

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board Meeting held on Wednesday 17 March 2021 at 1.00pm via Microsoft Teams (streamed online)

**Summary of Actions
Governing Board Meeting held on Wednesday 17 March 2021**

Agenda Item	Action	Who	By
7c	Performance - National cancer targets information to be updated for next report.	M Spandley	May 21
7c	Performance – Provide information on rates of referral compared to pre-pandemic regarding cancer targets.	M Spandley	May 21
7d	Planning Approach – Business cases to be reviewed at April Governing Board Development session and reported back to next meeting.	M Spandley	May 21
8	Quality and Safeguarding Update - Safeguarding – Check if independent author has been allocated for thematic review on homelessness deaths.	K Atkinson	May 21
8	Quality and Safeguarding Update - Practice Plus Group - Check if there has been a change in the DoS for Portsmouth UTC regarding treatment of under 2s.	K Atkinson	May 21
8	Quality and Safeguarding Update - CAMHS - Provide feedback on take-up of digital service.	A Jeffery/ K Atkinson	May 21

Present:

Andy Silvester	- Lay Member (Chair)
Helen Atkinson	- Director of Public Health, Portsmouth City Council
Karen Atkinson	- Registered Nurse
Dr Linda Collie	- Chief Clinical Officer and Clinical Leader (GP)
Margaret Geary	- Lay Member
Alison Jeffery	- Director of Children’s Services, Portsmouth City Council
Dr Carsten Lesshaft	- Clinical Executive (GP)
Graham Love	- Lay Member
Jackie Powell	- Lay Member
David Scarborough	- Practice Manager Representative
Dr Simon Simonian	- Clinical Executive (GP)
Michelle Spandley	- Chief Finance Officer
David Williams	- Chief Executive, Portsmouth City Council (left at 3pm)

In Attendance:

Jayne Collis	- Business Development Manager
Justina Jeffs	- Head of Governance
Jo York	- Deputy Chief of Health and Care Portsmouth (for Innes Richens)

Apologies:

Dr Elizabeth Fellows	- Chair of Governing Board/Clinical Executive (GP)
Dr Nick Moore	- Clinical Executive (GP)
Innes Richens	- Chief of Health and Care Portsmouth

1. Apologies and Welcome

Apologies received from Dr Elizabeth Fellows, Dr Nick Moore, Innes Richens and Dr Tahwinder Upile.

Andy Silvester, chairing the meeting in Dr Elizabeth Fellows absence, welcomed everyone to the meeting via Microsoft Teams. He 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 would continue and then be uploaded to the CCG website.

2. Register and Declarations of Interest

The Register and Declaration of Interest was presented.

The Governing Board noted the Register and Declarations of Interest.

3. Minutes and Actions of Previous Meeting held on Wednesday 20 January 2021

3a. The minutes of the Governing Board meeting held on Wednesday 20 January 2021 were presented for approval. The following amendments were agreed:

Page 5, 7th paragraph, "Alison Jeffery said she would like thank.." to be amended to "Alison Jeffery said she would like to thank..".

Page 7, Item 6a, last paragraph, "a no deal" to be removed from first sentence.

The Governing Board approved the minutes of the meeting held on Wednesday 20 January 2021 subject to the amendments noted above.

3b. The Summary of Actions from the Governing Board meeting held on Wednesday 20 January 2021 were presented for information.

The Governing Board noted the Summary of Actions from the Governing Board meeting held on Wednesday 20 January 2021.

4. Chief Clinical Officer's Report

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

- **Quality and Safeguarding Committee Update - Proposal for Transformation of the HIOW Safeguarding Function**

The Quality and Safeguarding Committee reviewed a paper which provided an outline of the progress of the Hampshire and Isle of Wight ICS/CCG safeguarding transformation project to date. The next steps were detailed and it is proposed that the complete transformation programme can be delivered by the end of June 2021.

- **Primary Care Commissioning Committee**

At its January 2021 meeting, the Primary Care Commissioning Committee received a positive report from Internal Audit and the two recommendations from the report have

been actioned. The Committee also welcomed an important report that reviewed GP Surgery websites which was presented by Healthwatch.

- **NHS Portsmouth CCG Remuneration Committee**

The Remuneration Committee met in January 2021 and recommendations were made for extensions to the tenure of Dr Elizabeth Fellows and David Scarborough as elected posts, those recommendations are being checked with member practices. The Committee also supported a recommendation for a disability awareness session to be held for Governing Board members at one of its forthcoming development sessions.

- **Integration and Innovation: working together to improve health and social care for all**

On 11 February 2021 the Government published a White Paper outlining proposals it plans to take forward to Parliament to become law as a Health and Care Bill. The White Paper was discussed with CCG staff at a recent Team Briefing and further information was provided to staff via the CCGs intranet.

- **SHIP Priorities Committee Update**

The following policies were produced following the November 2020 meeting of the SHIP Priorities Committee and were reviewed and recommended for approval by the Clinical Advisory Group in December 2020:

Policy Statement 22 Carpel Tunnel Syndrome

Policy Statement 23 Nasal Surgery for nasal blockage and/or deformity

Policy Statement 36 Tonsillectomy (adults and children)

Policy Statement 60 Interventions for Spinal Pain

Policy Statement 66 Treatment of lower urinary tract symptoms (LUTS) as a result of Benign Prostatic Hyperplasia (BPH)

The Governing Board agreed to approve the policies as detailed.

- **Governance Review**

The Governance Review which was jointly commissioned between the CCG and NHS England is reaching its conclusion. A draft report has been produced and will be discussed with Governing Board members and those involved in order to determine actions required. It was proposed that the Audit Committee, as senior scrutiny committee of the CCG, were delegated to oversee the action plan and report progress to the Governing Board.

The Governing Board were asked and agreed to support the delegation of oversight of the CCG action plan to the Audit Committee.

Margaret Geary asked about the proposal for transformation of the HIOW safeguarding function and if there had been a consultation regarding the timeline. Karen Atkinson said that the paper would be presented to the Safeguarding Adults Board in Portsmouth and the Childrens Safeguarding Board and expressed concern regarding the short timeframe.

Jackie Powell asked about transformation of the HIOW safeguarding function and whether the structure was available which aligned the designated professional roles and the named GP roles for primary care. Karen Atkinson explained that the paper was not specific regarding the number of roles but anticipated that there would be a number of roles however there was some concern on how these would be recruited to and what the impact

would be for Portsmouth. Dr Linda Collie commented that traditionally roles have been difficult to fill so consideration on sustainability for these roles is vital.

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

5. Health & Care Portsmouth Covid-19 Update

Helen Atkinson presented the Covid-19 Intelligence Summary which provided an update on the rates of infection for Portsmouth and the surrounding areas etc. She noted that the summary is published on the Portsmouth City Council website weekly on a Friday.

An overview of the current situation in Portsmouth:

- Continue to see a reduction in the infection rate across Portsmouth and the Hampshire and Isle of Wight region and nationally.
- 13,985 total cases since the beginning of the pandemic.
- There were 129 new cases in the last 7 days.
- Slight increase in rate per 100,000 in the last 7 days than previous week which could be due to a small change or outbreak in a school or care home.
- Now in the first step of the Government road map of coming out of lockdown and we may start to see a slight increase in the rate of infection as we move forward.
- Nationally the predominant variant is still the UK variant with 96.9% of cases in Portsmouth being the UK variant. There are a few cases nationally of the South African variant.
- The current vaccines being used in the UK were effective for all variants.
- The weekly rates of Covid-19 by age bands were falling in all age groups.
- Are seeing slightly higher infection rates across young adults and working age adults.
- Reduction in pressure across Portsmouth Hospitals University Trust although still reasonably high numbers of patients with Covid-19 in the hospital.
- There have been 3 deaths in the last 7 days with 356 deaths in total.
- Good vaccine uptake rates across Portsmouth.

Dr Linda Collie asked if, with the return to schools, there was a good uptake of the lateral flow testing of pupils. Helen Atkinson confirmed that this was the case and that these tests had identified a small number of covid-positive individuals. Alison Jeffery commented that schools have been very pleased with the high level of engagement from parents and pupils. The Governing Board formally thanked local schools, colleges and universities for their support and work in getting pupils back to school.

Andy Silvester thanked Helen Atkinson for the update.

6. Health and Care Portsmouth – Strategic Development

David Williams noted that the original agenda had referred to a document which had been a draft and had been removed from the agenda. He provided a verbal update on partnership working across Health and Care Portsmouth, Portsmouth and South East Hampshire ICP (Integrated Care Partnership) and the ICS (Integrated Care System). Health and Care Portsmouth had been reviewing our current operating model to ensure that it meets the needs now, and in the future, as outlined in the White Paper. The review included; identifying and determining the CCG's aspirations and building on the existing partnership arrangements across the whole system. The work highlighted the CCG's commitment to, and strong position for, broader integration across health and social care. This work will continue and the Governing Board would be updated.

Karen Atkinson asked when the document would be finalised. David Williams said that a revised draft would be out shortly.

David Scarborough stressed the need for continued commissioning support along with clarity on structures to support the understanding of Primary Care. David Williams commented “place”, as described in the White Paper still required defining and highlighted the importance of primary care within that definition. There was some strong primary care work undertaken throughout the Covid-19 Pandemic which needs to be continued and strengthened. The structure within primary care should provide support in representing Portsmouth across the wider system.

David Scarborough asked if there would be an initial transitional structure from the CCG and Portsmouth City Council ie. where Directors will sit. David Williams explained that they are in the process of developing this, taking into consideration the changes already determined i.e. the joint Accountable Officer role between Portsmouth and Hampshire and IOW CCGs.

Jackie Powell said that she fully endorsed what David had said and that it is really important to keep our staff and public informed and engaged and on board.

Margaret Geary asked about the relationship between the ICS and ICP and Portsmouth CCG. David Williams said that this was part of conversations currently taking place.

Andy Silvester thanked David Williams for the update.

7. Finance & Performance

7a. Finance Report

Michelle Spandley presented the Month 10 finance report noting which reported the CCG was on track to achieve a £3.3m surplus position and confirmed that at Month 11 the CCG remained on track. The CCG had received the retrospective top-up monies for the hospital discharge programme and were in receipt of 80% funding for months 11 and 12 and we continued to work closely with Portsmouth City Council as it affected our expenditure profiles. The finance team have worked to improve payment processes and manage our cash position and levels.

Graham Love asked about the underspend in mental health commissioning. Michelle Spandley explained that it was partly related to the hospital discharge as some patients had gone through the hospital discharge programme process. There was a need to understand patient flows. The hospital discharge programme will stop on 31 March 2021 with a 6 week lag which needed to be considered.

Following a question from Alison Jeffery, Michelle Spandley confirmed that investments were included in a later agenda item.

The Governing Board accepted the contents of the report.

7c. Performance Report

Michelle Spandley presented the Performance Report dated 17 March 2021. The report provided a high level view of CCG performance against key constitutional targets and other commissioning standards. She noted the impact of the pandemic across several national standards and operating plan commitments as listed on the front sheet. At the last Governing Board meeting Jackie Powell asked about the 111 service and a reduction in calls, which was a comparison of month on month. This indicated how difficult it was for the service to predict activity and therefore levels of service to deal with demand.

111 First expansion – we are ensuring all response times are appropriate.

National cancer targets – compared to national means are doing well in our areas. This will be updated at the next meeting.

Action: M Spandley

Jackie Powell asked about Referral to Treatment (RTT) waiting times and how we could get back on track. Michelle Spandley explained that elective activity was increasing where possible. An update is still awaited regarding national money being put aside for RTT recovery.

Jo York commented that significant work was undertaken during wave one of the pandemic regarding recovery plans. These were impacted by the second wave over the winter period. Recovery plans were being co-ordinated across Hampshire and the Isle of Wight. Jo York highlighted the pressure put on the workforce since the start of the pandemic and also highlighted the change in circumstances during the second wave as services were already treating covid-positive patients which required reflecting in the plans. Further consideration was required for the best use of the voluntary and independent sector along with any alternatives available.

Graham Love asked for further information on the rates of referral for cancer compared to pre-pandemic rates. Michelle Spandley agreed to provide an update at the next meeting.

Action: M Spandley

Dr Linda Collie commented that work was underway to review waiting times.

The Governing Board accepted the contents of the Performance Report.

7b. Financial Framework 2021/22

7d. Planning Approach

Michelle Spandley presented the Financial Framework for 2021/22 and the Planning Approach paper explaining that they dovetail together. Further guidance was awaited and, at the time of writing the reports, the expectation was that the current financial regime would continue for the first three months of the 2021/22 financial year – with the exception of the Hospital Discharge Programme as discussed under a previous agenda item. Further guidance was expected regarding mental health and additional elective funding.

The papers provided included timelines. Teams were working up business cases including an ICP business case for discharge to assess services, 111 First and the Transforming Urgent and Elective Care (TrUE) programme.

Michelle Spandley highlighted the difference in the forecasted spend against allocation, indicating the need for £8m efficiency savings, which was expected.

Dr Carsten Lesshafft asked about the £8m efficiencies, whether this would hinder our recovery, and how we could recoup this alongside delivering our recovery plan without any additional spending – particularly against activity not delivered which had already been paid for. Michelle Spandley explained that efficiency savings formed part of the financial framework and were achieved through new initiatives and improvements in existing programmes, services and schemes.

Dr Linda Collie asked whether the Governing Board may need to consider going “at risk” against some of the proposed work/business cases. Michelle Spandley explained that if this was the case, the CCG and Governing Board needed to be clear that it was the right decision to make.

David Williams expressed frustration and concern over impact of any the delay on the residents of Portsmouth and asked if there was a route by which this could be raised.

Michelle Spandley explained that this is something that we could go “at risk” on because we have been waiting a long time for guidance and we would not normally be in this position however we understand why it has happened.

Alison Jeffery said that she endorsed what David Williams had said and specifically in the context of the proposals for childrens community nursing which is for all of Hampshire and the Isle of Wight and is a piece of system design.

Michelle Spandley explained that the current situation was unusual but highlighted that the Governing Board could make the decision to go “at risk” against some of these areas of work however, some specific pieces of work also required the agreement and were interdependent with those of South Eastern Hampshire and further afield.

Jackie Powell asked what the next steps would be for the two projects that were previously discussed at the Governing Board meeting. Michelle Spandley explained that if the Governing Board decided to go at risk with them then these would be started with finances kept as tight as possible. Members agreed to review a number of business cases and the proposed priorities at their development session in April to ensure that there was enough time for discussion.

Alison Jeffery commented that it was important that schemes were looked at using a common framework.

Action: M Spandley

The Governing Board noted the content of the update for the Financial Framework 2021/22.

The Governing Board noted the progress to date and agreed the approach pending further national guidance in relation to the Planning Approach.

8. Quality and Safeguarding Report

Karen Atkinson presented the Quality and Safeguarding update for February 2021 noting that that the report was not in usual format due to reduced capacity in the team. She explained that the Quality and Safeguarding Committee had met and reported the following:

Portsmouth Hospitals University Trust

- Still under pressure with risks needing review:
 - Delays in assessment and treatment for planned care
 - Emergency Department and Urgent Care Pathway – it is hoped 111 First will have a positive impact
 - Safeguarding – it is hoped this can be removed
 - Governance
 - There may be an emerging risk relating to a number of serious incidents within maternity services that the quality team are reviewing to ascertain if there is a risk. There is some level of reassurance because they are starting an operational maternity surveillance group in April which will start to pull things together more systematically and there is a new Director and Deputy Director of maternity starting at Portsmouth Hospitals University Trust.

Solent

- Noted there is increased demand around children and families which the quality team acknowledge however we are aware that there is increased investment for CAMHS liaison services from winter pressure monies and investment to support the

neurodiversity waiting list and we are hoping this will start to have an impact on demand. The quality team will continue to review.

SCAS

- Continue to meet fortnightly with the CCG and have moved down to REAP level 1 which is a steady state so looking positive.

PPCA

- Increased risk - During December 51 patients admitted to oximetry @ home service. During January 138 patients admitted to service.

Care Homes

- 4 with Covid-19 outbreaks, 3 of those coming to end of the outbreak.
- Risk of losing their access to NHS mail if they do not complete IG toolkit. We need to look at ways we can support them so they can retain NHS mail.

Safeguarding

- Vacant post now recruited to.
- Just starting Harmful Practice Strategic Group.

Graham Love asked about the allocation of an independent author for the thematic review on homelessness deaths. Karen Atkinson agreed to check if this was an issue and report back.

Action: K Atkinson

Dr Simon Simonian asked if there had been a change in the DoS for the Portsmouth Urgent Treatment Centre regarding treatment of children under 2 years old. Karen Atkinson agreed to check and report back.

Action: K Atkinson

Jackie Powell said she completely endorsed any support we are able to provide to Care Home in order to complete the Information Governance toolkit.

Jackie Powell asked about the increase in demand on Child and Adolescent Mental Health Service (CAMHS) and how the digital offer was going and if there had been any feedback. Alison Jeffery commented that she had seen some figures recently that the uptake had been good as an underlying preventative measure and agreed to provide an update at the next meeting. The increase in demand for CAMHS has been national.

Action: A Jeffery/K Atkinson

The Governing Board noted the contents of the report.

9. Emergency Preparedness Resilience and Response (EPRR) Annual Report 2020/21

David Williams presented the Emergency Planning Resilience and Response (EPRR) annual report which detailed how EPRR corporate responsibilities are met and provided assurance that they comply with relevant legislation and guidance. He noted the huge effort that had gone into the Covid-19 response and how the team had still managed to undertake a number of communication exercises despite this. Early learning and lessons are detailed in section 10.

He noted that Sara Tiller held the role of Accountable Emergency Officer for Fareham and Gosport and South Eastern Hampshire CCGs and Portsmouth CCG.

Dr Linda Collie commented that it was a very good report and asked what the arrangements would be moving forward from 1 April 2022 as the new merged Hampshire, Southampton and Isle of Wight CCG comes online. David Williams highlighted the need to

work with colleagues and engage with the ICS and the CCG for the transitional period in order to determine effective solutions. Andy Silvester commented that he understood there is a piece of work being undertaken to ensure CCGs across Hampshire and the Isle of Wight are integrated with the LRF (Local Resilience Forum) and ensure the connection is maintained.

Andy Silvester said that he would like to echo David Williams comments that it was a very good report and the amount of effort and hard work that everyone has put in during the pandemic was terrific and it was a good example of an interoperability and multi-agency approach in dealing with a significant national and localised issue and was carried out very well.

The Governing Board noted the report and the recommendations/actions highlighted on the front sheet.

10. Full Register of Interest for All Staff

The full register of interest for all staff was presented.

The Governing Board reviewed and noted the register.

11. Minutes for Noting

The minutes of the following meetings were presented for noting.

- Minutes of the Primary Care Commissioning Committee meeting held on 26 November 2020.
- Minutes of Health and Wellbeing Board meeting held on 25 November 2020.

The Governing Board accepted the minutes.

9. Meeting Close and Date and Time of Next Meeting in Public

Before closing the meeting Andy Silvester took the opportunity, on behalf of the Governing Board, to thank Innes Richens, Chief of Health and Care Portsmouth, for all that he had done for the both the CCG and Portsmouth City Council. He had wholeheartedly supported both organisations and had worked hard to ensure the best possible services for the people of Portsmouth.

The next Governing Board meeting will take place on Wednesday 18 May 2021 at 2.00pm and will be streamed online.

Jayne Collis
1 April 2021

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	✓	✓	✓	✓	✓	✓
Dr Elizabeth Fellows	✓	✓	✓	✓	✓	A
Margaret Geary	✓	✓	A	✓	✓	✓
Alison Jeffery	A	✓	A	✓	✓	✓
Dr Carsten Lesshafft	✓	✓	✓	✓	✓	✓

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

Key: ✓ - Present
A - Absent