

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board Meeting held on Wednesday 20 November 2019 at 3.00pm in the CCG Committee Room, CCG Headquarters, 4th Floor, 1 Guildhall Square, Civic Offices, Portsmouth

**Summary of Actions
Governing Board Meeting held on Wednesday 20 November 2019**

Agenda Item	Action	Who	By
2	Register and Declarations of Interest – Update register as required.	J Jeffs	Jan 20
3	Minutes of Previous Meeting – Amend error as identified.	E Fellows/ J Collis	Jan 20
4	Chief Clinical Officer’s Report – Work on Veterans to be topic for future Governing Board Development Session.	L Collie/ S Rosenberg	Jan 20
4	Chief Clinical Officer’s Report – Winter Pressures Grant – 111 Hospital Avoidance Scheme – Check if scheme is to provide one social worker in or out of hours.	L Collie	Jan 20
4	Chief Clinical Officer’s Report – Suggestion to be put to Audit Committee for Deep Dive on Patient Transport to be undertaken.	A Silvester	Jan 20
6b	Performance Report – Page 15, Mental Health, anticipated improvement date to be changed from September 2019 to September 2020.	M Drake	Jan 20
6c	Programme Highlight Report – Urgent Care Charter – Check when paper version was launched.	M Drake	Jan 20
6c	Programme Highlight Report – Community Health and Care Scheme – Timescale for nursing roll-out to be checked.	M Drake	Jan 20
7	Quality & Safeguarding Report – Check and update Risk 6 in report as still refers to mental health assessment unit.	M Geary/ T Scarborough	Jan 20
7	Quality & Safeguarding Report – Look into issues around health checks for asylum seekers.	A Jeffery	Jan 20
8	NHS Long Term Plan For Mental Health – Access and Waiting Times – Age range details to be checked.	A Jeffery	Jan 20

Present:

- | | |
|----------------------|--|
| Dr Elizabeth Fellows | - Chair of Governing Board/Clinical Executive (GP) |
| 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
Michael Drake	- Director of Planning and Performance (Items 6b and 6c)
Justina Jeffs	- Head of Governance
Suzannah Rosenberg	- Deputy Chief Operating Officer/Director of Transition, Solent NHS Trust (Item 8)

Apologies

Karen Atkinson	- Registered Nurse
Dr Jason Horsley	- Director of Public Health, Portsmouth City Council
Innes Richens	- Chief of Health and Care Portsmouth
David Williams	- Chief Executive, Portsmouth City Council

1. Apologies and Welcome

Apologies were received from Karen Atkinson. Dr Jason Horsley, Innes Richens and David Williams.

Dr Elizabeth Fellows welcomed everyone to the meeting and noted that this would have been Dr Jason Horsley's last meeting however unfortunately he was unable to attend. Dr Fellows said she would like to thank him formally, on behalf of the Governing Board, for his contribution to the work of the CCG.

Dr Fellows 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 Dr Simon Simonian's entry had now been updated and Dr Nick Moore commented that a small change was required for his entry and it was agreed this would be amended asap.

Action: J Jeffs/J Collis

The Governing Board noted the Register of Interests.

3a. Minutes of Previous Meeting

The minutes of the Governing Board meeting held on Wednesday 18 September 2019 were approved as an accurate record subject to the following amendments:

Page 7, Item 7a, last paragraph, change "that the CCG as on target" to that the CCG is on target".

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

Agenda Item	Action	Who	By	Progress
1	Apologies for Absence and Welcome – Respond to question received and publish response on CCG website.	E Fellows/ J Jeffs	Nov 19	Complete.
2	Register and Declaration of Interest – Update register as	J Jeffs/J Collis	Nov 19	Complete.

Agenda Item	Action	Who	By	Progress
	required.			
3	Minutes of Previous Meeting – Amend errors identified.	E Fellows/J Collis	Nov 19	Complete.
3	Minutes of Previous Meeting – Early Help for Children and Young People’s Mental Health – Age limit to be checked.	I Richens	Nov 19	Jackie Powell confirmed that the age range is 8-18 years.
5	Chief Clinical Officer’s Report – Explore further the possibility of tracking whether prescriptions are picked up or not.	L Collie/ S Cooper	Nov 19	Unfortunately there is no way of tracking a prescription and a GP would need to ring the Pharmacy directly if there was concern regarding a patient.
6	Health and Care Portsmouth – Further update on Health and Care Portsmouth Operating Model to be presented at a future meeting.	I Richens/ L Collie/ D Williams	Nov 19	No further update as meeting was postponed again however we continue to do work as Health and Care Portsmouth.
7b	Performance Report – Cancer Targets – Provide information regarding cancer diagnostics in future report.	M Drake	Nov 19	Complete.
7b	Performance Report – 4 Hour Waits for A&E – report to be amended and circulated to Board members and an updated version to be made available on the CCG website.	M Drake	Nov 19	Complete.
7c	Programme Highlight Report – Explore further concerns regarding the delay with COAST and monitoring arrangements.	A Jeffery	Nov 19	The Child Outreach Assessment and Support Team (COAST) recently reopened 10am-8pm with a focus on admission avoidance and facilitating discharge. The aim is to get back to full service operation once training has been completed. The service is currently not open to GP referral and it will re-open once stabilised.
8	Improvement Assessment Framework (IAF) 2018/19 Briefing Paper – Dementia Care Planning – report to be amended and circulated to Board members and an updated version to be made available on the CCG website.	M Drake	Nov 19	Complete.
9	Quality and Safeguarding Report – Flu Vaccinations –	L Collie	Nov 19	Dr Linda Collie reported that the method used is the

Agenda Item	Action	Who	By	Progress
	Raise concerns about recording of opportunistic flu vaccinations and under reporting at the next PSEH Unified Executive Meeting.			same flu vaccination method used in Maternity.
9	Quality and Safeguarding Report – Maternity Services – Explore further what is meant by “Disconnect between midwifery and medical staff noted.” as detailed on page 16 of the report.	A Jeffery/ K Atkinson	Nov 19	Alison Jeffery reported that this related to a comment from a Commissioner in Fareham and Gosport and was not a particularly big issue.
10	Patient Engagement Annual Report – Incorporate a number of updates/amendments to the report prior to publication on the CCG website.	J Powell	Nov 19	Complete.
10	Patient Engagement Annual Report – Explore the reasons for low use of Quasar at forthcoming practice visits. Chris Horan to be asked to include on agendas.	E Fellows	Nov 19	Dr Elizabeth Fellows commented that this had been added to the agenda for practice visits.
10	Patient Engagement Annual Report – Discuss outside of meeting how children’s services engagement can be better included in future.	A Jeffery/ J Powell	Nov 19	Alison Jeffery confirmed that she had spoken with Jackie Powell and it had been agreed that work needs to continue as good co-production work had taken place in the past.

3b. Matters Arising

None.

4. Chief Clinical Officer’s Report

Dr Linda Collie presented the Chief Clinical Officer’s Report and highlighted the following:

- Positive Minds
This service is due to open next month and is a partnership between the CCG, Solent NHS Trust, Solent MIND and Portsmouth City Council and will provide support for Portsmouth resident experiencing low level mental health, distress and wellbeing concerns.
- Visit from NHS England’s National Mental Health Director
The visit from Claire Murdoch, NHS England’s National Mental Health Director, on 29 October 2019 went very well. She met with senior leaders from Solent NHS Trust, Portsmouth CCG, Portsmouth City Council and Portsmouth Hospitals NHS Trust and visited Positive Minds, The Limes and Orchards. Alison Jeffery commented that it was a really positive experience and demonstrated strong partnership across the city. The full report is available on the Ofsted website. Dr Collie, on behalf of the Governing Board, formally thanked the teams for their work.

Jackie Powell commented that it would be useful to have a presentation and a future meeting on the Veterans work taking place and it was agreed this would be a topic for a Governing Board Development Session.

Action: L Collie/S Rosenberg

- Winter Pressures Grant

Portsmouth City Council received £890,000 in 2019/20 as its Adults Winter Pressures Grant. This funding was overseen by the PCC/CCG Better Care Fund Programme Management Group and agreement was made to utilise it in the way as detailed in the paper.

Jackie Powell asked if it was a one-off payment. Michelle Spandley explained that it was a Council grant and it is not clear if it is recurring or not and the team are looking at what the ongoing requirements would be.

Graham Love commented on the 111 Hospital Avoidance Scheme which states the scheme is to provide a social worker and asked if this was in or out of hours. It was agreed this would be checked and reported back.

Action: L Collie

- Procurement for Non-Emergency Patient Transport Services

NHS Portsmouth CCG are working collaboratively with other CCGs across Hampshire and the Isle of Wight CCGs to undertake a collaborative procurement for non-emergency patient transport. The new contract will be for five years with two 12-month extension options and will be reviewed annually to ensure sufficient service development activity is undertaken.

Dr Elizabeth Fellows commented that there were concerns regarding patient transport and asked if this was something the Audit Committee would look into as a Deep Dive. Andy Silvester, as Chair of the Audit Committee, agreed to suggest this to the Committee at a future meeting.

Action: A Silvester

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

5. Health and Care Portsmouth

5a. Aligning Financial Functions Update

Michelle Spandley gave a verbal update and asked members if there were any further pieces of joint working/posts that would help the Council and CCG. She explained that she has been working with Chris Ward and Richard Webb looking at benefits etc. A paper is being presented to the next Health and Wellbeing Commissioning sub group exploring the possibility of joint posts and will propose change to our accountability in order to attain maximum system benefit. Tameside and Glossop CCG have a Memorandum of Agreement which covers all finances and our paper is being finalised to get approval on how to explore this further.

5b. Health and Care Portsmouth Joint Commissioning Board Delegation Proposal

Justina Jeffs reported that the Terms of Reference for this were previously approved. However further work is being undertaken to ensure there is no duplication of responsibility within the meeting structure. The findings of this work will be fed back to the Governing Board.

6. Finance and Performance Reports

6a. Month 6 Finance Report

Michelle Spandley presented the Month 6 Finance Report noting that Month 7 is a similar position. The CCG is on track to achieve an in-year break-even position in line with its financial plan.

The forecast outturn for Mental Health ECRs (Extra Contractual Referrals) has increased due to net growth in client numbers and there are continued risks concerning Category M price increases in Prescribing. NHS Property Services (NHSPS) invoices remain the predominant reason for the high level of creditors. There is an agreement with NHSPS to clear 2017/18 and 2018/19 so the red RAG rating is likely to disappear. It is anticipated that 2019/20 will have improved invoicing arrangements as the situation has become clearer. The System has developed a financial recovery plan.

Jackie Powell asked about the net increase to the forecast outturn for Acute Commissioning and if we are required to accept it. Michelle Spandley confirmed that this was the case. Ambulance delay was built into the contract however this has now exceeded its financial budget and therefore an increase in payment is being shared across Hampshire and Isle of Wight partners. This is being balanced out by a number of contracts that are underspent.

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:

- Ambulance handover delays – Ambulance response times at the worst position across the board for October 2019. South Central Ambulance Service (SCAS) handover delays are having a big impact. October 2019 had the highest level of holds. Margaret Geary commented that 999 calls/Ambulance Handover issues was raised at the QSC meeting as a new risk for both handover delay and response times in the community. Jackie Powell asked if Portsmouth Hospitals Trust (PHT) were doing work to reduce the issues. Dr Elizabeth Fellows said that there were a number of initiatives being undertaken such as clinical triage and the redirection pilot where a GP and Care Navigator are in the front door of A&E. Jackie Powell asked if there is a trajectory to get back on track. Michael Drake explained that there is and it has been agreed with NHSE.
- Emergency Department – Pressure at front door from Portsmouth CCG type 1 attendance is below the level of growth. The numbers PHT are seeing overall are low compared to last year.
- Planned Care – Referral to Treatment (RTT) waiting list size is growing. The majority of growth is within Ophthalmology with a change in cataract guidance acting as the driver for this with the patient staying on the waiting list until the second eye has been done. There has been an increase in Dermatology and ENT referrals and the Planned Care team are looking into this.
- All cancer standards have been achieved for September 2019.
- Diagnostic performance has increased and Non Obstetric Ultrasound has improved considerably.
- There is one patient waiting 52 week, the details have been requested.
- Improving Access to Psychological Therapies (IAPT) – A delayed start of some of the projects has contributed to the current underperformance, however it is anticipated this will improve with the introduction of 2 projects, Positive Minds and Veterans Pathway.

Dr Nick Moore commented that the non-admitted waiting list went down in January 2019 and has now gone up. Michael Drake explained that there had been a validation exercise which had an impact on the waiting list size.

Dr Linda Collie commented on Dermatology services and noted that the Trust has been selected to take part in a 100 day outpatient transformation programme. NHS England trainers visited to run a coaching session and are providing support. The programme attempts to determine improvements.

Margaret Geary referred to the Mental Health section on page 15, noting that the anticipated improvement date needed to be changed from September 2019 to September 2020.

Action: M Drake

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. The front sheet gives a summary of the programmes and Annex 2 details the Maturity Matrix for each programme.

He drew attention to the Executive Summary on the first page of the report which detailed areas that were progressing well as well as areas for concern.

Dr Elizabeth Fellows asked about the Urgent Care Charter and asked for clarification on when the paper version was launched. Michael Drake agreed to look into this and report back.

Action: M Drake

Margaret Geary asked about the Community Health and Care nursing roll-out and if there was a timescale. Michael Drake said that he believe it had been paused but would check and report back.

Action: M Drake

Jackie Powell asked about Urgent Care as detailed on page 3, and the projects that still require significant update to define key milestones, KPIs and risks. Michael Drake explained that this has improved and there are some areas where we can measure the impact and some where it is very difficult to measure. The planning team are working closely with the CCG and PHT projects teams to support the work. Dr Elizabeth Fellows commented that she will be meeting with Portsmouth Hospitals Trust to try to get more visibility and to address some of her concerns.

The Governing Board noted the Programme Highlight Report.

7. Quality and Safeguarding Report

Margaret Geary presented the Quality and Safeguarding Report for October 2019 that was discussed at the Quality and Safeguarding Committee (QSC) held on 16 October 2019. She drew attention to the points highlighted on the front sheet noting that the Mental Health matron had started at Portsmouth Hospitals Trust (Risk 6). Dr Nick Moore commented that he thought it had been put on hold as there are plans to do other things. Jackie Powell asked if an update could be provided on Risk 6 and reference to the mental health assessment unit needed to be changed.

Action: M Geary/T Scarborough

Margaret Geary commented that there had been some issues around health checks for asylum seekers and Alison Jeffery agreed to look into this further.

Action: A Jeffery

Margaret Geary reported that there had been a new risk reported at today's QSC meeting regarding issues around communications between PHT and Solent NHS Trust regarding notification of expectant mothers. An action plan has been agreed with Solent.

The issue of the use of restraint at Queen Alexandra Hospital was raised and Margaret Geary explained that the issue had been addressed and they are trying to avoid the use of restraints altogether.

Graham Love commented on Wheelchair Services and asked that the Governing Board be kept up to date on any issues.

The Governing Board noted the Quality and Safeguarding Report.

8. NHS Long Term Plan for Mental Health

Suzannah Rosenberg presented a paper which provided the broader national context for mental health services as set out in the NHS Long Term Plan. The paper set out the national ambitions of the plan specific to Portsmouth CCG and a RAG assessment based on year to date performance and commentary. Whilst trajectories and ambitions were nationally set there are a number of these that align with local priorities. Suzannah reported on the following:

Physical Health Checks for people with SMI – The position is 27.8% and should be 80%. Dr Elizabeth Fellows commented that a number of practices do checks in the final quarter of the year and only measure 2 or 3 areas rather than 5 and because of this it does not get reported.

Individual Placement & Support (IPS) - NHS England released funding opportunities for Individual Placement & Support (IPS) and the deadline for wave 5 funding was today. The bid was for an extra £46k and working with Solent Mind, it was felt that this target could be met. Suzannah confirmed that the application could be withdrawn at any time if the situation changed. It would give 15 months of service and then 2021/22 financial responsibility kicks in. Dr Elizabeth Fellows asked if it gives better outcomes. Suzannah explained that it does not quite meet the national fidelity to meet 2023/24 target and we would need to triple the service again to reach that but we don't have the numbers. NHS England expect us to meet NICE fidelity (ie. prescribe exactly to their model) and NHS England do not like our model but we have really good outcomes as we bespoke our models to fit our population.

Liaison Services – The CCG has received wave funding for 2020/21 and will be received across CCGs in 2021/22. Subject to business case approval this would be an increase of £300-400k for Portsmouth. Michelle Spandley added that it would come out of Mental Health Investment funding.

Mental Health Assessment Unit - Dr Nick Moore commented that this was succeeded by the Core 24 service which should be included the report in future.

Access & Waiting Times – It is not clear if this is all ages or not for Portsmouth and Alison Jeffery agreed to check and report back.

Action: A Jeffery

A pilot is planned, with the support of Positive Minds, for next day appointments in City with the support of Positive Minds and Crisis.

The Governing Board Noted the paper.

9. Governing Board Assurance Framework

Justina Jeffs presented the Governing Board Assurance Framework (GBAF) which detailed the key risk/threat to the achievement of the CCG's current approved Strategic Objectives. The Corporate Risk Register details those risks which collectively make up the score of each of the strategic risks. The GBAF has been revamped and the Audit Committee and Internal Audit have approved of the new format.

Jackie Powell asked about the potential gap in small contracts/services changes regarding patient engagement. Justina Jeffs explained that a development session was held around this issue.

The Governing Board accepted the Governing Board Assurance Framework.

10. Verbal Report for Committee Chairs and Minutes

- **Audit Committee**

Andy Silvester reported that a meeting was held on 11 September 2019 and that he had no issues to report. He noted that, with reference to earlier conversations, patient transport had been listed as a suggestion for future scrutiny by the Audit Committee.

The minutes of the Audit Committee meeting held on 22 May 2019 were presented.

- **Health and Wellbeing Board**

Dr Linda Collie noted that the membership of the Board had been widened at the meeting held on 19 June 2019 and no further meeting had taken place since then and have been postponed until after purdah.

The minutes of the Health and Wellbeing Board meeting held on 19 June 2019 were presented.

- **Primary Care Commissioning Committee**

Margaret Geary gave a brief update on the meeting held on 29 October 2019. A number of areas were discussed including: the GP Patient Survey results where there were concerns around access; funding was approved for 3 additional PMS schemes and there was a positive report on a recent practice merger.

David Scarborough commented on the GP Patient Survey results noting that the questions asked are the same questions that have been used for several years and the way practices operate now is quite different from a few years ago. It is an important point to recognise and a meeting to discuss this has been arranged for Friday. Dr Elizabeth Fellows commented that it is also about perception.

Justina Jeffs commented on the Leg Ulcer Club as mentioned in the minutes from the meeting held on 27 August 2019 noting that "Leg Ulcer Club" is a trade mark and therefore the name has been changed to "Leg Ulcer Group".

The minutes of the Primary Care Commissioning Committee meeting held on 27 August 2019 were presented.

- **Quality and Safeguarding Committee**

Margaret Geary commented that any issues from the meeting held on 16 October 2019 had been covered earlier.

The minutes of the Quality and Safeguarding Executive Committee meetings held on 21 August 2019 and 18 September 2019 were presented.

- **Clinical Advisory Group**

Dr Nick Moore gave a brief update from the meetings held on 7 October and 8 November 2019. Dr Tim Trebble had presented a draft strategy for Gastroenterology to the October meeting. Long Acting Reversible Contraception (LARCS), the Improving Access to Psychological Therapies (IAPT) Business Case and SHIP 8 Priorities Statement on back pain had been some of the items presented to the November meeting.

The Governing Board noted the updates and minutes above.

11. Date and Time of Next Meeting in Public

The next Governing Board meeting to be held in public will take place on Wednesday 15 January 2020 at 2.00pm – 5.00pm in Conference Room A, 2nd Floor, Civic Offices, Portsmouth.

Jayne Collis
17 December 2019

Governing Board - Attendance Log

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

Key: ✓ - Present
A - Absent