

GOVERNING BOARD			
Date of Meeting	16 May 2018	Agenda Item No	3
Title	Minutes of Previous Meeting		
Purpose of Paper	To agree the minutes of the Governing Board meeting held on Wednesday 21 March 2018.		
Recommendations/ Actions requested	Approve		
Engagement Activities – Clinical, Stakeholder and Public/Patient	N/A		
Item previously considered at	N/A		
Potential Conflicts of Interests for Board Members	N/A		
Author	Jayne Collis, Business Development Manager		
Sponsoring member	Dr Elizabeth Fellows, Chair of Governing Board		
Date of Paper	8 May 2018		

DRAFT

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board meeting held on Wednesday 21 March 2018 at 3.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth

Summary of Actions
Governing Board held on Wednesday 21 March 2018

Agenda Item	Action	Who	By
3	Minutes of Previous Meeting - Present a summary of the system urgent care workshop held in February to the next meeting.	E Fellows	May 18
4	Chief Clinical Officer's Report - Circulate summary of STP activities to Governing Board members.	L Collie	May 18
5	Integrated Performance & Quality Report and Governing Board Assurance Framework – Review reasons for the reported dipped performance against the dementia post diagnostic support indicator show on page 27 of the report and feed back to the Governing Board.	M Spandley/ N Moore	May 18
5	Integrated Performance & Quality Report and Governing Board Assurance Framework – Investigate the reasons for identifying maternity as an area of new concern and report back.	J Cullen I Richens	May 18
5	Integrated Performance & Quality Report and Governing Board Assurance Framework – Look at presenting data in relation to wheelchair services in the report more clearly.	M Spandley/ I Richens	May 18
6	Operating Plan – Insert reference to Local Authorities and South Central Ambulance Service to page 3.	I Richens/ M Spandley	May 18
6	Operating Plan – Update RAG ratings to reference PCCG and not FG/SHE CCGs on pages 9, 11 and 13.	I Richens/ M Spandley	May 18
6	Operating Plan – Bring final submission of the CCG Operating Plan to the Governing Board in May 2018.	I Richens/ M Spandley	May 18
9	Progress Update Report on Health and Care Portsmouth Programme – Delivering the Portsmouth Blueprint – Presentation to be published on website.	J Collis	May 18
11	Quality Improvement in Residential Homes – Update to be provided in six months' time regarding the progress on the actions being taken in relation to quality improvement of residential care.	I Richens	Dec 18

Present:

Dr Linda Collie	- Chief Clinical Officer and Clinical Leader (GP)
Mr Paul Cox	- Practice Manager Representative
Dr Julie Cullen	- Registered Nurse
Dr Elizabeth Fellows	- Chair of Governing Board/Clinical Executive (GP)
Ms Margaret Geary	- Lay Members
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Dr Jonathan Lake	- Clinical Executive (GP)
Mr Graham Love	- Lay Member

Ms Jackie Powell - Lay Member
 Mr Innes Richens - Chief of Health and Care Portsmouth
 Mr Andy Silvester - Lay Member
 Mrs Michelle Spandley - Chief Finance Officer
 Dr Tahwinder Upile - Secondary Care Specialist Doctor
 Mr David Williams - Chief Executive, Portsmouth City Council

In Attendance

Mrs Jayne Collis - Business Development Manager
 Mrs Justina Jeffs - Head of Governance
 Mrs Tina Scarborough - Deputy Director of Quality and Safeguarding (Item 11 only)
 Mrs J York - Director (New Models of Care) (Item 9 only)

Apologies

Dr Annie Eggins - Clinical Executive (GP)
 Dr Nick Moore - Clinical Executive (GP)

1. Apologies and Welcome

Apologies received from Dr Annie Eggins and Dr Nick Moore.

Dr Elizabeth Fellows welcomed everyone to the NHS Portsmouth Clinical Commissioning Group (CCG) Governing Board meeting held in public. She reminded those present that although the meeting was being held in public it was not a public meeting and therefore during the CCGs formal business members of the audience would not be invited to participate.

2. Register and Declarations of Interest

The Committee Register of Interests was presented for noting.

The Governing Board noted the Register and Declarations of Interest register.

3. Minutes of Previous Meeting

The minutes of the Governing Board meeting held on Wednesday 17 January 2018 were approved as an accurate record.

An update on actions from the previous meeting was provided as follows:

Agenda Item	Action	Who	By	Progress
2	Register and Declaration of Interest – Updates to be provided to Justina Jeffs.	J Powell/ G Love	Mar 18	Complete.
3	Minutes of Previous Meeting – Detailed updated to be provided on indicator 121c High quality care – adult social care to March Governing Board meeting.	I Richens	Mar 18	On agenda.

Agenda Item	Action	Who	By	Progress
4	Chief Clinical Officers Report – Confirm communication arrangements are in place for VCS changes.	L Collie	Mar 18	It was confirmed communication arrangements are in place. Complete.
4	Chief Clinical Officers Report – Provide an update to the Governing Board following the planned system wide emergency care workshop in February.	E Fellows	Mar 18	A summary paper is being written following the workshop and will be presented to the next meeting. Action: E Fellows
5	Integrated Performance & Quality Report and Governing Board Assurance Framework – Confirm to Graham Love the third project that may not deliver expected outcomes as referred to in the New Model of Care programme.	M Spandley	Mar 18	Michelle Spandley confirmed that the third project that may not deliver its expected outcomes is a repeat medication project. Complete.
6	Portsmouth and South East Hampshire Improvement Plan – Ensure that the invitee list to future meetings includes all those members listed in the Improvement Plan.	E Fellows/ J Collis	Mar 18	Complete.
6	Portsmouth and South East Hampshire Improvement Plan – Discuss the Improvement Plan with the PCC portfolio holders with a view to discussion at a future Health and Wellbeing Board.	D Williams	Mar 18	David Williams said that he had spoken with the portfolio holder for Health and Care and it has been agreed to see how things go between now and the next Health and Wellbeing Board in June.

4. Chief Clinical Officer's Report

Dr Linda Collie presented a paper which summarised the key decisions and actions undertaken by the Clinical Executive under her leadership. She highlighted the following areas:

- 2018/19 Planning Guidance

The 2018/19 Planning Guidance “Refreshing NHS Plans for 2018/19” was published by NHSE and NHSI on 5 February 2018. The guidance sets out the priorities and the expectations for Integrated System Working across STP and Integrated Care Systems. A number of expectations and assumptions have been revised for 2018/19 which are detailed in the guidance with the key areas being Emergency Care, Delayed Transfers of Care and Referral to Treatment Times.

The submission of the first draft of the Operating Plan and draft 2018/19 STP Contract and Plan Alignment template was submitted on 8 March 2018. The deadline for signing 2018/19 contract variations/contracts is 23 March 2018 and the deadline for approved Organisation Operating Plans, Winter Demand and Capacity Plans and final 2018/19 STP Contract and Plan Alignment template is noon on 30 April 2018.

- Governing Board Appointments

Following elections with member practices Dr Elizabeth Fellows has been reappointed for a further three year term as Clinical Executive and will therefore remain as Chair of the Governing Board. David Scarborough has also been appointed at the CCGs new Practice Manager Representative for a three year term.

Dr Linda Collie thanked Paul Cox and Carly Darwin who have been the CCGs Practice Manager representatives, for the past six and three years respectively, for their help and support with our work programmes.

- Other Key Actions

Dr Linda Collie noted that there had been a lot of work going on around the STP programmes and agreed to circulate a summary of STP activities to Governing Board members.

Action: L Collie

David Williams commented on the wording on page 1 “expectation of the move from STPs to Integrated Care Systems” and the need to be careful to ensure what is coming up from localities informs what is going on rather than information and direction being passed down from the STP. Dr Linda Collie reported that there is a programme of work focused on system reform considering this involving the Accountable Officers within the STP and it is important Portsmouth voice is represented there.

The Governing Board accepted the Chief Clinical Officer’s Report.

5. Integrated Performance & Quality Report and Governing Board Assurance Framework

Michelle Spandley presented the Integrated Performance & Quality Report and Governing Board Assurance Framework dated 21 March 2018, which provides a high level overview of the current financial position, summary of programmes and projects supporting the CCGs strategic priorities and plans, and overall CCG performance that defines an effective commissioner. It also provides a summary of current Quality and Safeguarding issues for the CCG and a summary of current GBAF risks and mitigating actions where applicable.

- Finance

The CCG remains on track to achieve its in year balance in line with its agreed control total. The cumulative surplus figure will be £7.8m as we have been asked to release a further £300k to our bottom line.

As a system the financial picture remains extremely challenging. Portsmouth Hospitals NHS Trust is now reporting a significant movement from its control total and will end the financial year in deficit. Fareham and Gosport and South East Hampshire CCGs are also off plan. Solent NHS Trust are on track to achieve their deficit control total and may benefit from a small improvement and therefore receive further Sustainability Transformation Funding.

Although we remain on track to achieve the financial control target a number of pressures remain including Continuing Health Care, Mental Health ECRs and some acute contracts. This is partly offset by prescribing budgets underspending in year with the remaining overspend being covered by contingency and restricting investments in

year. Michelle commented on the good work done by the medicines management team on our behalf.

- Quality

The Quality and Safeguarding Executive Group continues to meet on a regular basis and there were no issues to report from this morning's meeting. Michelle highlighted that at the time of the report risk scores for PHT relating to mental health care in the emergency department and raised mortality indicators have been reduced as a result of assurance received.

Dr Julie Cullen reported that there were no items to be presented to the Board however there were 2 items to go to the Clinical Executive Committee which were the issue of the possibility of a care home/nursing home closing at short notice and the high incidence of young unaccompanied asylum seeker children.

- Performance

A number of national performance targets continue to be under-achieving and this includes A&E 4 hour waits and Referral to Treatment incomplete standard. For 999 ambulance response times, South Central Ambulance Trust (SCAS) are showing an improving picture in terms of the new reporting regime and are currently showing the best performance in the country although they haven't hit all targets. 111 calls answered in 60 seconds has been reported as under the national standard for December and January, this is closely monitored and discussed with SCAS with fines levied through the contracting mechanisms where appropriate.

Cancer waiting times, although there were breaches in December for Quarter 3, all but the cancer 62 day wait for first treatment following screening target was met.

The CCG is continuing to achieve diagnostic waiting times and a number of mental health national targets.

This report includes the NHS England's Quarterly assessment of the CCG's performance, where we continue to be rated good.

- Governing Board Assurance Framework

There are no new assurance framework issues to be reported.

Jackie Powell commented on the number of trolley waits which appears to be increasing. She also asked about dementia post diagnostic support. Dr Elizabeth Fellows explained that they had tried some different models for dementia support but had not found the right one yet so this was work in progress and suggested that perhaps Dr Nick Moore could provide an update at the next meeting. Michelle Spandley commented that the period related to 2016/17 and agreed to look at the data and report back.

Action: M Spandley/N Moore

Dr Tahwinder Upile commented on the issue of the "never event" and that there are surgical checks to ensure this does not happen. Dr Linda Collie said that a full investigation is underway and Dr Julie Cullen commented that it was discussed at the Quality and Safeguarding Executive Group (QSEG). Innes Richens commented that there was no pattern and the responding action is to strengthen the check list approach.

Dr Linda Collie commented on Maternity services as detailed on page 9 and asked what had changed. Dr Julie Cullen and Innes Richens agreed to look into this issue and report back.

Action: J Cullen/I Richens

Andy Silvester asked about Millbrook Healthcare as mentioned on page 10 of the report. Dr Julie Cullen reported that representatives from Millbrook Healthcare had attended QSEG twice to discuss the issues and they are working to reduce the wait. Dr Elizabeth Fellows commented on the issue of the risk of harm and that this needed to be recognised. Innes Richens explained that there was an ongoing review and that we are clear on the reasons, ie. equipment failure or the way in which the equipment is being used and they are checking on where the harm may come from. Dr Jason Horsley asked about the data and Michelle Spandley said it needs to be clear if it relates to just Portsmouth. Michelle Spandley and Innes Richens agreed to look at ways to present the data in relation to wheelchair services more clearly.

Action: M Spandley/I Richens

Michelle Spandley commented that progress is being made and Millbrook are well engaged.

Paul Cox commented on the great performance on e-referral rates and the latest figure he was aware of indicates a much better performance. Michelle Spandley said that the recording of performance may be an issue and the CCG is looking into it.

Dr Elizabeth Fellows commented that out of area mental health placements have dropped to zero as a consequence of joint working with Solent and Southern led by the CCG which was good news.

Paul Cox commented on the quality premium and that it was frustrating that we were not doing so well, he recognised that it is challenging and is getting harder next year. Michelle Spandley commented that the CCG was still awaiting information for next year and that we are yet to understand what it means and when we get recompensed for it. Paul Cox commented that the CCG forecast had stayed more or less the same all year. Michelle Spandley explained that most are nationally set with one local measure and it is when we get into gateways that we fall down.

Dr Jason Horsley commented on PHTs bottom line and deficit and asked if there were any signs that the aligned incentive contract was helping. Michelle Spandley said that conversations on the aligned incentive contract are ongoing and that she did not think we got out as much as we could have. There will be a concerted effort over the next couple of months to get back on track and get engagement from operational teams. The STP footprint work, understanding that we are all taking about the same thing and focusing on cost reduction. In terms of supporting them we need to support them in making cultural changes. It is an ongoing process and we need to keep side by side on it.

The Governing Board accepted the contents of the Integrated Performance & Quality Report and Governing Board Assurance Framework.

6. Operating Plan

Innes Richens presented the NHS Portsmouth CCG Operating Plan for 2018/19 explaining that the draft plan had been submitted on 8 March 2018 with the final submission required to be submitted by 30 April 2018. He explained that the Governing Board is being asked to review the draft submission and to delegate authority to Dr Linda Collie to sign off the final submission on its behalf.

Jackie Powell highlighted the following suggested amendments to the document:

- reference to local authorities and South Central Ambulance Service (SCAS) as partners of the Portsmouth and South East Hampshire (Local Delivery System (LDS) should be included at the bottom of page 3.
- the RAG rating on pages 9, 11 and 13 should reference Portsmouth CCG not Fareham and Gosport /South East Hampshire CCGs.

It was agreed the document would be amended as appropriate.

Action: I Richens/M Spandley

Dr Linda Collie asked if the final version would be circulated to members and Innes Richens agreed to bring a final version to the May Governing Board meeting.

Action: I Richens

Margaret Geary asked about neighbourhood teams and how domiciliary care and home care services linked in. Innes Richens said that he would cover this in Item 9 of the agenda.

The Governing Board reviewed the draft Operating Plan submission and agreed to delegate authority to Dr Linda Collie, Chief Clinical Officer to sign off the final submission on its behalf.

7. Financial Strategy and Draft Financial Plan 2018/19

8. Budget Setting 2018/19

Michelle Spandley explained that she would present the Financial Strategy and Draft Financial Plan 2018/19 and Budget Setting 2018/19 policy together as one item. She explained the process that had been undertaken in line with national guidance and noted where NHS Portsmouth CCG may be slightly different to others.

Dr Linda Collie asked about the £2m reflecting an additional allocation for demand/winter pressures as mentioned on page 5 of the draft Financial Strategy and Plan. Michelle Spandley explained that in terms of allocations the CCG was allocated £2m for specific areas of demand eg Ambulance, A&E and RTT and it is for us to determine how we utilise it.

Michelle Spandley noted that we have tried to follow national guidance and expectations where sensible to do so. Michelle Spandley explained that the CCG has been looking at our non-elective activity position in particular. National guidance seeks for us to include growth assumptions but as we are currently under planned activity levels this does not make sense locally.

David Williams asked about pay settlements. Michelle Spandley said that any increase in excess of 1% we should get a corresponding allocation for. It was noted that the draft pay deal was for a three year period.

The financial strategy and plan assumes we achieve our control total. Around us it is a different picture and it is hoped that Fareham and Gosport and South Eastern CCGs have a control total they can achieve. Solent, Southern and SCAS are also in the same position. PHT are not accepting the control total they have been given and need support. It is a surplus control total that they have been asked to achieve and for an organisation that is in difficulty it is hard to understand why they have been asked to achieve a surplus, they need a realistic plan.

Graham Love asked about efficiency savings as mentioned on page 6 of the Budget Setting policy. Michelle Spandley explained that these had not been fully identified yet but would be covered by contingency or other savings if no savings were identified.

The Governing Board noted the Financial Strategy for 2018/19 incorporating the draft Financial Plan together with associated reserves and contingencies, efficiency savings requirements and risks and mitigations. The Governing Board note that a final Financial Plan is to be submitted to NHSE on 30 April 2018 and this might impact on individual lines within the overall financial plan.

The Governing Board approved the 2018/19 Budget Setting Policy including draft Financial Plan and Efficiency Savings requirements, noting there may be some changes to individual contract lines as contract negotiations progress.

9. Progress Update Report on Health and Care Portsmouth Programme – Delivering the Portsmouth Blueprint

Innes Richens introduced a paper which provided an update on the progress to date of the adults delivery element of the Health and Care Portsmouth (HCP) programme, the City wide transformation programme to deliver the Portsmouth Blueprint.

Jo York gave a presentation which provided an update on the progress of the 7 key commitments as detailed in the Portsmouth Blueprint.

Dr Jason Horsley commented on IT and the work on SystemOne and said that it is important to adopt the right IT framework for the patch. Jo York explained that the interoperability debate is a significant workstream and at STP level gets quite technical. Jason Eastman, CCG IT programme manager, is very much involved. It was important particularly for Out of Hours and the Emergency Department (ED) to be able to share and access the same records. It was recognised that EMIS can do a lot of what SystemOne can do and to use both is possible. SystemOne has had a huge positive impact on the City as it has been rolled out.

Innes Richens said that the CCGs focus has been in getting shared care maximised for Portsmouth and trying to keep what make sense for patients and members of staff who need to access records. Jo York commented that we do link with SCAS and ED as summary care records gives a certain level of information.

Dr Elizabeth Fellows said it is important for clinical assessment services as they can not only access but can write notes in it as well. Summary Care Record is updated in real time so is very useful.

Dr Tahwinder Upile commented that we need to ensure, if we are asked, why we chose to use SystemOne and not EMIS. Dr Elizabeth Fellows commented that it was what our community provider chose and Jo York explained that it was an open and transparent tender.

Margaret Geary said that it is very important as we are changing how we assess needs, moving to more strength based assessment. Jo York said that it is fundamental to it. Through Integrated Personal Commissioning we are allowing people to be more in control and have more choice. As we develop neighbouring model it will be crucial.

David Williams said that it was worth mentioning that a lot is going on, on the Childrens side as well and hopefully in the next 12 months we can make progress on governance issues. Jo York said that she has been talking to colleagues in Childrens Services who have been asking if they can do similar and learn from our experiences.

Jackie Powell commented that it is really exciting and good to see some concrete information and asked if there was a date for the long term conditions hub. Jo York said there would be a date for the hub established later in the year.

Andy Silvester asked about commitment 6 and the mental health crisis services review as he had visited the Police Custody Suite recently where there had been some issues. Jo York said that this was something that would need to be reviewed via the right processes. Innes Richens said that the CCG could look into the specific case if appropriate as we do know front line police officers struggle to know how and where to get hold of the right people to help in times of crisis.

Dr Elizabeth Fellows congratulated Innes Richens and Jo York and the team for their work and when reflecting back it is great to see that we have come such a long way with joined up working.

It was agreed the presentation on the progress of the Health and Care Portsmouth programme would be published on the CCG website.

Action: J Collis

The Governing Board noted the report.

10. Full Register of Interests (all staff)

Dr Elizabeth Fellows presented the full Register of Interests for all staff for review by the Governing Board. Michelle Spandley asked why the process had to be done twice a year. Justina Jeffs explained that it was a process that needed to be completed twice a year but would only be presented to the Governing Board once a year.

Jackie Powell asked if this was a public document. Justina Jeffs explained that as it was part of the Governing Board papers it was now a public document and guidance says there has to be a registered published.

11. Quality Improvement in Residential Homes

Innes Richens gave a brief presentation detailing the current services provided in Portsmouth. He introduced Tina Scarborough, Deputy Director of Quality and Safeguarding, who has been working alongside colleagues in Portsmouth City Council to support the quality improvements of residential and domiciliary care. Tina went on to explain the actions being taken to support the quality improvement initiatives and future plans.

Innes Richens informed members that 'soft' intelligence indicates improvements continue in a number of residential homes. There are a total of 18 domiciliary care providers, 8 of whom the CCG works with on a regular basis. Paul Cox questioned whether there was a desire to reduce the overall numbers of providers and Innes Richens confirmed that having a broader range of providers was challenging but helpful.

Members discussed issues around residential homes including the increased costs of care and workforce within the domiciliary care sector. Incentive payments have shown to have minimal impact due to the lack of workforce. Costs have been increasing due to the complexity of patients' care needs and therefore the level of service required, the highest being tier 3. Margaret Geary stated that this was not just an issue for Portsmouth and highlighted the need to ensure that the correct patients are getting the correct level of care based on their needs. Discussions are continuing regarding career paths for staff working within the sector, and the need to 'grow our own' which has been successful in other areas.

There are well-established links with the education sector in the local area however this might need to be a broader southern coastal solution.

Joint working was determined as vital and Innes Richens confirmed that the newly established joint Quality Team will support the delivery of a timely and responsive service.

It was agreed an update would be provided in six months' time regarding the progress in the actions being taken in relation to quality improvement of residential care.

Action: I Richens

12. Minutes of Other Meetings

The minutes of the following meetings were presented for acceptance by the Board:

- Minutes of the Clinical Strategy Committee meetings held on 3 January 2018 and 14 February 2018.
- Minutes of the Audit Committee meeting held on 13 December 2017.
- Minutes of the Health and Wellbeing Board meeting held on 29 November 2017.
- Minutes of the Primary Care Commissioning Committee meeting held on 15 November 2017.

The Governing Board accepted the minutes.

13. Date and Time of Next Meeting in Public

The next Governing Board meeting to be held in public will take place on Wednesday 16 May 2018 at 3.00pm – 5.00pm in Conference Room A, 2nd Floor, Civic Offices.

Jayne Collis/Justina Jeffs
6 April 2018

Governing Board - Attendance Log

Member Name	May 17	Jul 17	Sep 17	Nov 17	Jan 18	Mar 18
Dr Linda Collie	✓	✓	✓	✓	✓	✓
Mr Paul Cox	✓	✓	✓	✓	A	✓
Dr Julie Cullen	✓	✓	✓	✓	A	✓
Dr Annie Eggins	-	A	✓	✓	✓	A
Dr Elizabeth Fellows	✓	✓	A	✓	✓	✓
Ms Margaret Geary				A	✓	✓
Dr Jason Horsley	✓	✓	A	A	A	✓
Dr Jim Hogan	✓					
Dr Jonathan Lake	✓	✓	A	✓	✓	✓
Mr Graham Love				✓	✓	✓
Dr Nick Moore	✓	✓	✓	A	✓	A
Mr Tom Morton	✓					
Ms Jackie Powell	✓	✓	✓	✓	✓	✓
Mr Innes Richens	✓	✓	✓	✓	✓	✓
Mr Andy Silvester	✓	A	✓	A	✓	✓
Mrs Michelle Spandley	✓	✓	✓	✓	✓	✓
Dr Tahwinder Upile	A	✓	✓	✓	A	✓
Mr David Williams	A	A	✓	✓	✓	✓

Key: ✓ - Present
A - Absent