

**Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board and Annual General Meeting held on Wednesday 16 September 2020 at 1.00pm via Microsoft Teams (streamed online)**

**Summary of Actions  
Governing Board and Annual General Meeting held on Wednesday 16 September 2020**

<b>Agenda Item</b>	<b>Action</b>	<b>Who</b>	<b>By</b>
2	<b>Register and Declaration of Interest</b> – Amendment to Dr Nick Moore’s entry to include attendance at Primary Care Commissioning Committee meetings.	J Collis	Nov 20
3a	<b>Minutes of Previous Meeting</b> - Make amendments to minutes on pages 4 and 6 as agreed. Action relating to GBAF and Corporate Risk Register on page 9 to be reworded.	Dr E Fellows/ J Collis/ J Powell/J Jeffs	Nov 20
3a	<b>Minutes of Previous Meeting, 8 Quality and Safety Report</b> - Report back on further developments regarding Covid-19 arrangements in relation to Milton Village, Brunel Court and Maritime House.	K Atkinson	Ongoing
4b	<b>Health and Care Portsmouth Plan Priorities</b> - Bring Health and Care Portsmouth key projects and progress to future meeting.	I Richens	Oct 20
4b	<b>Health and Care Portsmouth Plan Priorities</b> – Feedback comments to the team.	I Richens	Oct 20
4b	<b>Health and Care Portsmouth Plan Priorities</b> – Presentation to be made available on the website.	J Collis	ASAP
5	<b>Chief Clinical Officer’s Reports</b> - Confirm details of the prioritised premises improvement grant referred to under the Primary Care Commissioning Committee update.	Dr L Collie	Nov 20
7b	<b>Performance Report</b> – Further information on Out of Area placements to be provided.	M Spandley	Nov 20
7b	<b>Performance Report</b> - Provide an update on recovery plans for audiology.	Dr L Collie	Nov 20
8	<b>Quality and Safeguarding Report</b> – Further information to provided regarding on Urgent Treatment Centre (UTC) and if it would be moving to an appointment system using NHS 111.	Dr E Fellows	Nov 20

**Present:**

- |                      |  |
|----------------------|--|
| Dr Elizabeth Fellows | - Chair of Governing Board/Clinical Executive (GP)   |
| Helen Atkinson       | - Director of Public Health, Portsmouth City Council |
| Karen Atkinson       | - Registered Nurse                                   |
| Dr Linda Collie      | - Chief Clinical Officer and Clinical Leader (GP)    |
| Dr Carsten Lesshafft | - Clinical Executive (GP)                            |
| Graham Love          | - Lay Member   |
| Dr Nick Moore        | - Clinical Executive (GP)                            |
| Jackie Powell        | - Lay Member   |
| Innes Richens        | - Chief of Health and Care Portsmouth                |
| Andy Silvester       | - Lay Member   |

Dr Simon Simonian	- Clinical Executive (GP)
Michelle Spandley	- Chief Finance Officer
Dr Tahwinder Upile	- Secondary Care Specialist Doctor
David Williams	- Chief Executive, Portsmouth City Council

### **In Attendance**

Jayne Collis	- Business Development Manager
Justina Jeffs	- Head of Governance
Jo York	- Deputy Chief of Health and Care Portsmouth

### **Apologies**

Margaret Geary	- Lay Member
Alison Jeffery	- Director of Children’s Services, Portsmouth City Council
David Scarborough	- Practice Manager Representative

## **1. Apologies and Welcome**

Apologies were received from Margaret Geary, Alison Jeffery and David Scarborough.

Dr Elizabeth Fellows welcomed everyone to the meeting via Microsoft Teams. She noted that the Governing Board were meeting virtually in response to the limitations placed on governance by the Covid-19 pandemic. Members of the public had been invited to view the meeting via a link available from the CCG website. The meeting was also being recorded so that in the event of a failure of technology it could continue and then be uploaded to the CCG website.

## **2. Register and Declarations of Interest**

Dr Nick Moore noted that his entry on the register should include attendance at Primary Care Commissioning Committee meetings.

**Action: J Collis**

## **3. Minutes and Actions of Previous Meeting held on Wednesday 15 July 2020**

**3a.** The minutes of the Governing Board meeting held on Wednesday 15 July 2020 were approved as an accurate record subject to the following amendments:

Page 4, 6<sup>th</sup> paragraph, change “understand” to “understood”.

Page 6, 8<sup>th</sup> paragraph, change “CCGH” to “CCG”.

**Action: J Collis**

Page 9, Action relating to GBAF and Corporate Risk Register to be reworded.

**Action: J Powell/J Jeffs**

Graham Love asked about the Covid-19 arrangements in relation to Milton Village, Brunel Court and Maritime House as mentioned in Item 8 of the minutes of the 15 July 2020 meeting, and if there had been any update as to whether they were now included. Dr Elizabeth Fellows commented that work had taken place to determine levels of support to those in supported living. Karen Atkinson said that she did not have any further information but agreed to look into it and report back.

**Action: K Atkinson**

**3b. Summary of Actions from the Governing Board meeting held on Wednesday 15 July 2020**

The Summary of Actions from the Governing Board meeting held on Wednesday 15 July 2020 was presented for information and noting.

#### **4. Annual General Meeting**

##### **4a. 2019/20 Annual Report and Accounts**

Dr Elizabeth Fellows presented the 2019-20 Annual Report and Accounts for NHS Portsmouth CCG. She highlighted the excellent work the CCG has done with first contact physiotherapists, the acute visiting service, enhanced care home team, and HIVE stating that the City had worked well together and felt that national recognition would be good. Dr Elizabeth Fellows thanked Team Portsmouth.

The CCG has a statutory duty to produce and publish an annual report and accounts as an important way in which the CCG demonstrated its effective stewardship of public money and accountability to tax payers. The 2019/20 Annual Report and Accounts was approved by the Audit Committee in June 2020 and submitted to NHS England in June 2020. The Governing Board was asked to formally note and adopt the Annual Report and Accounts for 2019/20.

**The Governing Board formally noted and adopted the NHS Portsmouth Clinical Commissioning Group's Annual Report and Accounts for 2019/20 financial year.**

##### **4b. Health and Care Portsmouth Plan Priorities**

Innes Richens gave a presentation on "A Health and Care Plan for Portsmouth, refreshing and consolidating the priorities for Health and Care in the City". He explained the aim of the refresh, noting the proposed revised commitments for the Health and Care Portsmouth Blueprint. Any further revisions to the commitments will be brought back to the Governing Board as appropriate.

Innes Richens explained that the refresh of the plan focused on priorities for Public Health, Adults and Children and Families underpinned by quality financial strategy and workforce.

###### Public Health Priorities

Helen Atkinson referred to the 6 priorities for Public Health noting that there was a strong connection with the priorities areas for both the work in Children and Families and Adults.

Helen Atkinson drew attention to the 4 cross-cutting programmes which included:

- Work on addressing health inequalities with a focus on those that have the greatest need and are more likely to experience serious consequences of Covid-19 along with underlying wider determinants or causes of ill health.
- Work with the health and care partnership understanding the causes of ill health and how in partnership these can be addressed by improving educational attainment, employment opportunities, housing, transport, planning and the built and natural environment.
- Focus on strengthening the intelligence and evidence function for the Council and Portsmouth Health and Care Partnership.

###### The Priorities for Children and Families

Innes Richens informed members that the Children & Families team had been involved in the development of these priorities. Innes Richens described the top level priorities

contained in the Children's Trust Plan and the City's "strategic spine" and highlighted the following: priorities:

- Improving education outcomes
- Improving early help and safeguarding.
- Improving physical health.
- Improving social, emotional and mental health (SEMH).
- The Corporate Parenting Strategy looks to improve outcomes for children in care and care leavers.
- The Special Educational Needs and Disabilities (SEND) Strategy focuses on children with special educational needs and disabilities.

There has been significant work locally between parents and local residents, as well as services and service users, to agree a "deal" - a social contract with families, to co-produce planning and delivery of services for children and families in the City.

As there was significant overlap in Children and Families and Adults, the teams are discussing a whole family approach to ensure a co-ordinated offer of support in our communities.

#### Priorities for Adults

Jo York explained there were 6 Priorities for Adult Health:

- Personalisation of Care and Support – including domiciliary care intervention and review, end of life care planning and future care planning, restoration of CHC assessments.
- Building Health Communities – including partnership with the HIVE, community helpdesk, social prescribing and community development offer.
- Strengthening Primary and Community Services – including Primary Care Networks (PCN), integrated intermediate care to reduce hospital admissions.
- Supporting Vulnerable People – including support for people with long term conditions, flu prevention programme, provision of support to people in care homes and within the wider care sector.
- Access to Acute/Secondary or Specialist Services – including transforming urgent and elective care (TrUE) services in the community programme delivery, delivery of NHS 111 First and same day emergency care solution.
- Improved Access to Mental Health Services – including improving well-being through increased access to community support, crisis service response.

It was agreed that Health and Care Portsmouth key projects and progress would be presented at a future meeting.

**Action: I Richens**

Jackie Powell thanked Innes for his helpful presentation, and commented on the Priorities for Children and Families in particular the first "strategic spine" suggesting that this be amended to say "parents and carers". Innes Richens agreed to feed this back to the team.

**Action: I Richens**

Dr Linda Collie stated that the CCG valued partnerships with parents and carers and also commented that this needs to also include patients and the public.

David Williams thanked Innes Richens and Jo York for their presentation which highlighted the inter-agency work and positive relationship between the CCG and City Council for the benefit of Portsmouth residents.

It was agreed a copy of the presentation would be made available on the CCG website.

**Action: J Collis**

## 5. Chief Clinical Officer's Report

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

- Child I Serious Care Review (SCR)

On 3 August 2020 Portsmouth Safeguarding Children Partnership (PSCP) published a Serious Case Review for Child I. The overview report, the PSCP response document and a short case briefing can be viewed on the PSCP website: <https://www.portsmouthscp.org.uk/learning-from-practice/serious-case-review/child-i-serious-case-review-july-2020/>.

- Update on Planning – Phase 3 Guidance and ongoing work

A letter from Simon Stevens (NHS Chief Executive) and Amanda Pritchard (NHS Chief Operating Officer) was sent to all Leaders of the NHS and copied to Local Authority Chief Executives and Directors of Adult Social Care on 31 July 2020. The requirement within the letter was for local systems to return a draft summary plan by 1 September 2020, with final plans due by 21 September 2020.

- Appointments

Congratulations were offered to Helen Atkinson on her appointment as Director of Public Health.

Dr Jonathan Lake was appointed Clinical Director for Solent NHS Trust.

Sue Harriman, CEO from Solent NHS Trust had taken a secondment opportunity with NHS England. Andrew Strevens, Deputy CEO was overseeing Solent NHS Trust in her absence.

Portsmouth Hospitals NHS Trust announced at its Governing Board meeting on 29 July 2020 that they have been awarded University Hospitals Trust status.

Melloney Poole OBE, Chair of Portsmouth Hospitals University NHS Trust, was also appointed as Chair of the Isle of Wight NHS Trust from October 2020 when the current chair steps down.

Dr Jim Hogan has been appointed as Associate Medical Director (Primary Care) at Portsmouth Hospitals University NHS Trust commencing in September.

- 2020 GP Patient Survey

The findings of the national GP Patient Survey were published in July and some of the findings may have been affected by the start of lockdown as a result of the Coronavirus pandemic. Headline findings for Portsmouth were detailed in the report.

- EU Exit Planning

In line with NHS England and NHS Improvement regional approach, Hampshire and the Isle of Wight incorporated the management of winter planning, Covid-19 response and EU exit through the Incident Control Centre (ICC). The key risks will continue to be monitored through the Health and Social Care cell set up for Covid-19.

Graham Love asked for further details on the Premises Improvement Grants, as referred to in the Primary Care Commissioning Committee Update, and asked which one had been prioritised. Dr Linda Collie agreed to provide this information.

**Action: L Collie**

Graham Love asked about an action plan for the GP Patient Survey. Dr Linda Collie explained that any concerns would be discussed with practices during the annual practice visits. During the Covid-19 pandemic issues around access were raised. Dr Linda Collie highlighted the need to ensure messaging to patients on how to access healthcare – including primary care.

Jackie Powell asked about the Mental Health Investment submission and the anticipated finance submission. Michelle Spandley explained that it was the next year submission that is referred to. Guidance is awaited on the approach to the audit which needed to be published by January 2021.

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

## **6. Covid-19 Update**

Helen Atkinson provided an update and referred to the "Portsmouth Covid-19 Intelligence Summary" which provided detailed information on virus rates etc. The summary is produced each week and is available on the Portsmouth City Council website. She provided an overview of the current situation in Portsmouth:

- Portsmouth remains below the rates for Southampton, Hampshire and England as a whole, however the rate of infections in Portsmouth is rising slowly.
- There have been 600 confirmed cases in the area since the beginning of the pandemic.
- There have been 19 new infections in Portsmouth recorded in the last 7 days. This does include 11 confirmed cases from Portsmouth Naval base.
- Southampton, Isle of Wight and Hampshire have all started to increase.
- The rate of Covid-19 cases for Portsmouth is 11.2 per 100,000 in the last 7 days which is one of the lowest in the region with the South East region one of the lowest in the country.
- There has been 1 Covid-19 related death recorded at QA Hospital since the first week in June.
- Since the week ending 15 May deaths have been below what was seen in previous years except for 2 weeks in August.
- Early warning indicators – big rise in Covid-19 online activity in past week and increase in Covid-19 111 calls for 0-18 year olds as schools return.
- Need to continue to follow the guidance and maintain social distancing.

Dr Elizabeth Fellows thanked Helen Atkinson for the update noting it was good to see the Portsmouth figures shown in a clear way.

Dr Nick Moore asked about the Tipner testing site and what would happen in the event of a no deal Brexit. Helen Atkinson explained that the Tipner regional testing site was due to stop being used as a Covid test site due to local arrangements for the EU Exit. There were plans in place for a new regional testing site outside of Portsmouth and a local testing site was also planned for the north of the city along with eight additional mobile sites across Hampshire and the Isle of White by the end of October 2020. Helen Atkinson highlighted the recent issue of lab capacity however it was anticipated that this would be resolved in the near future.

## **7. Finance and Performance Reports**

## **7a. 2020/21 M2 Finance Report**

Michelle Spandley presented the Month 4 finance report. At the time of compiling the report the CCG had just received a retrospective top-up to its allocation to bring the CCG year-to-date position to a break-even position. During month 5 there was further work with the mental health commissioning team to understand the increased expenditure in mental health contractual referrals, and as a result there has been a slow-down in the expenditure trend. The CCG continues to work closely with Portsmouth City Council colleagues to ensure good financial governance on Covid-19 related expenditure including the hospital discharge programme.

Hampshire and the Isle of Wight were in the process of finalising the phase 3 response which will be submitted along with activity, performance, workforce and parts of the financial plan. We have not yet received the updated financial framework but are looking at what we can do to improve performance and activity within the allocation.

**The Governing Board accepted the Finance Report and noted the retrospective allocation the CCG has received.**

## **7b. Performance Report**

Michelle Spandley presented the Performance Report dated 16 September 2020 noting that the CCG and providers continued to report on performance indicators. As expected, some performance targets had slipped, whilst some had showed improvements. The main areas of deterioration were related to elective performance, the increased number of patients waiting more than 52 weeks and an increase in diagnostic waiting times. Cancer targets were maintained. We are trying to ensure any good changes in referral patterns are embedded. Portsmouth was leading the way in utilising advice and guidance. The CCG was also expected to achieve the mental health investment standard as set out before Covid-19.

The intention for the remaining months of the year was to work towards resuming 'normal' activity levels.

Helen Atkinson left the meeting.

Dr Elizabeth Fellows commented that she was proud of the performance around cancer targets although referrals had decreased, and stressed the need for balance between primary and secondary care in relation to advice and guidance.

Graham Love commented on the increase in the 52 week waiting times noting that he presumed, as part of phase 3 work, that these patients would be prioritised for treatment. Dr Elizabeth Fellows explained that work was underway to review and validate the waiting lists in order to prioritise patients. Graham Love asked about Out of Area placements. Michelle Spandley confirmed that further information had been sought.

**Action: M Spandley**

Jackie Powell asked about Primary Care Networks (PCNs) managing waiting lists and if they are developed enough to take on what is required. Michelle Spandley explained that the work of the PCNs was linked to the long term financial plan. Dr Linda Collie said that guidance will help identify the work required of Primary Care Networks.

Jackie Powell commented on waiting list standards and proposed including waiting lists of Care UK due to their vacancy rate. Dr Linda Collie explained that all elective care resource discussions included Care UK.

Dr Nick Moore commented on Audiology and asked if there was any information on a recovery plan. Dr Linda Collie said that she would look into it and report back.

**Action: L Collie**

## **The Governing Board accepted the Performance Report.**

### **8. Quality and Safeguarding Report**

Karen Atkinson informed members that the Quality and Safeguarding Committee continued to meet monthly. The report presented was for August 2020. She stated that although quality risks pertaining to Portsmouth Hospitals University Trust (PHU) were managed elsewhere, these were discussed at QSC, who agreed to close or reduce the risks.

The following risks have all been closed: restraint practices; patient safety investigation process; safety of patients who require mental health care provision for both adults and children and risk of harm from communication challenges between providers.

The following two risks have been reduced; safeguarding and Care Homes – patient care and patient experience and loss of provision at short notice.

The risk level had increased for Care UK – St Mary's Urgent Treatment Centre (UTC) due to number of clinical vacancies and concerns around provision of services. Quality visits were made to the UTC and feedback was that it was running well, was well organised and patients were satisfied with the service they received.

Fareham and Gosport and South Eastern Hampshire CCGs have written to South Central Ambulance Service expressing concerns regarding safeguarding issues. However, following investigation these were not deemed to be safeguarding issues.

Following a question by Dr Elizabeth Fellows, Karen Atkinson explained that there were a number of vacancies within care homes but these were not concentrated in a single home.

Dr Elizabeth Fellows agreed to discuss with Mark Compton, Deputy Director of Transformation, if the Urgent Treatment Centre (UTC) would be moving to an appointment system using NHS 111.

**Action: E Fellows**

Jackie Powell asked about the Assurance Statement on page 8 of the report where it stated that the Trust did not manage risks to self-presenting patients because they do not have clear oversight and understanding of these risks. Dr Elizabeth Fellows said that this related to the emergency department and went on say that the 111 First project would support this.

Jackie Powell asked about Emergency Care as detailed on page 4 of the report and the embedding of the three hour discharge and same day discharge metrics. Innes Richens explained that this metric was taken from discharge guidance received at the start of the Covid-19 pandemic.

Dr Carsten Lesshafft asked about IT support for remote working for the childrens' MASH team as mentioned on page 27. Karen Atkinson said that this had been resolved.

Dr Carsten Lesshafft commented on the poor quality of health referrals as mentioned at the bottom of page 27 of the report and asked if there had been any training and could this be something that TARGET could support. Karen Atkinson said that this was part of an action plan drafted with Children and Family services within PCC.

Dr Nick Moore asked for clarification regarding 111 First whereby patients presenting to the emergency department would answer a series of questions on a tablet which may result in their redirection to a different service (away from the ED). Dr Elizabeth Fellows said that there had been no issues with individuals who needed to be seen within ED however a number of patients were happy to be seen via a face-to-face, booked appointment elsewhere.

**The Governing Board noted the contents of the report.**

## 9. Hearing from Patients, Carers and Service Users

Jackie Powell presented a report which provided details on the CCG's conversations and engagement with Portsmouth residents during 2019/20. She thanked David Barker, Head of Communications and Engagement for producing the report and confirmed that the CCG is committed to continuing dialogue with local people along with sharing improvements to local services based on such feedback

The report showed the results of engagement activity has been less widespread, particularly over the spring and summer months due to the impact of the Covid-19 pandemic.

Jackie Powell explained that the CCG had recently moved the delivery of its communications and engagement support to Portsmouth City Council. The move supported the long-held plan to use the Health and Care Portsmouth programme as a vehicle for effective engagement in the City.

Jackie Powell commented that she had hosted the citywide Patient Participation Group (PPG) for a number of years that has stopped due to Covid-19 but stressed the need to continue engagement work. Dr Linda Collie commented that Healthwatch were keen to work with the CCG in this area.

Innes Richens highlighted further opportunities as integration with PCC continues.

**The Governing Board noted the report.**

## 10. Minutes of Other Meetings

The minutes of the Primary Care Commissioning Committee meeting held on 28 May 2020 were presented for noting.

**The Governing Board accepted the minutes.**

## 11. Date and Time of Next Meeting in Public

An Extraordinary meeting of the Governing Board will take place on Wednesday 21 October at 1.00pm.

Jayne Collis  
1 October 2020

## Governing Board - Attendance Log

Member Name	May 20	Jul 20	Sep 20	Nov 20	Jan 21	Mar 21
Helen Atkinson	✓	✓	✓			
Karen Atkinson	✓	✓	✓			
Dr Linda Collie	✓	✓	✓			

Member Name	May 20	Jul 20	Sep 20	Nov 20	Jan 21	Mar 21
Dr Elizabeth Fellows	✓	✓	✓			
Margaret Geary	✓	✓	A			
Alison Jeffery	A	✓	A			
Dr Carsten Lesshaftt	✓	✓	✓			
Graham Love	✓	✓	✓			
Dr Nick Moore	✓	✓	✓			
Jackie Powell	✓	✓	✓			
Innes Richens	✓	A	✓			
David Scarborough	✓	✓	A			
Andy Silvester	✓	✓	✓			
Dr Simon Simonian	✓	✓	✓			
Michelle Spandley	✓	✓	✓			
Dr Tahwinder Upile	A	✓	✓			
David Williams	A	A	✓			

Key: ✓ - Present  
A - Absent