

Minutes	Title of Meeting:	ROTHERHAM CLINICAL COMMISSIONING GROUP (RCCG) PUBLIC GOVERNING BODY MEETING
	Time:	1.00-5.00pm
	Date:	Wednesday 6th June 2018
	Venue:	Elm Room G.04 at Oak House, Moorhead Way, Bramley, Rotherham S66 1YY
	Chair:	Dr R Cullen

Quorate Participation

Governing Body have 13 voting members. Quorum is 7 members including 1 Lay member and 1 GP Members Committee Member or nominated representative, the Accountable officer or nominated representative and the Chief Financial Officer or nominated representative.

Governing Body Chair confirmed the meeting as quorate.

Present:

Dr R Cullen	GP, Chair, RCCG
Mr C Edwards	Chief Officer, RCCG
Mr I Atkinson	Deputy Chief Officer, RCCG
Mrs W Allott	Chief Finance Officer, RCCG
Mrs S Cassin	Chief Nurse, RCCG
Dr G Avery	GPMC Representative, RCCG
Dr S MacKeown	GPMC Representative, RCCG
Dr Ryan D'Costa	Secondary Care Doctor, RCCG
Mr J Barber	Lay Member, RCCG
Dr David Clitherow	Independent GP member
Dr J Page	Lead GP, Finance and Governance ,RCCG
Mr G Laidlaw	Head of Communications, CCG

In Attendance:

Mrs R Nutbrown	Assistant Chief Officer, RCCG
Ms Lindsey Hill,	Information Governance/ PA, RCCG (Note Taker)

Participating Observer:

Steve Turnbull	Public Health, RMBC
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Members of the Public:

Dianne Caster	Public Member
Stuart Henley	Public Member
Ken Dolan	Public Member
T Goodband	GP Registrar, Sheffield

105/18	<p>Apologies: Councillor Roche, Dr Carlisle , Mrs Henderson</p> <p>Dr Cullen welcomed Dr D’Costa as a newly appointed member to Governing Body and congratulated Mrs Allott on her permanent appointment as Chief Finance Officer.</p> <p>Dr Cullen welcomed members of the public attending today’s meeting.</p>	
106/18	<p><u>Declarations of Pecuniary or Non-Pecuniary & Conflicts of Interest</u></p> <p>It was acknowledged that, as Primary Care Providers in Rotherham, Dr’s MacKeown and Avery and Page had an (indirect) interest in most items.</p>	
107/18	<p><u>Patient & Public Questions</u></p> <p>Dr Cullen invited members of the public (Save our Rotherham NHS) to ask questions (normally in advance by email to generic email inbox or via Communications so that we can respond at the meeting rather than afterwards) and also that items can be part of the agenda Dr Cullen invited further questions to be emailed after the meeting which will be responded to. Dr Cullen also asked for stories of patient experience which can be considered for decisions going forward and working together.</p> <p>Dr Cullen stated that Governing Body was looking forward to working together with the Rotherham service users.</p>	
108/18	<p><u>Draft Minutes of the RCCG Governing Body (GB) dated 2nd May 2018 and Matters Arising.</u></p> <p>The Minutes from the Governing Body held 2nd May 2018 were approved as a true record of proceedings.</p> <p><u>Draft Extra Ordinary Governing Body 23rd May 2018</u></p> <p>The Minutes from the Governing Body held 23rd May 2018 were approved as a true record of proceedings</p>	
109/18	<p><u>Action Log</u></p> <p>All items are noted as green in status and are now closed with no outstanding actions to be recorded.</p>	
110/18	<p><u>Chief Officers Report</u></p> <p>Mr Edwards informed GB of national/local developments in the past month.</p> <p><u>Annual Feedback Review</u></p> <p>At the Annual Review meeting with NHS England, RCCG were rated as outstanding as an organisation, and gave positive feedback about performance, finance and key targets. We should get the rating for this year in July when the finalised Assessment Results will be available.</p>	

	<p><u>Chair & Vice Chair of CCG Strategic Clinical Executive</u></p> <p>Mr Edwards informed members that Dr Cullen has been reappointed as CCG SCE Chair and Dr Page as Vice Chair for a further 12 months.</p> <p><u>Governance Structure for Meetings</u></p> <p>Mr Edwards informed members that our meeting governance structure has undergone a review and refresh, to reflect changes in partnership working and meetings we support</p> <p>Mr Edwards invited and comments or questions. No comments /questions raised.</p> <p><u>2017-2018 CCG IAF</u></p> <p>CCG's final results for the 2017-18 CCG IAF engagement indicator and assessment were shared having a final RAGG rating of green. Mr Edwards invited any suggestions of further ways to improve and thanked Mrs Henderson and Mrs Wyatt for their efforts in attaining the highest rating.</p> <p><u>Closer Working</u></p> <p>NHS England and NHS Improvement have held their first public board meeting in common and an update outlined a new way of working. Decisions are made at Joint Board at Regional Level. There is on-going work to be done.</p> <p><u>Governing Body Forward Planner</u></p> <ul style="list-style-type: none"> • July 4th Planned AGM and Governing Body meeting at New York Stadium • August 1st Governing Body has been cancelled • 5th September Governing Body will include a development session 11.00am-1.00pm to discuss next year's strategy <p><u>Communications Update</u></p> <p>Mr Edwards gave a brief update on recent communications activity. No Comments or questions are noted.</p> <p>Mr Edwards confirmed a final flyer will be circulated to confirm AGM timings and running order and that Members of the public will also be invited by Mr Laidlaw as soon as possible. Mr Edwards explained that it is a yearly event in its 4th year. Members of the public stated that the public are not aware of the event and that it needs communicating more efficiently. Mr Edwards suggested that any feedback would be welcome and efforts will be made to improve how we communicate information to the public.</p> <p>No further questions are noted.</p>	
111/18	<p><u>Hospital Services Review Report</u></p> <p>Dr Cullen asked members if they had all received the full report and that a link to the full report will also be noted in today's minutes. https://www.healthandcaretogethersyb.co.uk/.</p>	

	<p>This will be circulated to all localities and practices for feedback. Further full discussion will take place at July Governing Body Meeting. Mrs Cassin added that Mr Edwards attended the Patient Participation Group Network Meeting yesterday and gave an overview on the report to the representatives of the patient groups from all the practices and has generated many questions and answers for feedback and formal discussion.</p> <p><u>Primary Care Annual Report for Information</u></p> <p>The Primary Care Committee is required to produce an annual report. Mr Edwards receives minutes from this meeting monthly, and informed Members that this report is a useful Aide Memoire of yearly Primary Care Committee activity, particularly for GP's. Mr Edwards asked Dr Avery if it would be useful to distribute to members committee?</p> <p>Mr Edwards invited question on content. No questions are noted.</p> <p>Action – Forward report to Members Committee for information to be circulated to all localities to for feedback</p>	
112/18	<p><u>Finance & Contracting Performance</u></p> <p>Mrs Allott updated members on the financial and contracting performance position as at 30th April 2018 also referred to as Month 1. The final CCG financial plan was approved at the May 2018 Governing Body meeting, and the paper provides a financial summary against the key categories of expenditure including a variance to date and forecast outturn variance.</p> <p>The CCG is on track to achieve all financial obligations.</p> <p>There are areas of potential volatility such as prescribing, continuing healthcare and complex care. Additional narrative is provided in the report to support the financial information. The Operating Cost Statement in item 5 of the report currently indicates '0' entries. This is on track and would highlight particular differences as they arise.</p> <p>Mrs Allott informed members that the finance team will have a stall at the AGM and all are invited.</p> <p>Governing Body noted the current position and the additional commentary to support the operating cost statement.</p> <p><u>Quality, Innovation, Prevention and Productivity Performance (QIPP)</u></p> <p>Mrs Allott updated GB on the progress on the CCG's QIPP plans to date and projected outturn.</p> <p>Mrs Allott added that until absolute final data is in, some items are amber (Operational delivery slightly off track but no current significant concern) with most being green (Scheme expected to fully deliver operationally by year end), but Mrs Allott has no concerns to report.</p> <p>Mr Atkinson added that within Intermediate Care, a lot of background work is being done on a development of "Home is Best" support to promote self-management and independence. This is currently</p>	

indicated as red but is on plan – further narrative will be given over the coming months.

Members noted the position to date, the forecast outturn and the narrative to support the position of the schemes.

Delivery Dashboard

Mr Atkinson gave an update on the April activity. Overall, Rotherham is showing a positive position with A&E up to date with TRFT ranked 196 out of 234 Trusts in England.

Diagnostics are meeting expected national targets.

DTOC remains within national expectations and IAPT well above the national standard, performance is consistently meeting the 95% standard for 18 weeks.

RTT continue to meet the 92% national standard in April at 93.8%. Performance was down in April has seen an improvement. The CCG continues to see strong Referral to Treatment performance in most specialties. The risk of failing the RTT standard in the next 6 months has been calculated nationally for Rotherham FT at 22.4%, which is the 15th lowest risk nationally.

There were no 52+ week waiters in April.

Cancer 62 Day performance continues to be a challenge and is not expected to hit Quarter 1 target. Actions are being taken to get back on track. Waiting list on patient tracking is now reduced

Dr Avery noted that antibiotics prescribing in Primary care has been high but has dropped by 5% in the last year with further reduction expected. Mr Atkinson commented that it can be incorporated in the Report next month to present the current trajectory.

Mr Atkinson invited questions.

Action: Mr Atkinson to incorporate improving antibiotic prescribing in Delivery Dashboard at next Governing Body meeting.

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Members noted current position to date.

Quarter 4 Commissioning Report

Mr Atkinson gave an update on the position statement and where we are against key milestones up to the end of the last financial year reporting a positive position.

Current Commissioning Plan report will be due at end of Quarter1 and it is noted that there has been improvement throughout whole of May.

Mr Atkinson added that a key change of narrative, after dialogue with our Clinical Executive, it was decided to flag the implementation of the new service model for Urgent & Emergency Care Centre as red in Q4. Current Q1 status would be back at amber. Governing Body will receive a further report in September giving assurance of position against commissioning model.

Other amber areas include the Unscheduled Care Referral Pathway and

	<p>Mental Health and Adult Transfer plan.</p> <p>Mr Edwards added that GP Members Committee are happy with the report.</p> <p>Dr Page also informed members that Medicines Management have new staff in place to work on waste reduction.</p> <p>Members noted progress with delivery of the CCGs Commissioning Plan as at the end of Quarter 4.</p>	
113/18	<p><u>Patient Safety & Quality Assurance Report</u></p> <p>Mrs Cassin updated Governing Body on the current position.</p> <p>Mrs Cassin informed members that the first month's data shows that CDI numbers are starting the year under trajectory for both TRFT and the overall CCG numbers.</p> <p>The Rotherham-wide process and action planning for E-Coli focuses on continuing to reduce the number of cases.</p> <p>Safeguarding awareness week will be 9th to 13th July this year with further information to be found on the Rotherham Local Safeguarding Children Board (RLSCB) website (link further on in report).</p> <p>The National Crime Agency (NCA) investigation continues to gather pace with 24 current separate investigations. Discussions continue with the Ministry of Justice (MoJ) regarding additional funding to support health and social care as the scale of the investigation and understanding of potential need, grows.</p> <p>The safeguarding section of the report includes a focus on Domestic Homicide Reviews (DHR's) to provide an overview of the process for Governing Body members.</p> <p>The CCG continue to support and monitor GP practices who have received Requires Improvement/Inadequate CQC ratings and the collated issue are also regularly raised at PLTC and Practice Nurse forum meetings.</p> <p>The May PLTC event included updates on the national learning Disability Mortality Review (LeDeR), the Stovewood Investigation and the new Trauma and Resilience Service, to ensure our member practice are kept updated, with the Practice Nurse Forum updating on the Trainee Nurse Associate Programme (TNA) and dementia.</p> <p>Mrs Cassin invited any question. No Questions noted.</p> <p>Governing Body noted the content of the report.</p> <p><u>Patient Experience and Engagement Report</u></p> <p>Mrs Cassin gave members an update on work being undertaken.</p> <p>What we are Hearing - During the past few weeks, engagement has focused on the community equipment service, in order to ensure that the voice of the service user effectively informs the new service specification. Service users have indicated where they would like improvement and it is also noted that small changes make big differences.</p>	

	<p>Friends And Family Test (FFT) – Is under constant review. Nationally, work has started on a FFT Development Project, which will run throughout the year, and consider how best the FFT can be used as a tool for service improvement, while minimising the burden on providers. Out of 6 practices, 2 have not yet submitted responses during the last 12 months but the total number of responses has increased significantly.</p> <p>Dr Page queried if this will continue now that the text message system we use has been changed to ‘app’ based format. Dr Cullen informed members that there will be a change in IT & technology used to communicate with patients using a new patient facing app portal which will allow us to text patients.</p> <p>Dr D’Costa asked if it could be paper based or web based. Mrs Cassin confirmed that national data set is web based submission but method of collation of data by providers differs.</p> <p>Mrs Cassin confirmed that comments go to the provider and CCG has no access to them.</p> <p>Governing Body noted the content of the report</p>	
114/18	<p><u>HR Policy Update</u></p> <p><u>Alcohol, Drug, Substance Misuse and Smoke Free Policy</u></p> <p>Mrs Nutbrown informed members of the updates to the policy which has been reviewed and remodelled in response to comments by the staff representative, brought together by the HR process and has been agreed by AQuA.</p> <p>Governing Body approved the remodelled Policy.</p> <p><u>Maternity, Adoption, Maternity Support (Paternity) and Parental Leave Policy</u></p> <p>This policy has been deferred to a later meeting.</p>	
115/18	<p><u>Operational Executive TOR</u></p> <p>The OE has requested the Head of Commissioning is “in attendance” at the OE meeting. To facilitate this, the TOR for the meeting have been updated.</p> <p>Governing Body approved the updated OE TOR</p>	
116/18	<p><u>Minutes of the Engagement & Communications Committee – 16 March 2018 (Ratified)</u></p> <p>Mrs Cassin on behalf of Mrs Henderson., highlighted item 5.1 TOR Review - the group were happy with the changes made to the Terms of Reference and recommend that they are taken to AQuA for approval.</p> <p>Governing Body received and noted the minutes for information.</p>	
117/18	<p><u>Minutes from the GP Members Committee 25th April 2018 (Ratified)</u></p> <p>Governing Body received and noted the minutes for information</p>	

118/18	<p><u>Minutes from A&E Delivery Board 28th March 2018 (Ratified)</u></p> <p>Mr Edwards stated that most of the content has been covered earlier in the meeting and invited questions. No questions noted.</p> <p>Governing Body received and noted the minutes for information.</p>	
119/18	<p><u>M inutes of SYB STP Collaborative Partnership Board – 9th February 2018 (Ratified)</u></p> <p>Mr Edwards shared the minutes for information and invited questions. No questions noted.</p> <p>Governing Body received and noted the minutes for information</p>	
120/18	<p><u>Minutes of Primary Care Public Committee Meeting – 21st March 2018 Ratified</u></p> <p>Mr Edwards shared the minutes pointing out that item 8. Quality Contract has now been agreed.</p> <p>No questions are noted.</p> <p>Governing Body received and noted the minutes for information</p>	
121/18	<p><u>Remuneration Committee Meeting Minutes 2nd May 2018</u></p> <p>For staff not on Agenda for Change, all Members of the Committee confirmed the principle that the same arrangements should apply to the remuneration of all 3 groups under the Committees remit.</p> <p>A proposed 3 year pay deal has been recommended by the trade unions to members on A4C pay and Ts&Cs. This is also subject to agreement by the Government. If accepted this will result in the following increases to staff at the top of band 8c which is to be used as the maximum for increases to staff on the senior bands 8d and 9 :</p> <ol style="list-style-type: none"> 1. a 2.99 %consolidated increase from 1 April 2018, 2. a 1.9% consolidated increase from 2019/20 and 3. a 1.47% consolidated increase in 2020/21 <p>The Remuneration committee was asked to discuss and approve one of the options presented for employed CCG senior managers whose pay falls under the Committee's remit, GPs, and Lay Members who receive their payments through the CCG payroll and the secondary care doctor.</p> <p>Mr Barber proposed option 3 for CCG senior managers whose pay falls under the Committee's remit and the Named GP for Safeguarding. This was supported from 1st April 2018</p> <p>Mr Barber proposed option 3 for CCG for GP members This was supported from 1st April 2018.</p> <p>Dr Cullen proposed option 3 for Lay Members and the Secondary Care Doctor. This was supported from 1st April 2018 .</p> <p>All recommendations are subject to confirmation of the national process for the A4C pay awards. This was expected in July and changes to be made from August 2018 pay, backdated to 1st April 2018. Year 2 and 3 will be reviewed annually.</p>	

	<p>Mr Edwards added that RATs minutes would now be included as a standing agenda item for endorsement by the Governing Body.</p> <p>Dr Page asked about conflict of interest if it is a standing agenda item as several members were involved with the remuneration meeting. Mr Barber stated in the remuneration committee minutes, the detail outlined how conflicts of interest are handled and how the decision was made. Dr Page added that he is happy with that but now Governing Body is asked to ratify the recommendation, asked if members are conflicted again adding that members left when the section covered their own pay award.</p> <p>Mrs Nutbrown informed members that the Constitution states that if Governing Body is conflicted the decision should be taken by Primary Care Committee.</p> <p>Mr Edwards added Primary Care Committee is also conflicted due to members participating.</p> <p>Mr Edwards and Mr Barber (the conflicts of interest Guardian) shared a view that the conflicts of interest was managed in line with best practice by the RATS Committee and Governing Body are asked to ratify that process.</p> <p>Governing Body ratify the process used by the Remuneration Committee to come to their decision.</p>	
122/18	<p><u>Rotherham CCG AGM</u></p> <p>Members discussed timings of various activities during the day – the Governing Body on the flyer is stated to commence at 2.00-3.00pm at New York Stadium.</p> <p>Action - Mr Laidlaw will circulate a Final Flyer with exact timings as confirmation</p>	GL
123/18	Glossary (standing item)	
124/18	<p>Urgent Other Business (at the Chair's discretion and with prior notification)</p> <p>No items noted</p>	
125/18	<p>Future Items</p> <p>Dr Cullen thanked members of the public for attending and noted for their information, that Governing Body papers are available on the RCCG website one week before the meeting takes place.</p>	
126/18	Risks Raised – none noted	
127/18	<p>Exclusion of the Public:</p> <p>The CCG Governing Body should consider the following resolution:</p> <p><i>“That representatives of the press and other members of the public be excluded from the remainder of this meeting due to the confidential nature of the business to be transacted – publicity on which would be</i></p>	

	<i>prejudicial to the public interest”.</i> Section 1(2) Public Bodies (Admission to Meetings) Act 1960 refers.	
128/18	The next Public Governing Body meeting will take place at 1.00pm on Wednesday 4th July2018 at Oak House, Moorhead Way, Bramley, Rotherham, S66 1YY	

DRAFT