

**Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board meeting
held on Wednesday 15 May 2013 at 1.00pm – 3.00pm in the Entertainments Hall, St
James' Hospital, Locksway Road, Milton, Portsmouth PO4 8LD**

**Summary of Actions
Governing Board held on Wednesday 15 May 2013**

Agenda Item	Action	Who	By
3 (17.4.13)	Ethical/Decision Making Framework to be uploaded to the CCG website.	IR	July 13
3 (17.4.13)	Updated Procurement Strategy to be presented.	IR	Future meeting
5	Quality Report – Ensure future reports do not use unexplained acronyms/abbreviations	DA/IR	July 13
9	Governing Board Assurance Framework – COMPACT Joint IT Strategy to be presented to future Governing Board meeting.	JG	July 13

Present:

- | | |
|----------------------|---|
| Dr Dapo Alalade | - Clinical Executive |
| Dr Linda Collie | - Clinical Executive |
| Paul Cox | - Practice Manager Representative |
| Dr Julie Cullen | - Registered Nurse |
| Dr Elizabeth Fellows | - Clinical Executive |
| Dr Jim Hogan | - Clinical Leader and Chief Clinical Officer |
| Tom Morton | - Lay Member |
| Jackie Powell | - Lay Member |
| Innes Richens | - Chief Operating Officer |
| Dr Tim Wilkinson | - Chair of Governing Board/Clinical Executive |

In Attendance

- | | |
|-------------------|---|
| Jayne Collis | - Business Services |
| Dr Matthew Smith | - Consultant, Public Health (for Dr Andrew Mortimore) |
| Michelle Spandley | - Deputy Chief Finance Officer (for Jo Gooch) |

Apologies

- | | |
|---------------------|---|
| Jo Gooch | - Chief Financial Officer |
| Katie Hovenden | - Director of Professional and Clinical Development |
| Dr Andrew Mortimore | - Interim Director of Public Health |
| Dr Tahwinder Upile | - Secondary Care Specialist Doctor |
| David Williams | - Chief Executive, Portsmouth City Council |

1. Apologies and Welcome

Apologies were received from Jo Gooch, Katie Hovenden, Dr Andrew Mortimore, Dr Tahwinder Upile and David Williams. Dr Tim Wilkinson welcomed everyone to the NHS Portsmouth Clinical Commissioning Group Governing Board meeting held in public. He 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. There would be, following the close of formal business, a question and answer session which he hoped members of the public would fully participate in.

2. Declarations of Interest

None.

3. Minutes of Previous Meetings

The minutes of the Governing Board meeting held on Wednesday 17 April 2013 were approved as an accurate record.

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

Agenda Item	Action	Who	By	Progress
3	Quality Premiums briefing paper to be presented to next Board meeting	JG/ KH	May 13	On agenda.
3	Ethical/Decision Making Framework to be made available on the CCG website.	IR	May 13	Awaiting upload to CCG website. Action: I Richens
3	Updated Procurement Strategy to be presented.	IR	Future meeting	Future meeting. Action: I Richens
11	Register of Interests – Updates to be provided in writing to Jayne Collis regarding changes.	All/JC	May 13	On agenda.
11	Register of Interests – Review and standardise use of titles in CCG documentation.	IR	May 13	Innes Richens reported that he was in the process of reviewing and standardising documentation.
12	COMPACT for Collaborative Working – Review GP representation at PSEHCC and agenda sharing/management arrangements within the CCG.	JH	May 13	Dr Jim Hogan reported that there were now 3 GP representatives available for the Committee and that NHS Portsmouth CCG had taken over administration of the meetings and therefore managed agenda arrangements.

4. Chief Clinical Officer's Report

Dr Jim Hogan presented a report which set out the key decisions and actions undertaken by the Clinical Executive under the leadership of the Chief Clinical Officer on behalf of the Governing Board. He highlighted the main points and drew attention to the key actions.

Urgent Care Agenda

Future services for the frail elderly - Dr Jim Hogan reported that a meeting had been held with the consultant body to discuss the “blue print” for future services for the frail elderly and that the financial plan which supports it is awaited.

Models for the future configuration of “front door” urgent and emergency care services - Dr Jim Hogan reported that a meeting had been held and the model that was chosen was an integrated pathway approach. A working group has been set up and a final plan should be available by the end of June 2013 with the service up and running hopefully before October 2013.

Dr Tim Wilkinson asked what difference the new urgent care pathway arrangement would make and how do patients find out about it. Dr Jim Hogan explained that services will be joined together which should make it a better “one stop shop” with simpler access as well as enabling improvements to the workforce arrangements in the Emergency department as well as getting better use of beds within the system.

Jackie Powell commented that there had been GPs in A&E in the past which had not always worked as well as it should have. Dr Jim Hogan explained that the past two pilots had failed because they had not been embedded into the department and part of the problem had been about the payment tariff. This is why the integrated model had been chosen as it is a planned change rather than a re-active response to a problem. The new model will support delivery of the A&E performance diagnostic and recovery action plan submitted to NHS England and the Trust Development Authority in March 2013. It will also enable involvement of primary care in the department rather than it being separate.

Staff Engagement

Dr Jim Hogan reported that the staff engagement event had been well attended and feedback was very positive.

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

5. Quality Report

Dr Dapo Alalade presented the Quality Report which provided a summary of the key quality issues and developments. He highlighted the main areas of the report.

Dr Tim Wilkinson commented that perhaps the report should look forwards rather than backwards and asked if it was felt the risks were being looked at and addressed. Dr Dapo Alalade commented that with regards to PHT the “front door” is always a concern and high level discussions are taking place. With regards to Solent the area of risk are related to staff issues which are being looked at.

Innes Richens raised concerns around the staff survey for Solent and the deterioration of scores over the last two audits around patient satisfaction and recommending the trust to a friend or relative. He reported that the CCG is writing formally to Solent to ask what action is being taken regarding this.

Tom Morton commented on the NHS 111 figures and that he felt the service was improving. Dr Jim Hogan explained that the CCG leads the commissioning of the NHS 111 service on behalf of the SHIP CCGs apart from the Isle of Wight. The service works very well Monday to Friday but unfortunately becomes a challenge at weekends. Before every weekend the planning done by the South Central Ambulance Service is reviewed but despite this the high demand seems to be a challenge for them. The way NHS 111 works

is that it is a national service so if you call and it is busy locally you may speak to someone nationally.

Dr Julie Cullen commented on the number of unexplained acronyms contained within the report and asked that they be explained in future reports.

Action: DAlalade/IRichens

Dr Julie Cullen commented on Leg Ulcer Management and asked how we could ensure actions are being taken and if there is anything that can be done to move this along as people are still being let down. Innes Richens explained that action has been taken and we are looking to resource training for practice nurses in leg ulcer management to take place in July. Dr Dapo Alalade said that the key gap around leg ulcer management related to what Solent were contracted to do and longer term arrangements were being reviewed. Dr Julie Cullen said that if something goes under the radar it can cause a lot of stress for the patient and this is something well worth doing. Dr Tim Wilkinson commented that it may link also into diabetes care.

Paul Cox asked about Electronic Discharge Summaries and what action was being taken. It was explained that this was not a new problem and that Portsmouth Hospitals Trust are doing a piece of work around this as there is a piece of software that is not delivering what was expected.

Dr Jim Hogan commented that with regards to the South Central Ambulance Service element of the 111 service and Out of Hours provider, we have started to listen to the calls to try to make a judgement on where issues may lie. Dr Julie Cullen said that she would be happy to be involved.

The Governing Board accepted the Quality Report.

6. Performance Report

Michelle Spandley presented the Performance Report for May 2013 which covers the period April 2012 to February 2013. She highlighted the main areas of the report as follows:

- A&E 4 Hour Wait – There was an improved position of 94.4% in May 13 and there is an agreed system-wide recovery plan.
- HCAI – Portsmouth Hospitals Trust recorded 6 breaches against a threshold of 4 however they performed well within their threshold for C Diff.

Dr Tim Wilkinson commented that rather than looking back it was key to focus on looking forward and plans to ensure improved performance.

Tom Morton asked about long waiters and looking to the future if they could be referred to different providers. Dr Tim Wilkinson explained that the CCG has been looking into this and issues at Portsmouth Hospitals Trust regarding clinic space. However patients do have the choice to choose their providers but some are reluctant to travel. Dr Elizabeth Fellows commented that clinics based at St Mary's Hospital should be offered. Dr Tim Wilkinson commented that, this could be an option.

The Governing Board accepted the Performance Report.

7. Finance Report – Month 12 2012/13 & 2013/14 Contract Update

Michelle Spandley presented the Finance Report as at month 12 and 2013/14 Contract Update. She explained that the CCG devolved budgets successfully delivered on plan achieving the planned surplus of £2,471k, subject to audit.

Dr Tim Wilkinson asked when contracts with providers would be signed off. Michelle Spandley explained that this is normally completed during June. Tom Morton commented that an Audit Committee meeting is due to take place in June where they will be discussed.

The Governing Board accepted the Finance Report and noted the 2013/14 Contract Update.

8. Quality Premium

Michelle Spandley presented a summary briefing regarding the quality premium, a national scheme introduced by NHS England for CCGs. The quality premium is intended to reward clinical commissioning groups (CCGs) for improvements in the quality of services that they commission and for associated improvements in health outcomes and reducing inequalities.

Dr Tim Wilkinson asked Paul Cox and Dr Linda Collie for their comments on how they think this is going work for practices.

Dr Linda Collie said that she was wondering how this could be shared with practices and hoped that GPs will come on board. Michelle Spandley commented that Katie Hovenden and Terri Russell would be sharing information with practices in due course.

Paul Cox commented that he thought the local measures were achievable.

Innes Richens explained that the CCG has been trying to be pragmatic in order to tie in with the local quality plans we set out and all national indicators are on our priority list.

The Governing Board accepted the Quality Premium briefing.

9. Governing Board Assurance Framework

Tom Morton presented the Governing Board Assurance Framework for approval. He said that as Chair of the Audit Committee it is about understanding and managing risk in the future. It is a key element of the Committee and the aim is to keep looking forward and report regularly to the Governing Board.

Jackie Powell commented that the highest risk rate appeared to be related to IT and as a Board we needed to focus on this in the future. It was agreed that the COMPACT Joint IT Strategy would be presented to a future Governing Board meeting.

Action: J Gooch

Dr Jim Hogan explained that the Sustainability Board had been re-launched which enabled it to look at how to unblock challenges and have new approaches. Every organisation has an IT Strategy and we need to get all strategies together to work as one. The national agenda is about getting existing systems working together and is what we want to have going forward. The Sustainability Board enables us to have people focussed in a way that will help us deliver our strategic objectives for the City and the system as a whole.

Innes Richens commented that an update from the Sustainability Board could be included in the Chief Officers Report in future.

The Governing Board reviewed and approved the Governing Board Assurance Framework.

10. Organisational Development Strategy

Dr Jim Hogan presented the Organisational Development Strategy for approval. He commented that NHS Portsmouth CCG is now fully authorised without condition.

Dr Tim Wilkinson asked how the strategy would be inclusive of practice members.

Dr Jim Hogan explained that previous research undertaken showed that the membership wanted to be part of service change but wanted the CCG to get on and do the corporate work.

Dr Tim Wilkinson asked from a practice point of view how where they seeing this. Paul Cox said that at the moment practices are very positive about the CCG but effort needed to be made to continue to build relationships. Dr Elizabeth Fellows said that the approach taken within the primary care CQUIN is that each practice has a clinical commissioning lead and they had established a virtual group which will enable practices to be involved earlier on.

Dr Jim Hogan said that one issue is how responsive we are and General Practice is used to changing things quickly.

Dr Linda Collie commented that with End of Life care, all practices rose to the challenge to get involved and this is an example of where it has worked well.

The Governing Board reviewed and accepted the proposed Organisational Development Strategy.

11. Register of Interests

Tom Morton presented the Register of Interests as declared at 30 April 2013.

The Governing Board accepted the Register of Interests.

12. Terms of Reference

a. Remuneration Committee

Tom Morton presented the revised Terms of Reference for the Remuneration Committee for approval.

The Governing Board approved the Terms of Reference for the Remuneration Committee.

b. Audit Committee

Tom Morton presented the revised Terms of Reference for the Audit Committee for approval.

The Governing Board approved the Terms of Reference for the Audit Committee.

13. Immunisation and Vaccination Report 2012/13

Dr Matthew Smith presented a report which provided an update on the performance and quality of vaccination programmes in Portsmouth City and identified future work and challenges in relation to these programmes.

Dr Matthew Smith explained that there has been a change in how immunisations and vaccinations are managed in future. From the 1 April 2013 the commissioning of immunisations and vaccinations transferred from the PCT to the NHS Commissioning Board (NHSCB) Wessex Local Area Team (LAT). Public Health will still have a significant role to play in vaccination by providing advice, support and challenge related to vaccination issues and targets.

Dr Julie Cullen asked for clarification on roles. Dr Matthew Smith explained that this is the responsibility of the Wessex Local Area Team of NHS England who are responsible for performance, targets and commissioning. Public Health also have shared targets in terms of ensuring immunisation uptake with residents.

Dr Julie Cullen commented on Practice Nurses delivering the vaccinations. Dr Matthew Smith explained that the Wessex Area Team would be implementing new arrangements later in the year and Public Health are there to ensure it happens. If Practice Nurses have any concerns they can escalate them to Public Health and it is Public Health's role to investigate.

Dr Elizabeth Fellows said that this was the first time we had seen our performance against the rest of the country and we should celebrate as we are doing well. Dr Tim Wilkinson echoed Dr Elizabeth Fellow's comments.

Jackie Powell asked who would fund the Be a Hero campaign in the future. Dr Matthew Smith explained that Public Health would work with the Wessex Area Team in the future. Dr Jim Hogan commented that commissioning areas such as sexual health and immunisation and vaccination were complicated and arrangements were still being looked at.

The Governing Board accepted the Immunisation and Vaccination Report 2012/13.

14. Public Health Annual Report 2012: The health of men in Portsmouth

Dr Matthew Smith presented the Public Health Annual Report 2012: The health of men in Portsmouth and explained that this was the final Public Health Annual Report of NHS Portsmouth. He also provided a presentation which summarised the key areas of the report.

Dr Tim Wilkinson thanked Dr Matthew Smith for a very interesting presentation and asked what are the real improvements that would make a difference.

Dr Matthew Smith said it was about getting to the community and individuals and working with them so that they can identify their own problems and solutions, and put in solutions that they feel will work and then monitor and evaluate them.

Dr Dapo Alalade asked if it was the place or the people and was a behavioural and perhaps if we put the people elsewhere would their health improve. Dr Matthew Smith said that it was often heard that intergenerational issues will take several years of hard commitment and work to break habits.

The Governing Board accepted the Public Health Annual Report 2012: The health of men in Portsmouth.

15. Minutes of Other Meetings

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

- Clinical Commissioning Committee meeting held on 3 April 2013.
- Shadow Audit Committee meeting held on 5 December 2012.

The Governing Board accepted the minutes.

16. Date of Next Meeting

The next Governing Board meeting will be held in public and will take place on Wednesday 24 July 2013 at 1.00pm in the Entertainments Hall, St James' Hospital.

17. Meeting Close

Dr Tim Wilkinson thanked everyone for attending the meeting and reminded members of the public that feedback and comments would be welcomed. He declared the formal part of the meeting closed and explained that the Board would now consider and respond to a number of questions from members of the public. The full list of all questions asked and a summary of the responses will be published on the CCG website in due course.

Jayne Collis
5 June 2013