

**Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board meeting held on Wednesday 20 September 2017 at 3.00pm in Conference Room A, 2<sup>nd</sup> Floor, Civic Offices, Portsmouth**

**Summary of Actions  
Governing Board held on Wednesday 20 September 2017**

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>By</b>
2	<b>Register and Declaration of Interest</b> – Members to let Jayne Collis have updated forms so that changes can be made to the Register.	M Spandley/J Cullen/J Powell/J Jeffs	Nov 17
4	<b>Chief Clinical Officer’s Report</b> – Clarify the timetable for the PHT CQC action plan.	M Spandley/L Collie	No 17
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Investigate further the rating for indicator 121c High quality care – adult social care on page 21 of the report.	I Richens	Nov 17
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Look at methodology used in STP amber rating for CCG involvement as outlined on page 21 of the report.	M Spandley	Nov 17

**Present:**

- Dr Linda Collie - Chief Clinical Officer and Clinical Leader (GP)
- Mr Paul Cox - Practice Manager Representative
- Dr Julie Cullen - Registered Nurse
- Dr Annie Eggins - Clinical Executive (GP)
- Dr Nick Moore - Clinical Executive (GP)
- Ms Jackie Powell - Lay Member
- Mr Innes Richens - Chief of Health and Care Portsmouth
- Mr Andy Silvester - Lay Member
- Mrs Michelle Spandley - Chief Finance Officer
- Dr Tahwinder Upile - Secondary Care Specialist Doctor
- Mr David Williams - Chief Executive, Portsmouth City Council

**In Attendance**

- Mrs Jayne Collis - Business Development Manager

**Apologies**

- Dr Elizabeth Fellows - Chair of Governing Board/Clinical Executive (GP)
- Dr Jason Horsley - Director of Public Health, Portsmouth City Council
- Dr Jonathan Lake - Clinical Executive (GP)

**1. Apologies and Welcome**

Apologies received from Dr Elizabeth Fellows, Dr Jason Horsley and Dr Jonathan Lake.

Andy Silvester, chairing in the absence of Dr Fellows, welcomed everyone to the NHS Portsmouth Clinical Commissioning Group (CCG) 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.

## 2. Register and Declarations of Interest

The Committee Register of Interests was presented for noting and Michelle Spandley, Dr Julie Cullen and Jackie Powell highlighted that their entries needed to be updated. The changes did not affect any item on the agenda and members agreed to let Jayne Collis have an updated form.

**Action: M Spandley/J Cullen/J Powell/J Collis**

**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 19 July 2017 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	<b>Register and Declarations of Interest</b> – Update document to reflect change to entry for Dr Tahwinder Upile.	E Fellows/ J Collis	Sep 17	Complete
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Clarify reference to colorectal referral triage and Care UK as reference on page 9 of the report.	M Spandley	Sep 17	Michelle Spandley reported that it was understood this was part of the Referral to Treatment recovery work and PHT trying to manage capacity by utilising capacity at Care UK. However she believed that this process had now stopped.*
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Consider inclusion of the CCGs four strategic aims at the front of the report as well as reinstating the key to financial risk on the appendix.	M Spandley	Sep 17	Michelle Spandley apologised that this was not included in this month's report but agreed to ensure it would be included in future reports.
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Review RAG rating assessment for Mental Health as detailed in Appendix 2 Quality Premium.	M Spandley	Sep 17	Michelle Spandley reported that Appendix 2 had been updated to include descriptions as to what the key indicators are etc. With regards to Quality Premium we are being optimistic about achievement and will review this on a more regular basis.

Agenda Item	Action	Who	By	Progress
5	<b>Integrated Performance &amp; Quality Report and Governing Board Assurance Framework</b> – Check with PHT and Solent as to what assessment they have been required to undertake following the Grenfell Tower fire.	M Spandley	Sep 17	Michelle Spandley reported that Solent had completed an assessment and she had received an update today from PHT who reported that the hospital buildings do not have the aluminium composite materials. However, there may be an issue with a small area of wooden panelling at the East Wing entrance and this was removed in August as a precaution.
6	<b>Annual Complaints Report 2016-17</b> – Publish complaints report on the CCG website.	L Collie/ J Jeffs	Sep 17	Complete.
8	<b>Amended Committee Terms of Reference</b> – Make amendments to the Primary Care Commissioning Committee terms of reference in respect of post title and changing references to Local Enhanced Services to Local Commissioned Services.	E Fellows/ J Jeffs	Sep 17	Complete.

*\* **Post Meeting Note:** Michelle Spandley provided an update to the referral question above. It had previously been believed that the collaboration around gastro referrals had ceased between PHT and Care UK, however it had been confirmed that Care UK and PHT are continuing to work together to review suitable referrals that could be treated at St Marys Treatment Centre. This process will remain in place until at least December 2017. This collaborative approach allows our patients to be treated in a more timely manner and addresses capacity issues.*

#### 4. Chief Clinical Officer's Report

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

Portsmouth Hospitals NHS Trust Care Quality Commission (CQC) Enforcement Action - On 24 August 2017 the CQC published enforcement action in respect of Portsmouth Hospitals NHS Trust. They issued a Warning Notice requiring the trust to improve safety, patient consent, dignity and respect, safeguarding and overall leadership. They also placed six conditions on the trust's registration requiring specific action unit the trust can demonstrate that patients are safe. As commissioners the three local CCGs serving Portsmouth and South East Hampshire are working with the hospital and the regulatory bodies to support the improvements and changes required. The CCGs have confidence that the new leadership at the hospital is acting quickly to address all areas for improvement highlighted by the CQC.

Solent NHS Trust CQC Review – In June last year inspectors from the CQC undertook a comprehensive inspection of services run by Solent NHS Trust which was previously

reported to the Governing Board. In May this year, they revisited two services to see what improvements had been made. The final reports from both of these visits have been published on the CQC website and both services have been re-rated to “Good” overall.

2016/17 CCG Annual Assessment – The assessments have been published on the NHS England website as well as on the MyNHS section of the NHS Choices website and show an overall improvement for NHS Portsmouth CCG.

Sustainability and Transformation Partnership (STP) Assessment – The Hampshire and Isle of Wight STP footprint has been assessed as “making progress”.

Accountable Care System (ACS) Progress – A business case setting out the case for change and the benefits to be achieved through developing the ACS ways of working is currently being developed and will be considered by the ACS Board in late September.

Board to Board with Solent NHS Trust – The CCG Governing Board recently met with Solent NHS Trust and it was a very positive and productive session and a commitment was made to work together again to jointly consider the draft ACS business case currently being developed.

Lay Member Recruitment – Two new Lay Members have been appointed; Margaret Geary and Graham Love and they will be in post from 1 October 2017.

Paul Cox asked about the PHT CQC inspection and if there were any timelines and have the CQC said when they expect to see improvements. Innes Richens reported that this was currently being worked on. Michelle Spandley commented that quality teams are working alongside PHT to see what changes are required and agreed to look in to this further and report back.

**Action: M Spandley**

David Williams commented that all six conditions placed on the trusts registration related to mental health which he found unusual. Dr Nick Moore commented that the CQC can place conditions on any areas that were inspected.

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

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

Michelle Spandley presented the Integrated Performance & Quality Report and Governing Board Assurance Framework dated 20 September 2017, which provides a high level overview of the current financial position, summary of programmes and projects supporting the CCGs strategic priorities and plans, and overall CCG performance that defines an effective commissioner. It also provides a summary of current Quality and Safeguarding issues for the CCG and a summary of current GBAF risks and mitigating actions where applicable. An overview of the 2016/17 CCG Improvement Assessment Framework (IAF) performance is also included.

- Finance

The CCG remains on track to achieve an in year break even position in line with its agreed control total. The cumulative surplus for the CCG is £6.1m. These two elements are shown separately on page 7 of the report. We continue to be involved in a number of cost reduction schemes with our system partners.

- Performance

- A&E 4 hour waits - performance remains off track.
  - 12 hour trolley waits has improved however there has been a few days when this target has been breached and these are treated as SIRIs.
  - Cancer standards show an improving trajectory however not all of them have met the national expectation.
  - Referral to Treatment is currently on an improving trajectory however it remains slightly below the 92% national target for June at 91.9%.
  - 52 week incomplete RTT breaches – there have been no further 52 week breaches.
  - South Central Ambulance Service (SCAS) remain about the NHS England average in relation to all 3 ambulance response time targets however they are not consistently meeting the nationally set response times. During the second half of the financial year the response time targets will change and we are currently working with SCAS to understand the impact.
  - IAPT – The recording issue previously reported has been resolved and the CCG performance is now exceeding the national target.
- Primary Care

Good progress is being made around e-referral uptake and compliance.

- Governing Board Assurance Framework (GBAF)

The CCG continues to review team risk registers and will raise any significant risk to the GBAF as required. There are no new risks to highlight.

Jackie Powell asked about the Urgent Care Centre and what is expected from it with regards to mental health issues. Michelle Spandley explained that an Urgent Care Centre is already in place at Portsmouth Hospitals Trust (PHT) but consideration is being given to its physical location and the overall service model. Once the new service specification is agreed we will go out to a tendering process as PHT have indicated that they do not want to run it. However the service at the moment is still up and running. Dr Tahwinder Upile asked if PHT have said why they do not want to run it. Michelle Spandley explained that it was related to the employment of GPs. Dr Tahwinder Upile asked if the location would be changing as he was concerned that patients may not be able to walk far if they were directed elsewhere. Michelle Spandley explained that it was likely to change but no further information is available at present. Dr Nick Moore commented that the location was likely to be nearby to its currently location. Dr Tahwinder Upile asked if the Portsmouth Primary Care Alliance would be bidding to provide the service. Michelle Spandley explained that this is work in progress and could not confirm interested parties.

Jackie Powell asked about delayed transfers of care as she thought it was improving and the report does not suggest that. Michelle Spandley said that there had been some success in recruiting and moving patients to a more appropriate setting and from a Portsmouth perspective there are more people in post compared to Hampshire providers as their recruitment process has been slow. There are weekly meetings established to look at progress. Innes Richens commented that we are working to get people out quickly and if you look at Portsmouth patients the number of patients declared medically fit is static but the length of wait in hospital has reduced. It is a mixed picture as Portsmouth are quite stable but others are not achieving.

Jackie Powell asked about indicator 121c detailed on page 21 stating that she was surprised that the CCG ranked so low. Innes Richens said he would investigate this further and report back.

**Action: I Richens**

David Williams asked if there were any concerns around workforce planning. Michelle Spandley commented that any workforce issues would be reported in the quality indicators and the STP may help with any issues.

David Williams commented that the CCG had scored Amber on the indicator related to indicator 161a, contribution to STP and asked what the criteria was. Michelle Spandley agreed to look at the methodology used in the rating for CCG involvement and report back.

**Action: M Spandley**

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

## **6. Minutes of Other Meetings**

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

- Minutes of the Clinical Strategy Committee meeting held on 5 July 2017.
- Minutes of the Primary Care Commissioning Committee meeting held on 17 May 2017.

**The Governing Board accepted the minutes.**

## **7. Patient Story**

Tina Randall, Centre Manager, Cosham for Wessex Cancer Trust and Emily a client of their services were welcomed to the meeting. Tina explained what the Wessex Cancer Trust was and the services it provides, in particular the support centres which offer befriending, counselling, reiki, massage, reflexology and information services. Referrals to the service can come from individuals themselves or other health care professionals. The Cosham centre is open 4 days per week, Monday to Thursday. Emily a client of the Cosham centre detailed her experience of accessing the centre and the excellent support her and her family received after her diagnosis.

Discussion took place about how the Wessex Cancer Trust promotes its services both within the hospital and with GPs and what more could be done to improve this. Andy Silvester thanked Tina and Emily for coming and talking to the Board about such an important issue.

## **8. Date and Time of Next Meeting in Public**

The next Governing Board meeting to be held in public will take place on Wednesday 15 November 2017 at 3.00pm – 5.00pm in Conference Room A, 2<sup>nd</sup> Floor, Civic Offices.

Jayne Collis  
29 September 2017

## Governing Board - Attendance Log

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

Key: ✓ - Present  
A - Absent