
Eleri de Gilbert	- Director (interim) (South Yorkshire and Bassetlaw) – NHS England
Cathy Edwards	- Head of Specialised Commissioning (South Yorkshire and Bassetlaw) – NHS England
Steve Hackett	- Director of Finance (South Yorkshire and Bassetlaw) – NHS England
Brian Hughes	- Director of Operations and Delivery (South Yorkshire and Bassetlaw) – NHS England
Margaret Kitching	- Nurse Director (South Yorkshire and Bassetlaw) – NHS England
Phil Mettam	- Chief Officer, Bassetlaw CCG
Chris Stainforth	- Chief Officer, Doncaster CCG
Dr Nick Tupper	- Chair, Doncaster CCG
Mark Wilkinson	- Chief Officer, Barnsley CCG

Apologies:

David Gardner	- Assistant Director, Procurement and Contracting, Hardwick CCG
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In Attendance:

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

13/63 DECLARATIONS OF MEMBERS INTERESTS

No declarations of interest were made.

13/64 WELCOME AND INTRODUCTIONS

Richard Cullen welcomed everyone to the meeting.

13/65 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 2 August 2013 were agreed to be a true and accurate record.

13/66 ACTION LOG

13/66.1 Winter Monies - 111

Ian Atkinson requested clarification from the previous meeting around winter monies and queried how the £15 million for 111 would be allocated. Eleri de Gilbert confirmed that this would be used to increase staffing levels in areas that weren't delivering and to ensure sustainability over the winter period.

In the future the Milton Keynes call centre would be used as a backup for any call centres across the country that experienced problems.

Chris Edwards queried when 111 would be advertised nationally and was advised that currently the Secretary of State would not allow check point 6 to be completed which was required before marketing /advertising could take place. This is being reconsidered but will have to be in the context of sustainable 111 delivery

13/66.2 SY13/58.2 – Quality Assurance Issues

Margaret Kitching confirmed that a robust system was in place to deal with quality assurance issues in South Yorkshire and Bassetlaw but this was not currently replicated for Military Health and Offender Health. Links had been made with counterparts in other area teams to ensure that any issues/risks were notified.

13/66.3 SY13/49 – The NHS belongs to the People – Call to Action

A meeting had been arranged with CCG representatives to discuss the events already in place where call to action could be discussed.

13/67 IMPROVING PRIMARY CARE QUALITY

Laura Sherburn presented the paper previously circulated on Primary Care Quality. The version 2 of the memorandum of understanding had been signed for both Doncaster and Sheffield. Bassetlaw had requested a few amendments before signing and discussions were still ongoing between Rotherham and Barnsley. Chris Edwards confirmed that Rotherham had 2 minor amendments and then were happy to sign.

The clinical governance stocktake had shown variability across practices. An additional letter would be sent out to practices regarding CQC compliance following a recent inspection at a practice in South Yorkshire and Bassetlaw that had resulted in a CQC warning notice.

Nick Tupper recommended that clarity should be provided to practices around reporting serious incidents as there was

currently uncertainty in practices about the processes to be followed.

Laura Sherburn informed the Group that work was ongoing around the structure of governance arrangements and 3 way meetings would take place between CCGs, LAs and the Area Team.

**13/68 SERVICE CHANGE ASSURANCE: INTERIM
ARRANGEMENTS**

Laura Sherburn presented the paper previously circulated on service change assurance and requested agreement from the Group.

Ian Atkinson suggested a further bullet point should be added to read “consistent with Health and Wellbeing Strategy”.

LS

**13/69 SPECIALISED COMMISSIONING – IMPACT OF NATIONAL
SPECIFICATIONS**

Following the update provided by Cathy Edwards at the SYCOM Commissioners and Providers meeting, Eleri de Gilbert agreed to liaise with Chief Officers around derogation decisions and to then explore how CCGs would be engaged in discussions around the impact of such decisions on configuration of services.

EdG

13/70 INTEGRATION FUND

Discussions around the integration fund had taken place at CCG Checkpoint meetings. CCGs would have conversations with Local Authorities and would have to have decisions signed off at the Health and Wellbeing Board.

13/71 ALLOCATION FUND

Steve Hackett discussed the gateway reference letter received regarding allocation changes.

13/72 ANY OTHER BUSINESS

No items were raised under this section.

13/73 DATE AND TIME OF NEXT MEETING

The next meeting of the SYCOM Commissioners and Providers Forum would be held on Friday 1 November 2013 at 11:30 a.m. in the Boardroom at 722.

Please note that the October meeting has been cancelled.

DRAFT