

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board meeting held on Wednesday 17 July 2019 at 3.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth

**Summary of Actions
Governing Board held on Wednesday 17 July 2019**

Agenda Item	Action	Who	By
2	Register and Declaration of Interest – Amendments to be made as highlighted.	J Jeffs/JCollis	Next meeting
3a	Minutes of Previous meeting – Summary of Actions from 20 March 2019 – 8. Quality & Safeguarding Report - Jackie to meet with Suzannah to understand and discuss seclusion practice.	J Powell/ S Rosenberg	Next meeting
4	Chief Officers Report – Early Help for Children and Young People’s Mental Health – Look at the risks relating to transition between the U Matter service and Talking Change for people approaching the upper age limit of 18 years in U Matter and how these being addressed are.	IRichens/SRosenberg	Next meeting
4	Chief Officers Report – Prevent – Discuss with Chair of Prevent Board what actions are being taken locally to increase the choice of Intervention Provider.	I Richens	Next meeting
5a	Health and Care Portsmouth – Update on Delivery - Copy of presentation to be uploaded to CCG website.	J Collis	Next meeting
6b	Performance Report – Consider Urgent Care Improvement Plan and Diagnostics as topics for future Governing Board Development Sessions	J Jeffs	Next meeting
8	Strategic Quality Assessment – Involve Lay Members in Quality visits.	S Rosenberg	Next meeting

Present:

- | | |
|-----------------------|--|
| Dr Elizabeth Fellows | - Chair of Governing Board/Clinical Executive (GP) |
| Margaret Geary | - Lay Members |
| Alison Jeffery | - Director of Children’s Services, Portsmouth City Council (until 3pm) |
| Dr Carsten Lessshafft | - Clinical Executive (GP) |
| Graham Love | - Lay Member |
| Jackie Powell | - Lay Member |
| Innes Richens | - Chief of Health and Care Portsmouth |
| David Scarborough | - Practice Manager Representative |
| Dr Simon Simonian | - Clinical Executive (GP) |
| Michelle Spandley | - Chief Finance Officer (until 4.00pm) |
| Dr Tahwinder Upile | - Secondary Care Specialist Doctor |
| David Williams | - Chief Executive, Portsmouth City Council (until 4pm) |

In Attendance

Jayne Collis	- Business Development Manager
Michael Drake	- Director of Planning and Performance
Justina Jeffs	- Head of Governance
Suzannah Rosenberg	- Director of Transition (Items 8 & 11)
Jo York	- Director New Models of Care (Item 5a & 9)

Apologies

Karen Atkinson	- Registered Nurse
Dr Linda Collie	- Chief Clinical Officer and Clinical Leader (GP)
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Dr Nick Moore	- Clinical Executive (GP)
Andy Silvester	- Lay Member

1. Apologies and Welcome

Apologies were received from Karen Atkinson, Dr Linda Collie, Dr Jason Horsley, Dr Nick Moore and Andy Silvester.

Dr Elizabeth Fellows welcomed everyone to the NHS Portsmouth Clinical Commissioning Group (CCG) Governing Board meeting held in public and noted this was Dr Carsten Lesshafft and Dr Simon Simonian's first meeting. 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. Further updates were required for Jane Cole and Suzannah Rosenberg

Action: J Jeffs/J Collis

Jackie Powell noted a possible conflict of interest relating to a report in Item 4 explaining that she is a Councillor with U Matter.

David Williams questioned possible conflicts with item 5b. Justina Jeffs stated that whilst the paper involved individual members of the Governing Board, the final decision was under the remit of NHS England.

The Governing Board noted the Register of Interests.

3a. Minutes of Previous Meeting

The minutes of the Governing Board meeting held on Wednesday 15 May 2019 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 – Alison Jeffery to be added.	E Fellows/ J Collis	Jul 19	Complete.

Agenda Item	Action	Who	By	Progress
3a	Minutes of Previous Meeting – Amendments to wording as detailed.	E Fellows/ J Collis	Jul 19	Complete.
3a	Minutes of Previous Meeting – Summary of Actions from 20 March 2019 – 8. Quality and Safeguarding Report – Clarify meaning of seclusion - Update to be provided to Jackie Powell.	M Spandley	Jul 19	Jackie to meet with Suzannah to understand and discuss seclusion practice. Action: J Powell/S Rosenberg
3a	Minutes of Previous Meeting – Summary of Actions from 20 March 2019 – 9. 2019/20 Operating Plan – vision/strategic statement – to be subject for future development session.	I Richens	Jul 19	Complete.
3a	Minutes of Previous Meeting – Summary of Actions from 20 March 2019 – 11. Register of Interest (all staff) – provide advice regarding declaration of membership and subscription to professional bodies.	J Jeffs	Jul 19	Complete.
3b	Matters Arising - CPA Assessments – Look at the figures for post diagnostic support and what is happening to the “Remind” contract for post diagnostic support and report back.	N Moore	Jul 19	Update provided from Dr Nick Moore, see below*
3b	Matters Arising – Error in Minutes – addendum to be added to all copies of the approved minutes included those on the CCG website.	E Fellows/ J Jeffs	Jul 19	Complete.
6	Health and Care Portsmouth – Communications and Engagement Programme – Presentation to be uploaded to CCG website.	N Brooks/ J Collis	Jul 19	Complete.
6	Health and Care Portsmouth – Communications and Engagement Programme – Explore further the possibility of including Children’s Services and Public Health in the Communications Programme.	N Brooks/ L Elliott/ A Jeffery/ J Horsley	Jul 19	Alison Jeffery reported that some discussions had taken place.
8a	Joint Strategic Commissioning Committee of CCGs Terms of Reference – Feedback on proposed amendments to be made.	I Richens/ J Jeffs	Jul 19	It was confirmed a letter had been sent.
9b	Performance Report – Look at possibility of including trend data in future Performance Reports.	M Spandley	Jul 19	On agenda.

Agenda Item	Action	Who	By	Progress
10	Quality and Safeguarding Report – Feedback to team on use of acronyms.	I Richens	Jul 19	Complete.
12	Governing Board Work Programme – Consider how Patient Story and Health and Care Portsmouth Communications work could fit in with work programme	I Richens	Jul 19	This is still under review and is being considered as part of the Annual General Meeting.

- * The Remind service is still active. The data that was referred to apparently comes from the QOF indicator “The percentage of patients diagnosed with dementia whose care plan has been reviewed in a face-to-face review in the preceding 12 months’ and so we it may be that this is not being coded adequately. We are therefore looking into whether the activity done by Remind meets QOF requirements and if so can we encourage GPs to code this. It might also be that Solent could code this as well.

3b. Matters Arising

None.

4. Chief Clinical Officer’s Report

Innes Richens presented the Chief Clinical Officer’s Report on behalf of Dr Linda Collie and highlighted the following:

- Shearwater
The latest Care Quality Commission (CQC) report into Shearwater care home has now been published. It is now rated as ‘Good’ and inspectors drew attention to the ‘warm and homely’ environment. This performance is a result of a significant amount of hard work by Shearwater staff, supported by both the CCG and City Council.
- New Safeguarding Children Arrangements and Child Death Overview Panel
The new arrangements for Portsmouth were agreed and published on 29 June 2019 and are available on the Portsmouth Safeguarding Children Partnership website.
- Inspection of Portsmouth local area Special Educational Needs and/or Disabilities (SEND)
Ofsted and the CQC jointly undertook an inspection of the local area during the first week of July. Feedback from inspectors was positive and we are awaiting the formal report which will be reported back to the Board in due course.
- Early Help for Children and Young People’s Mental Health
The programme, delivered by U Matter, has been running for the past two and a half years with good outcomes. As a result of a recent review the service has been remodelled to support 8-18 year olds. This change was supported by both the CYP Mental Health Strategy Group and the CCG Clinical Advisory Group. The current contract is due to cease in December 2019 and it has been agreed by South East Procurement Service (SOEPS) that it is possible to extend the contract by a further year.

A bid for two Mental Health Support Teams (MHST), to deliver early intervention in 32 schools across the City was successful. These teams will start delivering support from January 2021. Extending U Matter for a further 12 months ensure the crucial early help

offer continues and allows the system to consider how services within the City could align with MHST's.

Graham Love commented on the U Matter service and asked if the 18 year olds and above would be redirected to the Talking Change service. Innes Richens confirmed this was correct and highlighted the risk. Actions were being taken to mitigate this risk during the transition period.

Dr Carsten Lesshafft commented on access to Talking Change. Dr Elizabeth Fellows explained that the service could be contacted via the telephone or on-line and a number of options were then available such as face-face, over the telephone or group sessions and that it is very comprehensive service.

It was agreed the risks relating to transition between the U Matter Service and Talking change for people approaching the upper age limit of 18 years in U Matter, and how these are being addressed, would be looked into further and reported back.

Action: I Richens/S Rosenberg

The Governing Board agreed to endorse the extension of the Contract by 12 months.

- Prevent

Jackie Powell asked about Prevent and the issues around choice of Intervention Provider. Dr Elizabeth Fellows explained that it was a national challenge and may not be able to be determined locally. It was agreed this would be raised with the Chair of the Prevent Board.

Action: I Richens

- Electronic Prescribing Service (EPS) Phase 4 Pilot

The CCG was approached by NHS Digital to pilot a "light touch" implementation of EPS Phase 4. This was successful and the CCG has now been provided with an additional 4 phase 4 sites to allow the whole CCG to become completely phase 4 live. This will be the first CCG to achieve this and has been enabled by the single clinical system across the CCG and the hard work and adaptability of the Medicines Optimisation team.

The Governing Board accepted the Chief Clinical Officer's Report

5. Health and Care Portsmouth

a. Update on Delivery

Jo York presented a progress report on the delivery of Health and Care Portsmouth, highlighting the following areas:

Strengthening Primary Care

- Delivery of the GP 5 Year Forward View
- Supporting Primary Care Network (PCN) development

Integrated Primary Care Services

Enhanced Care Home Team

- Currently active in 5 homes across the City
- Roll-out to 5 more homes during 2019-20

Collaboration with the Voluntary and Community Sector

- Positive Minds

Integrated Community Team

It was agreed a copy of the presentation would be uploaded to the CCG website.

Action: J Collis

Dave Scarborough expressed concerns regarding the reconfiguration of community teams. Jo York explained that the CCG had planned for a locality based model aligned around GP practices. The focus was a single point of access, waiting list and clear assessment and processes that could be shared on SystmOne.

Alison Jeffery commented that this was very positive and sits alongside the next paper (5b).

Jackie Powell commented on the success of out of hours and if this was causing problems with South Central Ambulance Service (SCAS) as we have a different model. Jo York explained that it is a complicated picture and integrated urgent care co-design around 111 is on a Hampshire and Surrey Heath foot print. All CCGs in the footprint have different providers and contracts for out of hours.

Jo York went on to further explain that the Clinical Assessment Service (CAS) is commissioned through the 111 service for the other local CCGs which employs the Adastra system. However Portsmouth is providing its own through the PPCA and therefore SystmOne. Evaluation has been positive. System for Category 3 and 4 patients are being tested.

Dr Elizabeth Fellows thanked Jo York for the very comprehensive update.

b. Health & Care Portsmouth Operating Model Next Steps

Innes Richens presented a paper which provided an update on the progress of the Health & Care Portsmouth operating model. Following adoption of the proposal by the Governing Board further support has been received from the Portsmouth Health and Wellbeing Board and Portsmouth City Council's Cabinet.

Innes Richens referred to the proposed next steps (section 13 of the report):

- Extend our established single leadership team to incorporate the Accountable Officer functions of the CCG into the role of the City Council's Chief Executive Officer.
- Identify how both the CCG and Council can delegate defined decision-making functions to our Health & Care Portsmouth Commissioning committee.
- Integrate the Council and CCG approach to finance functions including the creation of joint roles.

David Williams said that the paper had been well received by the Council Cabinet and that he had also spoken to Tameside and Glossop about their experiences, who confirmed opportunities with finance.

Margaret Geary asked how it may impact on Portsmouth & South East Hampshire Integrated Care Partnership (ICP). David Williams said that he believed that this would put the city in a better position in respect of engagement and influence.

Alison Jeffery left the meeting.

Members commented on their support for increased integration however expressed concerns regarding the impact on neighbouring CCGs, the 'unknowns' including the operation of the Governing Board – and the possibility of 'politicising' healthcare, communication with staff to ensure accurate and timely messages are given and the importance of maintaining the CCGs identity.

Innes Richens also highlighted the importance of clinical involvement in decision-making and highlighted the need to consider delegating authority to the clinical executives to support this.

The Governing Board noted the progress and agreed the proposals for further integration set out in section 13 of the report.

6. Finance and Performance Reports

6a. Month 2 Finance Report

Michelle Spandley presented the Month 2 Finance Report which showed that the CCG is forecasting to deliver an in-year break-even position in line with its financial plan. Month 3 closedown has just been completed and the position has changed with pressures from mental health commissioning, continuing healthcare and prescribing. Conversations are taking place with F&G/SEH CCGs to stand up schemes.

David Scarborough commented on the high level of creditors for NHS Property Services and the recent press coverage. Michelle said that the CCG does have plans to resolve the situation and meet with NHS Property Services on a regular basis. Work has taken place to improve data quality to support more effective communication.

Jackie Powell asked if there was a similar situation across the Hampshire footprint. Michelle explained that all CCGs have similar issues due to the lack of robust data from property services.

The Governing Board accepted the contents of the Finance Report.

6b. Performance Report

Michael Drake presented the Performance Report which provided a high level overview of CCG performance against key targets and standards. He highlighted the following areas:

- SCAS 111 Calls Answered within 60 Seconds – Service has improved and is on trajectory to get back to the constitutional standard.
- SCAS 999 Ambulance Response Times (ARP) – 5 out of 6 standards met for May 2019.
- A&E – Increase in attendances, however this is less than in other areas. Urgent Care Improvement Plan in place which is focusing on the right areas.
- Cancer Standards – A lot of work going on although it is a volatile area.
- Referral to Treatment (RTT) – The waiting list continues to grow.
- Primary Care Metrics are details at the end of the report and we are working with primary care to ensure they are fit for purpose.

Graham Love raised concerns regarding the A&E and Urgent Care performance and asked for further information and if there could be more visibility of improvement. Dr Carsten Lesshafft asked about improved access to diagnostics. It was agreed that Urgent Care Improvement Plan and Diagnostics would be topics for a future Governing Board Development Session.

Action: J Jeffs

Jackie Powell commented on the Quality Premium and that she did not think we would get any. Michael Drake explained that NHSE will confirm the position so it may be possible.

The Governing Board accepted the contents of the Performance Report.

6c. Programme Highlight Report

Michael Drake presented the Programme Highlight Report which provided a progress update on each of the Programmes and their underpinning projects, highlighting areas that are progressing well and areas for concern. He explained that the document is live and therefore has moved on since being produced.

The front sheet gives a summary of the programmes.

Annex 2 details the Maturity Matrix for each programme and all programmes have moved on since the report was produced. There are some capacity issues for taking on projects in certain areas but we are working through benefits realisation.

On pages 2 and 3 the coloured boxes are for attention, however Frailty has moved on.

Jackie Powell commented on page 5 and that we are not hitting the target for continuing healthcare assessments. Suzannah Rosenberg explained that there are a couple of issues relating to staffing challenges and mixed interpretation of counting across difference areas. The continuing healthcare team do not stop the clock and therefore sometimes 28 days are not appropriate. Jackie asked if we are satisfied that we are getting a good service. Suzannah said that if the staffing challenges are resolved the 28 day target will still elude us as we do not do clock stopping.

The Governing Board noted the report.

7. Quality and Safeguarding Report

Innes Richens presented the Quality and Safeguarding Report for June 2019 that was discussed at the Quality and Safeguarding Executive Committee (QSEC) on 19 June 2019. He highlighted the following areas:

PHT – Restraint practices – following recent incident they are improving incident report and training and development and security. Julia Barton wrote a letter of concern and a response it received it will be considered at the Quality & Safeguarding Committee and reported back to the Board.

COAST Services – Closed to new referrals from 16 May 2019 due to staffing vacancies. They have now recruited however there is a lead in time and they will not be operational until the beginning of October 2019.

Community Nursing – Services experiencing staffing resource issues but continues to provide a service Mon – Fri 8am – 6pm.

Wheelchairs – Short-term piece of work to address the backlog of cases has started and there should be some reflection in next month's figures.

Portsmouth Safeguarding Adults Board (PSAB) – Independent Chair Robert Templeton has resigned. The Governing Board members expressed their thanks to Robert for his leadership of the Board. An Interim Chair has been identified and recruitment is underway.

Margaret Geary noted that concerns around pathology sample review backlog had been added to the risk register.

Dr Carsten Lesshafft raised concerns around COAST placing paediatric nurses into services including Portsmouth Hospitals Trust and caution that they are not use for the Acute Trust.

Graham Love asked about the Clinical Letters shared with GPs and if there had been an improvement. The issue has been raised again following issue with appointment letters being sent out after appointments had happened.

The Governing Board noted the report.

8. Strategic Quality Framework

Suzannah Rosenberg presented the Strategic Quality Framework which has been updated primarily to reflect the new ways of working with providers and both H10W and PSEH system working. It was reviewed and approved by the CCG's Quality and Safeguarding Committee on 19 June 2019.

Graham Love asked if it would be possible for Lay Members to be involved in Quality Visits. Suzannah Rosenberg agreed to pass this on to the team.

Action: S Rosenberg

9. MCP Partnership Agreement and Update

Dr Elizabeth Fellows (East Shore Practice), Dr Carsten Lesshaftt (Trafalgar Medical Group Practice), Dr Nick Moore (Derby Road Practice) declared a potential conflict of interest regarding this item as GPs employed within practices in the City. David Scarborough declared a potential conflict of interest as he is employed as the Practice Manager for the Trafalgar Medical Group Practice.

It was agreed that these members could participate in the discussions and decisions relating to this item as the recommendation is to continue with existing arrangements and therefore no significant changes were being proposed.

Jo York presented the MCP Partnership Agreement and update which provided information on the national developments for integrated care contracts, placing this within the context of Portsmouth CCGs commissioning intentions. The paper sought approval to extend the existing Multi-Specialty Community Provider (MCP) partnership arrangements within the city.

David Scarborough asked how Primary Care Networks and MCP partnership are linking together. Jo York explained that we want to work as an MCP partnership and closely within emerging PCNs. Our hope would be that they become part of the MCP programme.

Jackie Powell said that she supported the direction of travel as it gives us flexibility.

It was noted that the diagram in 15.1 needed to be changed from ACS to ICP.

Jo York explained that the partnership agreement is not legally binding so there is no procurement risk on the agreement between organisations and is a commitment to work together. When a commissioning decision is required this would need to be done separately in line with organisations' governance arrangements.

The Governing Board approved the recommendations as follows:

- **Continue to observe national developments in relation to the ICP contract and await further learning and guidance to emerge from vanguard CCGs before revisiting commissioning and procurement intentions**
- **Continue with existing MCP partnership arrangements in Portsmouth by extending the MCP partnership agreement for a 12 month period.**

10. Annual Complaints Report 2018-19

Justina Jeffs presented the annual Complaints Report for 2018-19. It provided an overview and basic trend analysis of the type and management of CCG complaints received by NHS Portsmouth CCG between 1 April 2018 and 31 March 2019.

Jackie Powell asked for clarification regarding the numbers of complaints in the report. Justina Jeffs explained that when requested, the CCG works with the provider as an intermediary if the complainant does not want to deal directly with them. Positive feedback was received from the Ombudsman on the management of a number of complaints.

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

11. Mental Health Rehabilitation Service Transformation

Suzannah Rosenberg and Rosie Penlington presented a proposed Mental Health Community Rehabilitation model to the CCG for onward investment.

The current provision in Oakdene Unit has been deemed an ineffectual and expensive setting for rehabilitation. Plans to decommission Oakdene Unit as a rehabilitation provision and develop an alternative community based service have been agreed in principle by the CCG and included in the joint four year savings plan with Solent. The model has been developed through a number of workshops held with community mental health staff along with feedback from patients. Service plans were presented to HOSP in March and the Clinical Advisory Group reviewed the model on 3 July 2019.

Jackie Powell asked about what happens at weekends. Rosie Penlington explained that a crisis team will be available if clinically appropriate.

Two Saints are the provider of choice for the City and it was stressed that this was not hotel-style accommodation for patients, but shared homes that provide supported living.

Graham Love commented that the recurring cost should be included in the table in Appendix 1.

Jackie Powell asked how the finances worked with shared beds. Suzannah Rosenberg explained that Solent own the Estate and will look at an options appraisal for repurposing. There are a number of options including putting Hawthorne patients into Oakdene temporarily in order to work on Hawthorne.

David Scarborough asked if the proposal reduced the number of acute beds in the City. Suzannah Rosenberg explained that it would not reduce the number of acute beds as they are rehabilitation beds but would be used as step-down provision.

Jackie Powell asked about media interest. Suzannah Rosenberg explained that the paper was presented at the Health Overview and Scrutiny Panel (HOSP) in June 2019 where it was well received. Patients and staff have expressed their support of the model. Dr Elizabeth Fellows commented that it is about changing the venue of the service not closing beds.

Rosie Penlington informed members that the proposal was required to go through NHS England Assurance processes before approval could be given.

The Governing Board agreed the onward investment in mental health community rehabilitation services following the closure of Oakdene Unit.

12. Verbal Report for Committee Chairs and Minutes

- **Audit Committee**

The minutes of the meeting held on 13 March 2019 were presented.

- **Health and Wellbeing Board**

Innes Richens gave a brief update from the meeting held on 19 June 2019 where the new Safeguarding Children Partnership arrangements were discussed along with revised constitution, SEND assessment and NHS long term plan.

The minutes of the meeting held on 13 February 2019 were presented.

- **Primary Care Commissioning Committee**

Margaret Geary gave a brief update from the meeting held on 25 June 2019 where the evaluation of the Clinical Assessment Service was discussed along with the Primary Care CQUIN for 2019/21, an update on the long terms conditions hub, cervical cancer targets and other targets that were detailed in the Quality report.

The minutes of the meeting held on 30 April 2019 were presented.

- **Quality and Safeguarding Committee**

Margaret Geary gave a brief update from the meeting held earlier in the day noting that the following were discussed; GP quality dashboard, a report on access to GP services, the quality improvement team annual report, and the wheelchair contract.

The minutes of the Quality and Safeguarding Executive Committee meetings held on 20 March 2019, 17 April 2019 and 15 May 2019 were presented.

- **Remuneration Committee**

Graham Love gave a brief update from the meeting held on 10 July 2019 noting that the following was discussed; workforce data, the process for Governing Board appointments, agenda for change pay scales and staff survey results.

- **Clinical Advisory Group**

Dr Carsten Lesshafft gave a brief update from the meeting held on 3 July 2019 noting that the following was discussed; an update on the community diagnosis/treatment model, neuro-diversity pilot project, john pounds exercise referral scheme, positive minds and the mental health transformation rehabilitation service.

13. Date and Time of Next Meeting in Public

The next Governing Board meeting to be held in public will take place on Wednesday 18 September 2019 at 2.00pm – 5.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth.

Jayne Collis
19 July 2019

Governing Board - Attendance Log

Member Name	May 19	Jul 19	Sep 19	Nov 19	Jan 20	Mar 20
Karen Atkinson	✓	A				
Dr Linda Collie	✓	A				
Dr Elizabeth Fellows	✓	✓				
Margaret Geary	✓	✓				
Dr Jason Horsley	✓	A				
Alison Jeffery	✓	✓				
Dr Carsten Lesshafft		✓				
Graham Love	✓	✓				
Dr Nick Moore	✓	A				
Jackie Powell	✓	✓				
Innes Richens	✓	✓				
David Scarborough	✓	✓				
Andy Silvester	✓	A				
Dr Simon Simonian		✓				
Michelle Spandley	✓	✓				
Dr Tahwinder Upile	A	✓				
David Williams	A	✓				

Key: ✓ - Present
A - Absent