

NHS ROTHERHAM

To be Approved by Chair/To be approved by next meeting

Minutes of the NHS Rotherham **Clinical Commissioning Group Governing Body**
held on
**Wednesday 3 February 2016 at 1.00 pm in the Elm Room (G.04) at Oak House,
Moorhead Way, Bramley, Rotherham S66 1YY**

Present: Dr J Kitlowski (Chair)

Mr C Edwards	Mrs K Firth
Mr I Atkinson	Mr J Barber
Dr R Carlisle	Mrs Cassin
Dr R Cullen	Dr A Darby
Dr L Jacob	Mr P Moss
Dr J Page	

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

In Attendance:
Mrs S Whittle
Mrs W Commons, Secretariat, RCCG
Mr G Laidlaw, Communications Manager, RCCG

Observers: Mr J Gurney, Bayer Healthcare and Local Resident

231/15 Apologies for Absence

Dr Simon MacKeown, Deputy Chair of GP Members Committee

232/15 Declarations of Pecuniary or Non-Pecuniary Interests

It was acknowledged that Drs Cullen, Kitlowski and Page had an (indirect) interest in most items and there were no other specific declarations made.

233/15 Patient & Public Questions

None raised.

234/15 Patient Story

Members listened to an audio clip recounting the experience of a patient who had attended TRFT's Fracture Clinic. A number of issues were cited including lengthy waiting time, being moved between waiting areas, inflexible follow up appointment times offered and the quality of the medical supplies used.

Mrs Cassin advised that the issues were being addressed through the CCG's Clinical Referrals Management Committee (CRMC) and Quality meetings with the actions being taken outlined in the Patient experience report under Item 10b on the agenda.

Mr Atkinson advised that CRMC is undertaking a pathway review looking at alternative models with the Trust following the issues raised.

Dr Carlisle suggested that TRFT applying additional management time into reducing follow ups would show positive results.

Cllr Roche observed that it is frustrating for patients that there is not a better IT

system in place to manage appointments and respect the fact that patient's time is precious too.

235/15 Minutes of the Previous Meeting – For Approval

The minutes from the previous meeting held on 6 January 2016 were approved by the Governing Body as a true and accurate record of the meeting.

236/15 Chief Officers Report

Mr Edwards updated members on recent good news not detailed in the report. Firstly, Rotherham CCG Finance Team won 'HFMA Finance Team of the Year' for the Yorkshire & Humber area. The award acknowledged the way in which the whole team had responded in particularly difficult times to close down year end accounts when a key member became critically ill and for the innovative ways used to convey finance information to non-finance colleagues and Board Members to make it more meaningful and easier to understand.

Secondly, Mrs Whittle has been asked to attend the House of Commons in March to give a presentation to MPs on Rotherham's Social Prescribing Project – a positive for Rotherham

Referring to his report, Mr Edwards highlighted the results from the Member Practices 'vote of confidence'.

- 33 of the 34 practices said they have confidence in the CCG's Executive Teams
- 31 of the 34 practices have confidence in the CCG's direction of travel.

Drs Kitlowski and Jacob will visit practices that voted negatively to identify their issues and suggested solutions.

Following being chosen as the only CCG in the country to implement the healthy workforce initiative, Members noted the first newsletter outlining the opportunities being put in place so far. Mrs Whittle advised that the CCG has been awarded a budget of £50k from NHSE and staff are enthusiastic with various suggestions to be taken forward.

Members noted the photographs showing the progress being made on the Emergency Centre. Mr Moss offered the opportunity for a walk around the site to be arranged if Members are interested they should contact Joanne Martin.

Governing Body noted the Chief Officer's Report.

237/15 Organisational Development Plan

Mr Edwards explained the process undertaken to produce the CCG's refreshed OD Plan. For ease it had also been produced in 'plan on a page' format along with an action plan to ensure its delivery.

Following an enquiry from Mr Barber about how Governing Body members can be involved in the delivery of the co-ordinated work, Mr Edwards confirmed that the next Governing Body development session will be used to review the plan.

Dr Carlisle asked whether the OD Strategy will become a sub component of the CCG's Commissioning plan. Mr Edwards will consider how it can be linked in to ensure it is linked in to prioritise delivery appropriately.

Dr Kitlowski explained that two facilitated clinical development sessions have been scheduled for SCE GP's to look at their current leadership roles against the CCG's plan to ensure focus and skills available are being most effectively utilised.

Following an enquiry from Mr Moss about adequate resources and flexibility, Mr Edwards explained that a skills audit of current staff had recently been undertaken but a more detailed review may be required going forward to address challenges.

Mr Edwards will update the document to provide further clarification on co-commissioning with NHS England as suggested by Dr Jacob and will update Governing Body as part of the CCG's overall strategy in future.

The Governing Body approved the document subject to these comments

Action: Mr Edwards

238/15

Children & Adolescent Mental Health Services (CAMHS) Local Transformational Plan Update

Mr Atkinson reminded members of the commitment made at the end of last year to delivering the CAMHS Transformation Plan. He presented a detailed update on progress with implementation and the reconfiguration of services at Rotherham, Doncaster & South Humber Healthcare Trust (RDaSH).

In particular, Mr Atkinson highlighted two specific points namely:

- RDaSH have attracted around 20 new staff to vacant posts following recent recruitment drives and;
- As a direct result of the actions taken, the previously reported risks around utilising all of the 2015/16 funds in year will no longer be an issue.

As SCE Lead GP, Dr Cullen confirmed that he is assured as far as can be with the current position but acknowledged it is early in recruitment process.

Dr Jacob expressed concern about the time it has taken to implement the recommendations since the Attain Review, the complexities of the number of organisations that provide CAMHS services and the difficulties encountered in implementing change in services not commissioned by the CCG and the delays in being able to access the eating disorders service.

Mr Atkinson responded that a consultation had been undertaken last year and the CCG has been fully engaged with the proposals. Following acceptance, RDaSH are in the process of mobilising the plan including recruitment as agreed in November 2015. Newly recruited staff are expected in post in next couple of months. In the meantime, the CCG's Contracting and Quality teams continue to work closely with RDaSH to ensure the recruitment continues with weekly meetings instigated with the provider to monitor progress.

The issues previously encountered have been addressed and referrals into the 2016/17 pathways will see patients signposted into an appropriate service rather than 'bounced back' to the GP.

Mr Atkinson confirmed that the CCG haven't previously commissioned an eating disorders service and are currently developing a service specification which will commence in 2016/17.

Governing Body Members noted that a quarterly update is being provided to

NHS England and agreed to be updated on progress at the same time going forward with further details about the eating disorders service included in the next edition.

Action: Mr Atkinson

239/15

Performance Reports

a) Finance & Contracting Performance Report

As year-end approaches, Mrs Firth was able to give assurance that the CCG will achieve the 1% surplus as required, however, there had been a change in the forecast outturn reported last month. This was due to NHS England still transacting funds for GP Primary Care services delegated to the CCG until national systems are updated. Following a review with NHSE and as a result of more detailed work undertaken, a further underspend of £0.7m is being reported. As this situation is beyond the CCG's control, NHS England have advised that the CCG requests an increase to its surplus with a guarantee that it will be returned in 2016/17. Members acknowledged the position and that it presented no risk to the CCG.

The level of un-coded activity being reported by TRFT is now back under control. Members noted the contract performance in Month 9.

Mrs Firth reported no significant overall risk is anticipated for 2015/16 but these will continue to be reviewed monthly.

The Financial Plan for 2016/17 is in the process of being agreed and the risks to delivering next year's plan will be discussed in detail in the confidential session later today. Governing Body will be asked to approve the Financial plan at its public session in April.

b) Delivery Dashboard

Mr Atkinson presented the balanced scorecard and highlighted key performance issues; the A&E position continues to be challenged and as a result of performance in December and January, TRFT has now failed the year-end position. Members will review the detailed actions being taken in the confidential session.

IAPT performance is still an issue and the current position of whole service and contractual actions will be discussed further in the confidential session in more detail around.

An improvement in Category Red 1 YAS performance was reported in December with a drop in overall wider performance against the national target.

Diagnostic waiting times breached in December as result of an increase in the number of waiters at Sheffield Teaching Hospitals (STH) and Doncaster & Bassetlaw Hospital (DBH). The CCG has been advised of a staffing issue in non-obstetric ultrasound at DBH and assurance is being sought from them that mitigating actions are being taken.

Dr Kitlowski noted the position with metrics relating to 'preventing people dying early' and advised that this will be one of the areas the CCG will work closely with the new Public Health Consultant, Giles Ratcliffe on. Governing Body agreed to review the Potential Years of Life Lost (PYLL) data annually.

At their January meeting, the Health and Wellbeing Board received a presentation on the latest index of multiple deprivation for Rotherham. In order

for Members to understand the issues that need addressing to reduce mortality, Miles Crompton from RMBC will be invited to the next Governing Body to present the data.

Action: Mrs Roche/Dr Kitlowski (for agenda)

Drs Jacob and Page respectively raised issues around cancelled appointments data and the ENT Choose and Book pathway which will be addressed outside the meeting.

Mr Edwards reassured Lay Members that the CCG regularly offers support to TRFT to assist with the A&E issues at the System Resilience Group.. However, members were assured that the CCG's significant investment in the Emergency Centre is expected to improve the situation significantly in the future.

240/15

Quality & Patient Engagement

a) Patient Safety and Quality Assurance Report

Mrs Cassin presented this detailed report and highlighted key points:

- More in-depth investigation work is taking place on Healthcare Associated Infections
- Two further CSE training sessions have been commissioned by the CCG for senior healthcare professionals in September. These have organised to take place in the afternoon and evening to make attending easier for clinicians work patterns.
- The CCG has recruited to two permanent posts to work in the Multi-Agency Safeguarding Hub (MASH)
- The CCG has informed general practices of their legislative responsibilities in reporting female genital mutilation (FGM)
- The Rotherham Safeguarding Adult's Board has appointed Jackie Scantlebury as its new Board Manager.

Mrs Cassin advised that the report from the CQC inspection undertaken at Byron Lodge Care Home in October 2015 has recently been published. The overall outcome for the service was 'inadequate'. However, the home had put improvements in place immediately. A further review, following a return visit by the Local Authority & the CQC will report a snapshot in time to reflect the continuous improvement made.

Cllr Roche reported that as commissioners of the service, RMBC staff are working with care home about the concerns raised. An information sharing meeting has been held between with the Local Authority, CCG and CQC. The Governing Body requested assurance that intelligence is shared between partners and appropriate action is taken as soon as possible.

Action: Mrs Cassin

Turning to Continuing Healthcare (CHC), Mrs Cassin reported that a new improved pathway for CHC assessments has resulted in more timely and better quality assessments. The CHC team is still supporting claims and appeals but not seeing an increase in time in processing new reviews.

An increase has been seen recently in complaints about the outcomes from Previously Unassessed Periods of Care (PUPoC). These assessments are undertaken by a separate team and those not upheld are resulting in complaints to the CCG requesting further information. These cases are being reviewed and addressed.

b) Patient Engagement & Experience Report

Mrs Cassin referred members to the patient story heard at the beginning of the meeting and the measures that have been put in place to address the issues through the CCG's Contract Quality and Clinical Referrals Management Committee which will include monitoring across services.

Mr Moss raised concern about the continuation of Healthwatch and requested it be supported to continue to operate. Mr Edwards reminded members that Healthwatch is the responsibility of RMBC, however the CCG will look to continue its support on specific projects.

Cllr Roche will be discussing the proposed reductions in funding Healthwatch with the RMBC Strategic Director to see what can be done.

241/15

Corporate Assurance Report

Mrs Whittle presented the quarterly report which included an updated version of the CCG's Governance Structure outlining reporting routes of the organisation's high level meetings.

Mrs Whittle advised that Audit & Quality Assurance Committee (AQuA) had reviewed the CCG's updated Risk Register and Assurance Framework at their January meeting. Governing Body noted the Assurance Framework and Risk Register as recommended by AQuA including the addition of 4 new risks and the revision to the 5 domains to the CCG Assurance Framework.

The report also included a breakdown of the CCG's workforce by age, gender, ethnicity, disability, religious beliefs and sexual orientation. Work will be undertaken to assess how to address the balance of female membership on SCE and GPMC and workforce BME.

242/15

Corporate Governance Policies

Mrs Whittle presented three policies that had been recommended by AQuA for approval and adoption by the CCG;

- Policy & Procedure on Complaints Management
- Talent Development and Staff Retention Strategy
- Access to Learning and Development Opportunities Policy

Members noted the minor amendments outlined in the cover paper which mainly related to references to former organisations.

Noting the policies as good practice, Dr Kitlowski will consider sharing with Primary Care colleagues.

Governing Body approved the policies.

243/15

Information Governance Policies

Mr Atkinson advised that the CCG's information Governance Policy and Management Framework have been reviewed to ensure mandatory elements are included. No major changes were necessary although a plan for raising IG awareness across the organisation has been added as part of the toolkit.

Similarly the CCG's Confidentiality Code of Conduct has been reviewed in light

of recent changes in legislation including the addition of a seventh Caldicott principle otherwise no significant changes have been made.

Governing Body members noted that the policy and Code of Conduct had been reviewed in detail by Audit & Quality Assurance Committee (AQuA) who recommended their approval.

Governing Body agreed to approval and adopt for use by the CCG.

244/15 Governing Body Actions Log

Members reviewed the log and updated RAG rating accordingly.

245/15 Minutes of the GP Members Committee (Draft)

The Governing Body noted the minutes of the GP Members Committee held on 16 December 2015.

Dr Jacob gave a brief summary of discussions from the January meeting which included:

- Community nursing
- Phlebotomy for homebound patients
- Emergency centre contract,
- RDaSH & CAMHS and discharge letters
- Obesity Tier 4 funding – Dr Jacob will e-mail the issues raised to Ms Roche for addressing

Dr Jacob advised that he may be in a position to announce his successor as GP Member Committee Chair at the next meeting following interviews in February.

Members noted the minutes from the December meeting and Dr Jacob's verbal update for information.

246/15 Minutes of the Systems Resilience Group

Governing Body noted the minutes of the meeting held on 9 December 2015.

247/15 Minutes of the Primary Care Sub Committee

Members noted the minutes from the meeting held on 9 December 2015 for information.

248/15 For information

None.

249/15 Future Agenda Items

- Public Health Annual Report
- Indices of Deprivation Presentation

250/15 Urgent Other Business

Cllr Roche advised that a physical activity event is being held on 11 March and advised that 5 places are available to CCG colleagues. He also gave his apologies for the March meeting.

Action: Minute Taker

251/15 Issues For Escalation

No Items discussed

252/15 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].

253/15 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 1:00pm on **Wednesday 2 March 2016** at Oak House, Moorhead Way, Bramley, Rotherham S66 1YY.

DRAFT