

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board Meeting held on Wednesday 15 July 2020 at 1.00pm via Microsoft Teams (streamed online)

**Summary of Actions
Governing Board Meeting held on Wednesday 15 July 2020**

Agenda Item	Action	Who	By
2	Register and Declaration of Interest – Update Dr Nick Moore’s entry to remove reference to PPCA.	N Moore/J Collis	Sep 20
3a	Minutes of Previous Meeting – Amendments as identified.	E Fellows/J Collis	Sep 20
5	Covid-19 Update - Circulate website link to outbreak plan and other information referred to and make link available on CCG website.	H Atkinson/ J Collis	Sep 20
7	Annual Complaints Report 2019-20 – Publish Complaints Report on CCG website.	J Jeffs	Sep 20
8	Quality and Safeguarding Report - Clarify timeline for review of Executive arrangements in PPCA.	K Atkinson	Sep 20
9	End of Year Report for Medicines Management – Presentation to be added to website.	J Collis	Sep 20
10a	GBAF and Corporate Risk Register - Add Health and Care Portsmouth Communications and Engagement team arrangements as part of the sources of assurance with regards patient engagement.	J Jeffs	Sep 20

Present:

- Dr Elizabeth Fellows - Chair of Governing Board/Clinical Executive (GP)
- Helen Atkinson - Interim Director of Public Health, Portsmouth City Council (from 3pm)
- Karen Atkinson - Registered Nurse
- Dr Linda Collie - Chief Clinical Officer and Clinical Leader (GP)
- Margaret Geary - Lay Members
- Alison Jeffery - Director of Children’s Services, Portsmouth City Council
- Dr Carsten Lesshaftt - Clinical Executive (GP)
- Graham Love - Lay Member
- Dr Nick Moore - Clinical Executive (GP)
- Jackie Powell - Lay Member
- David Scarborough - Practice Manager Representative
- Andy Silvester - Lay Member
- Dr Simon Simonian - Clinical Executive (GP)
- Michelle Spandley - Chief Finance Officer
- Dr Tahwinder Upile - Secondary Care Specialist Doctor

In Attendance

- Jayne Collis - Business Development Manager
- Simon Cooper - Director of Medicines Optimisation
- Justina Jeffs - Head of Governance
- Jo Williams - Acting Director of Medicines Optimisation

Apologies

Innes Richens - Chief of Health and Care Portsmouth
David Williams - Chief Executive, Portsmouth City Council

1. Apologies and Welcome

Apologies were received from Innes Richens and David Williams.

Dr Elizabeth Fellows welcomed everyone to the meeting via Microsoft Teams. She noted that the Governing Board were meeting virtually in response to the limitations placed on governance by the Covid-19 pandemic. Members of the public had been invited to view the meeting via a link available from the CCG website. The meeting was also being recorded so that in the event of a failure of technology it could continue and then be uploaded to the CCG website.

2. Register and Declarations of Interest

Jackie Powell declared a direct conflict of interest regarding Agenda Item 4, Chief Clinical Officers Report, Item 7, Digital Mental Health Service Update – Children and Young People, and it was agreed she would not participate when that item was discussed.

Dr Nick Moore noted that his entry on the register relating to being a shareholder of PPCA needed to be removed.

Action: N Moore/J Collis

3. Minutes and Actions of Previous Meeting held on Wednesday 20 May 2020

3a. The minutes of the Governing Board meeting held on Wednesday 20 May 2020 were approved as an accurate record subject to the following amendments:

Page 4, Primary Care Commissioning Committee, 4th bullet point remove “was also considered”.

Page 9, 2nd paragraph, 2nd line, change “with” to “will”.

Action: J Collis

3b. Summary of Actions from the Governing Board meeting held on Wednesday 20 May 2020

The Summary of Actions from the Governing Board meeting held on Wednesday 20 May 2020 was presented for information and an update was provided on the following items:

Agenda Item	Action	Who	By	Progress
2a	Minutes of Previous Meeting – Amend error as identified to Item 6b	J Collis	Jul 20	Complete.
4	The Health and Care Portsmouth Covid-19 Response – Formally convey the thanks of the Governing Board to CCG staff and broader Health and Care Portsmouth team for their efforts in responding to the	E Fellows	Jul 20	In progress, will be completed shortly.

Agenda Item	Action	Who	By	Progress
	Covid-19 pandemic.			
4	The Health and Care Portsmouth Covid-19 Response – Share City dashboard information which includes infections admissions and deaths data in relation to the City to Governing Board members.	I Richens/ H Atkinson	Jul 20	Complete.
4	The Health and Care Portsmouth Covid-19 Response – Share revised PCN groupings with Governing Board members outside of the meeting.	J Jeffs	Jul 20	Complete.
6c	Governing Board Work Annual Work Programme 2020/21 – Remove Quality and Safeguarding Committee minutes from Governing Board Public meetings and add to Governing Board Part II Confidential meetings.	J Collis	Jul 20	Complete.
7	Any Other Business – Covid-19 Data – Share “Gold dashboard” with CCG Board members	I Richens/ J Jeffs	ASAP	Complete.
7	Any Other Business – Register of Interests – Dr Linda Collie to update her entry.	L Collie/J Jeffs	Jul 20	Complete.
7	Any Other Business - Governing Board Meeting Feedback - Members to provide feedback on their experience of holding the meeting via videoconferencing to inform future arrangements.	All GB Members /J Jeffs	ASAP	Complete.

4. Chief Clinical Officer's Report

It was agreed that Jackie Powell would be excluded at this point in the meeting due to a conflict of interest in the next item. Jackie agreed to mute her microphone and turn off her camera until she was invited back to the meeting by the Chair.

Dr Linda Collie presented the Chief Clinical Officer's Report and drew attention to the two items as detailed on the front sheet of the report:

- Item 7 – Digital Mental Health Service Update – Children and Young People

Dr Linda Collie explained that the CCG had recently been successful in its bid to move from the current two, to three Mental Health Support Teams in the City and by 2022 there would be full coverage of every school and college.

Digital mental health services are available in a broad range of formats, including; self-help websites containing information and resources through to “blended care services” with the addition of chat facilities and on-line counselling. During the past six months the CCG worked with partners to explore digital mental health platforms with a focus on a “blended care” offer, incorporating both self-help resources and on-line counselling 24 hours a day, 365 days of the year. As a result of this work the CCG wish to give notice to the current provider of its counselling service (Relate U Matter) in order to progress with its plan to procure a digital mental health service. A six month notification period is required to terminate the existing contract meaning this would conclude on 31 December 2020.

Graham Love asked if a “blended care service” would mean there would no longer be face to face sessions in person. Alison Jeffery explained there would still be some direct sessions in schools and some via online.

Graham Love asked if six months would be long enough for the procurement to be delivered in light of the current Covid-19 situation and possible second wave. Alison Jeffery stated that she was confident this could be done within the timeframe.

Andy Silvester commented that access via phone and internet may not be possible for some young people and children and their only opportunity to access the system digitally would be at school or in a library which may be difficult for them, and asked if this has been considered. Alison Jeffery said that this would need to be considered as part of the specification which would include telephone access and one-to-one sessions.

Alison Jeffery confirmed that there was a possibility of extending the current contract if required.

Dr Nick Moore commented that he understood from a discussion at the Clinical Advisory Committee that there had been engagement with families and young people. Dr Linda Collie added that she felt the digital offer will help and allow more people to access the service.

Margaret Geary asked if there had been a rise in demand for help. Dr Linda Collie stated that in her role as a GP, she had noticed an increase. Alison Jeffery commented that the platform provider has reported an increase nationally in the use of its service.

Dr Elizabeth Fellows asked if Governing Board members were happy with the proposal provided there was flexibility with the end date of the contract if necessary.

Governing Board members approved the termination of the contract with the current provider (Relate U Matter) and noted the intention to tender for a digital mental health platform with flexibility on the end date of the contract should this be required.

Dr Elizabeth Fellows invited Jackie Powell back to participate in the meeting.

- Item 8 – End of Life Medication Back Up Community Pharmacy Service

Dr Linda Collie explained that Portsmouth did not commission an enhanced service from community pharmacies to hold a stock of specified end of life medications. Concerns were raised particularly at the beginning of the Covid-19 pandemic that there may be shortages of medication and accessibility to end of life medications. A proposal went to the Clinical Advisory Group in May and the committee supported the proposal for an enhanced service within three pharmacies. The cost of the service would be a £300 annual payment to each pharmacy for participation in the service in addition to

covering the cost of any expired drugs included within the scheme. It is proposed the scheme is approved for one year only allowing ongoing need to be reassessed.

Governing Board members supported the enhanced service for three pharmacies to hold end of life drugs as a backup for patients and their carers to access vital medications in a timely manner.

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

5. Covid-19 Update

Helen Atkinson spoke to this item. Local Outbreak Control plans, developed by local partners and detailing how the different organisations were working together were now available on the Portsmouth City Council website. The plan details seven themes; care homes and schools, high risk places, locations and communities, local testing capacity, contact tracing in complex settings, data integration, vulnerable people and local governance.

A local Health Protection Board which includes all partners including the voluntary sector and wider healthcare organisations met weekly to share information, responsibility and good practice. There is also local member-led Engagement Board to ensure transparency on the management of infection and outbreaks.

A weekly summary "Portsmouth Covid-19 Intelligence Summary" was produced detailing the Coronavirus situation across Portsmouth. This included positive cases and deaths. All of these documents are available on the website.

Helen Atkinson gave details of the current situation in Portsmouth:

- 500 cumulative confirmed cases of coronavirus in Portsmouth since the beginning of the pandemic
- Rate is 232.4 per 100,000 population for Portsmouth, the South East is 376.1 per 100,000 population and the North East is 570.6 per 100,000 population and the North West is 597.9 per 100,000 population.
- In the last 7 days there has been 5 new cases been confirmed.
- Fluctuating between 0 to 2 cases per week.
- Highest 2 weekly period of 10 cases.
- Portsmouth has a low rate.
- Need to continue to follow the guidance and maintain social distancing.

Further planning has taken place regarding winter and the possible second wave of the virus during the autumn/winter period.

Dr Elizabeth Fellows said that the people of Portsmouth should be commended for keeping the rate low. Jackie Powell commented that she echoed what Dr Fellows had said and asked if there had been sufficient support for those in supported accommodation. Helen Atkinson confirmed high level of support for the population including the move of the homeless population into temporary accommodation and "whole home" testing care homes.

Dr Elizabeth Fellows commented that the CCG is looking to extend the telehealth offer out to supported living housing developments to access to support from the nursing team 24/7.

Jackie Powell asked about supported accommodation access to PPE. Helen Atkinson confirmed access to PPE for all services including an emergency supply held by the Council.

Andy Silvester asked if details of the outbreak plan could be circulated to members and made available on the CCG website.

Action: H Atkinson/J Collis

Margaret Geary asked how the arrangements for testing locally link to the national testing arrangements. Helen Atkinson explained that there was sufficient testing capacity in the local area and testing data was shared across organisations.

6. Finance and Performance Reports

Michelle Spandley reminded the Board that the CCG was currently working under a revised financial regime process due to the Covid-19 situation. The CCG 2019-20 Annual Report and Accounts has been submitted and were available on the CCG website. The September Annual General Meeting/Governing Board will focus on these in more detail. Michelle Spandley offered her thanks to all staff involved in the process.

6a. 2020/21 M2 Finance Report

The Finance report focused on month two. Guidance was issued for months one to four which indicated that national adjustments would be made to ensure the CCG achieved a break-even position. Further guidance was expected for months five to twelve.

The CCG continued to work to guidance for the fixed payments made to Trusts which were generated nationally with the CCG allocations adjusted accordingly. Covid-19 related costs are being met from a separate national fund.

Month 2 figures show the CCG was overspend by £2m against the nationally modelled allocation. £1.4m costs were related to Covid-19 expenditure, primarily related to the Hospital Discharge Programme. £1.6m was received since the report had been produced and we are awaiting the further £400,000 to bring us to a break even position.

Michelle Spandley highlighted that discussions were still underway to determine the models for the remainder of the year.

The CCG reviewed its financial controls and procedures at the start of the pandemic to ensure that these were fit for purpose. The Audit Committee have requested the Covid-19 costs as a scrutiny item at its meeting in September 2020.

Jackie Powell asked about cost pressures relating to mental health associated with increased costs around Extra Contractual Referrals (ECR) expenditure. Michelle Spandley explained work is continuing and expected to see the results of this later in the financial year.

The Governing Board accepted the Finance Report.

6b. Performance Report

Michelle Spandley presented the Performance Report dated 15 July 2020 for information and explained that as we have moved into the emergency response, the 'usual' performance assurance mechanisms were put on hold. The local organisations continue to report performance activity however, as expected some areas have not met targets due to the pandemic.

Graham Love commented that he was expecting the incomplete waiting list size to have gone up however it appears to have gone down. Michelle Spandley explained this was probably due to the fact that referrals are not coming through in the usual way.

Portsmouth Hospitals Trust are continuing their cancer work through the utilisation of Spire Hospital. Advice and guidance has continued to be used successfully.

Michelle Spandley said that the level of people over 52 weeks wait is increasing and teams are trying to work on this to stand up more capacity based on clinical urgency.

Margaret Geary asked about the decline in diagnostics targets and how we are going to recover given we are still working with Covid-19. Dr Linda Collie commented that what is important is that urgent diagnostics are still being done.

Dr Elizabeth Fellows commented that some procedures are much more affected by Covid-19 than others and this is why we have marked discrepancies in waits. Urgent procedures were still taking place.

Karen Atkinson commented that NHS England have asked systems to restart cancelled and elective treatment. As six out of eight of our standards were met, Dr Fellows confirmed that work continued throughout the pandemic.

Michelle Spandley informed members that the independent sector contracts were going to be extended October (at the earliest) which will mean that we can still utilise that capacity.

Dr Linda Collie said that we are concerned as a health system that people are not presenting with their symptoms that may be suggestive of cancer we would urge people to contact their GP if they are concerned about symptoms.

The Governing Board accepted the Performance Report.

6c. Planning Update/Programme Highlight Report

Michelle Spandley presented an update on the current Health and Care Portsmouth Programmes. The report shows which projects were paused and which were being progressed. As a system we are working collaboratively and the Covid-19 situation has pushed that work forward with advice and guidance being a good example of this.

Jackie Powell asked about the progress of creating of a stand-alone diagnostic centre. Dr Simon Simonian explained that there is a phase 1 pilot Rapid Diagnostic Service through Wessex which may be extended to Portsmouth next year.

Jackie Powell asked about early discharge planning and a comment about not having enough resource and staffing for the service to be sustainable. Michelle Spandley responded that there were no issues discharging patients. Jackie Powell asked if there was concern there is enough staff and financial means to do this. Michelle Spandley said that this is something that was discussed on a daily basis.

The Governing Board accepted the Planning Update/Programme Highlight Report

7. Annual Complaints Report 2019-20

Justina Jeffs, Head of Governance, presented the annual complaints report for 2019-20 which provided an overview and analysis of NHS Portsmouth CCG complaints received between 1 April 2019 – 31 March 2020. She noted that the CCG received a low number of complaints during this period.

Justina Jeffs explained that Portsmouth City Council provide the service for Portsmouth CCG through a Service Level Agreement (SLA) and also deal with any questions/appeals around the parliamentary health ombudsman of which we have not received any over the past year. The Quality and Safeguarding Committee receive quarterly complaints reports

and oversee the learning from these. A real positive this year was, that after meeting with a complainant earlier in the year, the Policy was re-written to ensure it was easier to follow for both complainants and staff.

Karen Atkinson asked if it would be possible to include ethnicity in future demographics. Justina Jeffs explained that the team ask people to respond to surveys sent to them after their complaint has been closed, however it is not always possible to gain this information.

The Governing Board noted the report and approved its publication on the CCG website.

8. Quality and Safeguarding Report

Karen Atkinson provided an update on the quality and safety exceptions relating to the services that the CCG commissions. She noted that whilst services have been responding to the Covid-19 pandemic much of the on-going work to reduce the noted risks within the quality report have not been prioritised and therefore they have not been updated.

One risk that is being closely monitored is the transfer of wheelchair services. The Audit Committee has asked for a deep dive into wheelchair services in September 2020.

Provider services have commenced their recovery and restoration stage. Capacity issues are emerging across services due to social distancing measures.

The Quality and Safeguarding team have been providing enhanced levels of advice, guidance and practical support to care homes within the City during the Covid-19 outbreak. The team have been working collaboratively with colleagues from the Health and Care Portsmouth Commissioning team, Solent Enhanced Care Home team and with other CCG staff to provide Fit testing, Infection Control and PPE training and weekly briefing sessions.

Dr Elizabeth Fellows raised concerns around the Portsmouth Primary Care Alliance (PPCA) and that the Chief of Quality and Operations Officer has left and is not being replaced. Karen Atkinson confirmed that this was discussed by the Committee who were reassured that the PPCA now have good systems in place and are robust and well supported and they are taking the opportunity to review the need for the role.

Jackie Powell asked if the work being undertaken around Covid-19 with Care Homes included supported accommodation. Karen Atkinson said it did and explained that 39 care homes were included and there were weekly briefing sessions. Dr Elizabeth Fellows added that patients with learning disabilities in supported living are covered under the 39 care homes. However those in Milton Village, Brunel Court and Maritime House and those living in their own flat with care onsite were outside of these arrangements at present.

David Scarborough asked if there was a timeframe for the review of executive arrangements in the PPCA. Karen Atkinson said that she believed it was the end of the summer but she would check and report back.

Action: K Atkinson

The Governing Board noted the Quality and Safeguarding report.

9. End of Year Report for Medicines Management

Joanne Williams, Acting Director of Medicines Optimisation gave a presentation on the Medicines Optimisation team and end of year report. She drew attention the following:

- The end of year report (circulated with the agenda papers) summarised Portsmouth CCG and individual practice performance for total prescribing and for a number of key

interventions contained within the QIPP plan, including antimicrobial stewardship. The report also summarised the medicines optimisation response to Covid-19.

- Pharmacy First Minor ailments scheme – selected pharmacies initially and from 2015 all pharmacies, promoting self-care, the role of community pharmacy and reducing unnecessary workloads for GP practices.
- Following a review of the scheme, a paper was taken to the Clinical Advisory Group (CAG) which agreed the scheme would focus on medicines for children and low income families.

Jackie Powell commented that the Isle of Wight seem to have done exceptionally well and asked if there was anything for us to learn from them. Simon Cooper, Director of Medicines Optimisation, said that the Isle of Wight commission a variety of things off FP10 Dr Elizabeth Fellows said that although they may take items off prescriptions they are still paying for those but they are just not visible in the prescribing budget.

Simon Cooper highlighted the strong links with the Head of Medicines Management across the whole of the system including the acute trusts.

Dr Elizabeth Fellows asked if we have got something to learn from the Isle of Wight with regards to purchasing diabetes medicines. Simon Cooper said the Isle of Wight historically have taken on a lot of branded generic prescribing and have started to move away from that recently which would show as a percentage reduction.

Dr Elizabeth Fellows said nationally we had been good for a long time and asked if we are as good as we were. Simon Cooper explained that the CCG does not hold the same position as previously and there are some pressures coming in this year particularly around Category M drugs. There is also a national review of how branded generics that sit within category m and how they are reimbursed, so there are potentially some changes within this year.

Michelle Spandley said that with regards to the overspend, although there had been a spike in March predominantly this was around pricing for 2019-20 rather than numbers. Simon Cooper said that there is a lot of pressure around pricing including changes to Category M drugs during the year.

Dr Elizabeth Fellows commented that Portsmouth CCG is good at repeat dispensing and asked if it was worth pushing further on repeat dispensing to hold our position. Simon Cooper said that Portsmouth CCG is slipping down slightly and we are different as a CCG in that we have quite widespread adoption across all of our practices. However for our top practices only 31-33% of patients are on repeat dispensing so there is a huge amount of gain. We are working to support practices to get to the 20% level and push on from there. It is more around reducing work for GPs rather than saving costs.

Dr Elizabeth Fellows thanked Jo Williams and Simon Cooper for their presentation and it was agreed it would be added to the CCG website for information.

Action: J Collis

The Governing Board noted the End of Year Report for Medicines Management.

10. Papers for Information/Noting

The following papers were presented for information/noting.

a. GBAF and Corporate Risk Register

Jackie Powell asked if Health and Care Portsmouth Communications and Engagement team arrangements, as part of the sources of assurance with regards to patient engagement, could be added.

Action: J Jeffs

b. Minutes of Other meetings:

- Minutes of Audit Committee meetings held on 11 December 2019 and 11 March 2020.
- Minutes of Health and Wellbeing Board meetings held on 25 September 2019, 8 January 2020 and 5 February 2020.
- Minutes of the Primary Care Commissioning Committee meetings held on 29 October 2019, 30 January 2020 and 26 March 2020.

11. Date and Time of Next Meeting in Public

The next Governing Board meeting will take place on Wednesday 16 September 2020 at 1.00pm. Apologies received from Margaret Geary.

Jayne Collis
19 August 2020

Governing Board - Attendance Log

Member Name	May 20	Jul 20	Sep 20	Nov 20	Jan 21	Mar 21
Helen Atkinson	✓	✓				
Karen Atkinson	✓	✓				
Dr Linda Collie	✓	✓				
Dr Elizabeth Fellows	✓	✓				
Margaret Geary	✓	✓				
Alison Jeffery	A	✓				
Dr Carsten Lesshafft	✓	✓				
Graham Love	✓	✓				
Dr Nick Moore	✓	✓				
Jackie Powell	✓	✓				
Innes Richens	✓	A				
David Scarborough	✓	✓				
Andy Silvester	✓	✓				
Dr Simon Simonian	✓	✓				
Michelle Spandley	✓	✓				
Dr Tahwinder Upile	A	✓				
David Williams	A	A				

Key: ✓ - Present
A - Absent