

DRAFT

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board meeting held on Wednesday 20 March 2019 at 3.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth

**Summary of Actions
Governing Board held on Wednesday 20 March 2019**

Agenda Item	Action	Who	By
2	Register and Declaration of Interest – Update register in respect of additional declaration from Andy Silvester and inclusion of Karen Atkinson.	J Collis	May 19
3	Minutes of Previous Meeting – Make amendments as agreed.	J Collis	May 19
3b (4,16.1.19)	Minutes of Previous Meeting – Chief Clinical Officers Report - Follow up with Local Government Association regarding response to STP system reform proposals.	I Richens/ D Williams	
3b (6a, 16.1.19)	Minutes of Previous Meeting – Finance Report – Re concerns regarding charging arrangements in relation to primary care. Information to be requested from NHS Property Services for the next Local Estates Forum meeting.	M Spandley	May 19
4	Chief Clinical Officer’s Report – Item 14, Assurance – Bring paper to the next meeting to provide an analysis of the underlying reasons of the “requires improvement” rating in the CPA assessments and the actions being taken to improve.	I Richens/ M Drake	May 19
6	Portsmouth and South East Hampshire System Update – Unified Executive Terms of Reference/ICP Board Terms of Reference - It was agreed that feedback would be given to the system convener via formal letter from the Chair about the views of the Governing Board regarding the proposed Terms of Reference – including comments regarding membership, tiers of governance, clear outcomes and purpose and links to the operating plan.	E Fellows/ J Jeffs	May 19
6	Portsmouth and South East Hampshire System Update – ICP Operating Plan – Incorporate comments from the Governing Board into the next iteration of the ICP Operating Plan.	M Spandley	May 19
8	Quality and Safeguarding Report – Provide up to date report on 12 hour trolley breaches (if any)	I Richens	May 19
8	Quality and Safeguarding Report – Clarify the meaning of seclusion in the report compared to the use of the word in relation to MCA hearings at Solent.	M Spandley	May 19
8	Quality and Safeguarding Report – Bring separate Quality and Safeguarding report to future Governing Board meetings instead of including it in the Integrated Performance Report.	I Richens/ M Spandley	May 19

Agenda Item	Action	Who	By
9	2019/20 Operating Plan – Develop revised Health and Care Portsmouth vision/strategic statement for inclusion in future plans for consideration by the Governing Board.		May 19
11	Register of Interests (all staff) – Issue advice to members and staff regarding the declaration of membership and subscriptions to professional bodies.	E Fellows/ J Jeffs	May 19
12	Verbal Report from Committee Chairs – Bring summaries of the work of the Clinical Advisory Group to future Governing Board meetings.	N Moore/ J Jeffs	May 19
13	Minutes of Other Meetings – Review process and sequencing of minutes and verbal updates on committee business from Chairs to inform future agenda.	E Fellows/ J Jeffs	May 19

Present:

Dr Elizabeth Fellows	- Chair of Governing Board/Clinical Executive (GP)
Karen Atkinson	- Registered Nurse
Dr Linda Collie	- Chief Clinical Officer and Clinical Leader (GP)
Margaret Geary	- Lay Members
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Graham Love	- Lay Member
Dr Nick Moore	- Clinical Executive (GP)
Jackie Powell	- Lay Member
Innes Richens	- Chief of Health and Care Portsmouth
David Scarborough	- Practice Manager Representative
Andy Silvester	- Lay Member
Michelle Spandley	- Chief Finance Officer
Dr Tahwinder Upile	- Secondary Care Specialist Doctor
David Williams	- Chief Executive, Portsmouth City Council (until 4pm)

In Attendance

Jayne Collis	- Business Development Manager
Justina Jeffs	- Head of Governance

1. Apologies and Welcome

No apologies were received.

Dr Elizabeth Fellows welcomed everyone to the NHS Portsmouth Clinical Commissioning Group (CCG) Governing Board meeting held in public and noted this was Karen Atkinson's first meeting as Registered Nurse on the Governing Board. 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. It was noted that Karen Atkinson needed to be added to the register and that there was an addition to Andy Silvester's entry as a Volunteer Independent Custody Visitor for the Office of the Police and Crime Commissioner.

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 16 January 2019 were approved as an accurate record subject to the following amendments:

Page 5, 5th paragraph, change “Government Authority” to “Government Association”.

Page 9, 2nd paragraph, delete “to an acceptably high level”.

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

Agenda Item	Action	Who	By	Progress
2	Register and Declaration of Interest – Update register in respect of additional declarations from Dr Linda Collie, inclusion of Denise Matthams and note Dr Jonathan Lake’s departure at the end of January 2019.	J Collis	Mar 19	Complete.
3	Minutes of Previous Meeting – Make amendment as agreed.	J Collis	Mar 19	Complete.
3 (7a-d 21.11.18)	Minutes of Previous Meeting Update on Actions - Integrated Performance & Quality Report and Governing Board Assurance Framework (GBAF) – Jackie Powell to discuss with Dr Nick Moore queries regarding CAMHs and Psychiatric Liaison Service.	J Powell/ N Moore	Mar 19	Complete.
4	Chief Clinical Officer’s Report – Share the Health and Wellbeing Board response to the STP system reform proposals with the Local Government Association with a view to engaging and seeking to work with them regarding the structure and importance of health and care integration and solutions moving forward.	D Williams/ I Richens/ M Geary	Mar 19	Innes Richens reported that the letter had been shared but no response had been received. David Williams agreed to follow this up with the Local Government Association. Action: I Richens/ D Williams
6a	Performance Report – Ask SCAS to share with us their workforce approach to recruiting and retaining 111 call handlers.	M Spandley	Mar 19	Michelle Spandley reported that this information was included in the Quality Report. Quality staff visited the 111 service.

Agenda Item	Action	Who	By	Progress
6b	Finance Report - Follow up with NHSPS with regards to concerns about charging arrangements in relation to primary care.	M Spandley	Mar 19	Michelle Spandley reported ongoing dialogue with NHS Property Services. David Scarborough commented that he believed the position had not changed. Michelle Spandley agreed to request information from NHSPS for the next Local Estates Forum. Action: M Spandley
6b	Finance Report – Feedback to the STP the suggestion that NHS Property Services should be a member of the STPs estates workstream.	M Spandley	Mar 19	Michelle Spandley said that we continue to work through the Strategic Transformation Partnership workstream and membership.
7	Safeguarding Annual Report – Provide an update on the practice survey uptake at the next meeting.	I Richens/ T Scarborough	Mar 19	On agenda.
7	Safeguarding Annual Report – Publish the Safeguarding Annual Report on the CCG website	I Richens/ T Scarborough	Mar 19	Complete.
8	CCG Constitution – Make changes to constitution as detailed and provide an update on progress.	E Fellows/ J Jeffs	Mar 19	Dr Elizabeth Fellows commented that this was progressing.

4. Chief Clinical Officer's Report

Dr Linda Collie presented her report, summarising the key decisions and actions undertaken by the Executive Team from the last Governing Board meeting in public.

- Solent Care Quality Commission (CQC) Inspection Report

The CQC report on Solent NHS Trust was published on 27 February 2019 following inspections in October and November 2018. Solent NHS Trust received an overall rating of Good and Outstanding for the Caring domain. Community mental health and learning disability services were also rated overall as Outstanding. The CCG has written to Solent NHS Trust to congratulate them on their achievement.

- EU Exit Planning

Dr Linda Collie provided an update as follows:

- 12 March 2019 – MPs voted against EU withdrawal agreement.
- 13 March 2019 – MPs supported an amendment rejecting a no-deal Brexit under any circumstances. The legal default in both EU and UK law remains that the UK will leave without a deal on 29 March 2019 unless something else is agreed.
- The 29 March 2019 at 23:00 remains the current date that the UK will leave the European Union unless something else is agreed.

The Local Resilience Forums (LRFs) including the NHS have agreed to continue to prepare for a no deal until there is certainty of a different response.

Some nationally identified risks were:

- Shortages of critical pharmaceutical products, medical equipment and consumables due to increased time for imports to clear customs.
- Expectation of health and care staff leaving around exit day.
- Cessation of reciprocal healthcare.
- EU rules covering clinical trials no longer apply.
- Electronic data held on EU servers may be inaccessible due to non-compliance with the GDPR.

- Conflicts of Interest Training

The CCG had achieved 100% compliance with the national guidance regarding Conflicts of Interest training in the 2018/19 financial year with no breaches of the Policy.

Graham Love asked about Item 14, Assurance and the assessment results against four clinical priority areas commenting that some of the results are disappointing. It was noted that the results could be related to a number of issues and it was agreed that an analysis paper would be presented to the next Governing Board meeting looking at the underlying reasons for the “requires improvement” rating and the actions being taken to improve.

Action: I Richens/M Drake

Jackie Powell queried the impact on integration plans of clusters and long term condition hubs also referred to in Item 14.

Dr Linda Collie explained that localities were being reviewed alongside Primary Care Networks. Events had been planned with practices to progress this.

Innes Richens stated that it was the role of the CCG to support practices to establish Primary Care Network including identifying risks and determining the appropriate level at which work could be carried out (PCNs or City-wide etc). Guidance has been developed by the CCG and Public health data provided to practices

Margaret Geary commented that no information was provided in the plan on how we can draw consultants into Networks and get effective consulting in communities. Dr Elizabeth Fellows commented that this would be achieved through the Long Term Condition hubs rather than PCNs.

The Governing Board accepted the Chief Clinical Officer’s Report

5. Health and Care Portsmouth

5a. Health and Wellbeing Board Constitution

Innes Richens presented the revised constitution for the Portsmouth Health and Wellbeing Board (HWB) for approval. He explained that the revised constitution had been signed off by the Health and Wellbeing Board and the Council. The changes to the constitution are summarised in section 4.

The Governing Board approved the proposed changes to the constitution for the Health and Wellbeing Board.

5b. Commissioning Board Terms of Reference

Innes Richens presented the Terms of Reference for the Health and Care Portsmouth Commissioning Board for approval. He explained that this Board is intended to bring together commissioning functions (supported by current legislation) of the Local Authority and CCG to deliver strategic objectives.

Margaret Geary said that she supported the development but was unclear on where decisions were being made and on what issues. Dr Linda Collie said that the first step was to get the Board up and running. Delegation would be determined during the next steps. Dr Jason Horsley proposed that a review date was needed. Members agreed that a year was realistic.

The Governing Board approved the proposed Terms of Reference for the establishment of the Health and Care Portsmouth Commissioning Board as a subcommittee of the Health and Wellbeing Board.

Dr Linda Collie, Dr Nick Moore and Jackie Powell agreed to represent the CCG on the Health and Care Portsmouth Commissioning Board.

6. Portsmouth and South East Hampshire System Update

Dr Elizabeth Fellows presented the revised arrangements for the Portsmouth and South East Hampshire ICP (Integrated Care Partnership).

- Terms of Reference

The ICP Board is in draft form and Innes Richens commented that he was encouraged that it is limited to Portsmouth and South East Hampshire and that it would be useful to keep the general responsibilities under review.

Post Meeting Note: *The ICP Board has been disbanded until the national picture becomes clearer.*

- Unified Executive Terms of Reference

The Unified Executive held its first two meetings. This is held monthly and includes Chief Executive Officers, Finance Directors and Executives with a responsibility for strategy across the partner organisations

Members raised the following:

- Purpose of the Unified Executive – if it was linked to the Operating Plan then this should be stated within the Plan.
- Inequity of membership between Health and Local Authorities (although this also includes representation from the PPCA).
- How it fits in with the other PSEH ‘tiers’.

Justina Jeffs agreed to provide any comments to Rod Ashman, Programme Director as they will be reviewed by the ICP Board at its next meeting on 8 April 2019.

It was agreed that feedback would be given to the system convener via formal letter from the Chair about the views of the Governing Board regarding the proposed Terms of Reference – including comments regarding membership, tiers of governance, clear outcomes and purpose and links to the operating plan.

Action: E Fellows/J Jeffs

- ICP Operating Plan

The first draft of the Plan was submitted to the STP during February 2019.

Members discussed the Plan and commented on the following:

- Some of the information within the Plan is not linked directly to any of the five programmes – this needs to be more explicit.
- Purpose (page 4) - Inequalities only appears once in the document (on page 4). There were concerns that the measures in the plan may increase inequalities as they were targeted at patients already accessing the services. There was no information on the monitoring or measuring achievement. Members agreed that no further information on equalities would be required if this had already been considered.
- The need for Public Health engagement.
- Money and investment (page 21) - The focus of the plan is on community. However it was noted that £7m acute investment vs £100k in the community. Michelle Spandley explained that this reflected the current position. Further consideration would be given in the development of the 5 year Plan.
- Clarity was required regarding what was being done at system, city and local levels.
- The need to consider a Red Amber Green (RAG) rating.
- Page 5 – the Governance needed expanding to include Lay Member input.
- Page 15 – There was a query on drugs inflation, total provider assumptions figure of 0.2%. This was confirmed as 0.2% of total budget. Michelle Spandley agreed to lead a future development session for Governing Board members to undertake a deep-dive into the financial aspects of the Plan.
- Page 28 – It was confirmed that all initiatives were in progress and achievable.

It was agreed that the above comments would be incorporated into the next iteration of the ICP Operating Plan.

Action: M Spandley

The Governing Board noted the Unified Executive Terms of Reference, ICP Board Terms of Reference and ICP Operating Plan.

7. Integrated Performance & Quality Report and Governing Board Assurance Framework (GBAF)

Michelle Spandley presented the month 10 report and commented that in month 11 the CCG was forecasting to deliver an in-year £0.5m surplus in line with its revised control total. There had been a reduction in Mental Health Extra Contractual Referrals however there was still over-performance which was being offset by prescribing and other contingencies.

The CCG was not achieving a number of national targets particularly 4 hour waits and patient flow through Queen Alexandra Hospital, although this has improved over the last few days.

South Central Ambulance Services performance of 111 calls answered within 60 seconds had significantly improved with the Trust achieving 82.2%.

The Governing Board accepted the contents of the report.

8. Quality and Safeguarding Report

Innes Richens presented the Quality and Safeguarding Report for February 2019 which provided an update on the work carried out by the Quality and Safeguarding Team. He

explained that this is the first time that the report has been presented to the Governing Board from the Quality & Safeguarding Committee and drew attention to the front sheet which highlighted areas for noting.

Innes Richens reported that in January Portsmouth Hospitals NHS Trust undertook an internal quality review involving system partners. The results have been compiled and an action plan was being developed which will be presented to the Governing Board in due course.

Dr Elizabeth Fellows asked if 12 hour trolley waits had increased. Innes Richens said that he was not aware that they had but agreed to provide an up-to-date report at the next meeting.

Action: I Richens

Graham Love commented on the waiting time for treatment in gastroenterology. Dr Linda Collie explained that this was one of the areas that we have been looking at with Consultant engagement. All new initiatives are helping to get waiting lists down but it will take time. This had impacted on diagnostics as they were being requested earlier in the pathways as sometimes patients were being sent direct to test.

Margaret Geary commented on Audiology capacity issues including previous discussions about recruitment difficulties. Dr Linda Collie explained that patients were being assessed but the waiting list was for hearing aid fittings. St Marys Treatment Centre was providing some additional services. Jackie Powell stated that she was aware that Scrivens Opticians were also providing some services. Dr Elizabeth Fellows said that there had been issues around advertisements for free NHS hearing tests for over 55s and Scrivens Opticians have been asked to remove this as it was not included in the contractual arrangement.

Jackie Powell asked about the number of seclusion episodes reported on page 15 of the report. It was agreed to clarify the meaning of seclusion in the report compared to the use of the word in relation to Mental Health Act hearings at Solent.

Action: M Spandley

Dr Elizabeth Fellows asked for comments on the report and it was agreed that a separate Quality and Safeguarding report would be presented to future Governing Board meetings instead of being included in the Integrated Performance Report.

Action: I Richens/M Spandley

9. 2019-20 Operating Plan

Michelle Spandley presented the 2019/20 Operating Plan which continued to focus on the delivery of the Portsmouth Blueprint through our Health and Care Portsmouth programme. It described the programmes and projects which were the focus and priority for 2019/20. This was a one year plan. Guidance is awaited for the five year plan. The Governing Board was asked to review the first Operating Plan submission and delegate authority to Dr Linda Collie to sign off the final submission on their behalf.

Jackie Powell commented on the CCG vision/mission statement and Dr Nick Moore referred to page 4 of the plan. Innes Richens commented the CCG Objective, Priorities and Commitments required revision which he would undertake and bring back for consideration by the Board.

Action: I Richens

Michelle Spandley reported that initial feedback had been received from NHS England. It was anticipated that the CCG would be challenged on the achievement of national targets. Work had taken place to ensure alignment across partner organisations.

In response to Jackie Powell, Michelle Spandley confirmed that guidance on PCNs was not available when the Operating Plans were being written. Work was taking place with practices and it was proposed that the Governing Board receive an update at one of their development sessions.

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

10a. Financial Strategy and Draft Financial Plan 2019/20

10b. Budget Setting Policy 2019/20

Michelle Spandley presented the Financial Strategy and Draft Financial Plan for 2019/20. This was a one year plan and that a five year plan will be developed over the summer. The plan was completed in accordance with national guidance and local plans. A significant level of saving was still required and contract negotiations with Portsmouth Hospitals Trust and Solent were ongoing. The CCG has also been working with Solent NHS Trust to develop a 4 year plan.

Michelle Spandley presented the Budget Setting Policy for 2019/20 noting that the only changes from the previous budget setting policy related to areas such as inflation guidance.

The Governing Board noted the Financial Strategy and Draft Financial Plan 2019/20 and approved the 2019/20 Budget Setting Policy including Financial Plan and Efficiency Savings requirement noting there may be some changes to individual contract lines as contract negotiations progress.

11. Full Register of Interests (all staff)

In keeping with NHS England Guidance on Managing Conflicts of Interests, Dr Elizabeth Fellows presented the full register of interests for the Governing Board to review.

A question was raised regarding the declaration of membership and subscriptions to professional bodies and it was agreed advice would be issued to members and staff.

Action: E Fellows/J Jeffs

12. Verbal Report from Committee Chairs

• **Audit Committee**

Andy Silvester provided an update from the Audit Committee meeting held on 13 March 2019 as follows:

- It was agreed to implement the “decisions log” for year 2019/20 from April.
- External Auditors were pleased with the CCGs consistent good financial approach and as such the CCG was not a cause for concern.
- Internal Auditors the CCG received the highest number of “substantial” assessments to date.
- The counter fraud team continued to deliver a good service.
- Finance was on track as highlighted earlier.

• **Clinical Strategy Committee**

Dr Nick Moore reported that the final meeting was held in January 2019. It had been replaced by the Clinical Advisory Group which included a wider membership. Members requested a future update on the work of the Clinical Advisory Group.

- **Health and Wellbeing Board**

Dr Linda Collie reported that she had handed over chairmanship to the joint chair and that an extraordinary meeting had taken place earlier. Innes Richens confirmed that integration work was taking place as supported in point vi) on page 4 of the Health and Wellbeing Minutes from 28 November 2018.

- **Primary Care Commissioning Committee**

Margaret Geary gave a brief update from the meeting held on 26 February 2019 noting that there was a positive report on Integrated Primary Care (IPC) services, four high level commissioning intentions were agreed and a seventh principle added to the draft contingency plan for primary medical care services.

- **Remuneration Committee**

Graham Love reported that no further meeting had taken place since his last update.

13. Minutes of Other Meetings

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

- Minutes of the Health and Wellbeing Board meeting held on 28 November 2018.
- Minutes of the Clinical Strategy Committee meeting held on 2 January 2019.
- Minutes of the Primary Care Commissioning Committee held on 19 September 2018.

The Governing Board accepted the minutes.

It was agreed that the process and sequencing of minutes and verbal updates on committee business from Chairs would be reviewed to inform future agenda.

Action: E Fellows/J Jeffs

14. Date and Time of Next Meeting in Public

The next Governing Board meeting to be held in public will take place on Wednesday 15 May 2019 at 2.00pm – 5.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth.

Jayne Collis
2 April 2019

Governing Board - Attendance Log

Member Name	May 18	Jul 18	Sep 18	Nov 18	Jan 19	Mar 19
Karen Atkinson						✓
Dr Linda Collie	✓	✓	✓	✓	✓	✓
Dr Julie Cullen	A	✓	✓			
Dr Annie Eggins	✓	✓	✓			
Dr Elizabeth Fellows	✓	A	A	✓	✓	✓
Margaret Geary	✓	✓	✓	✓	✓	✓
Dr Jason Horsley	✓	✓	✓	✓	✓	✓
Dr Jonathan Lake	✓	A				
Graham Love	✓	✓	✓	✓	✓	✓
Denise Matthams				✓		
Dr Nick Moore	✓	✓	✓	✓	✓	✓
Jackie Powell	✓	✓	✓	✓	✓	✓

Member Name	May 18	Jul 18	Sep 18	Nov 18	Jan 19	Mar 19
Innes Richens	✓	✓	✓	✓	✓	✓
David Scarborough	✓	✓	A	✓	✓	✓
Andy Silvester	✓	A	✓	✓	✓	✓
Michelle Spandley	✓	✓	✓	✓	✓	✓
Dr Tahwinder Upile	✓	A	✓	✓	✓	✓
David Williams	A	✓	A	✓	✓	✓

Key: ✓ - Present
A - Absent