

Minutes of the NHS Portsmouth Clinical Commissioning Group Governing Board Meeting held on Wednesday 20 January 2021 at 2.00pm via Microsoft Teams (streamed online)

**Summary of Actions
Governing Board Meeting held on Wednesday 20 January 2021**

Agenda Item	Action	Who	By
3a	Quality & Safeguarding Report - Update to be provided on progress of mental health pathway for 111 First service.	K Atkinson	March 21
4	Consider including case studies or patient stories at part of future Governing Board meetings.	E Fellows/ J Jeffs	March 21
4	Circulate proposed timeline of planning and priority setting.	M Spandley	March 21
5	Covid-19 Intelligence Summary to be uploaded to CCG website	J Collis	March 21
6b	Provide further information regarding reduction of 21.1% in demand for 111 service.	M Spandley	March 21
9	Deep Dive to be undertaken by Audit Committee	J Jeffs/ A Silvester	TBC

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)
Margaret Geary	- Lay Member
Alison Jeffery	- Director of Children's Services, Portsmouth City Council
Dr Carsten Lesshaft	- 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
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
David Williams	- Chief Executive, Portsmouth City Council (left at 3pm)

In Attendance

Jayne Collis	- Business Development Manager
Justina Jeffs	- Head of Governance
Anthony Harper	- Head of Integrated Children's Commissioning (Item 4)
Kerry Pearson	- Senior Programme Manager (Item 4)

1. Apologies and Welcome

No apologies were received.

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 would continue and then be uploaded to the CCG website.

2. Register and Declarations of Interest

The Governing Board noted the Register and Declarations of Interest.

3. Minutes and Actions of Previous Meeting held on Wednesday 18 November 2020

3a. The minutes of the Governing Board meeting held on Wednesday 18 November 2020 were approved as an accurate record.

Jackie Powell asked about the 111 First service, as mentioned under Item 11 on page 8 of the minutes, noting that mental health was not included in the original pathway and asked if there was any update on this. Karen Atkinson explained that a process is being worked on and agreed to check with the team and report back.

Action: K Atkinson

3b. The Summary of Actions from the Governing Board meeting held on Wednesday 18 November 2020 were presented for information. An update was provided on the following item:

Agenda Item	Action	Who	By	Update on Action
4	Hampshire and Isle of Wight Prescribing Committee Impact Assessment – Further work to be undertaken regarding the governance and decision making to support the revised arrangements.	M Spandley/ J Williams	Jan 21	Michelle Spandley reported that as Jo Williams is currently on maternity leave she is in discussions with Simon Cooper to ensure this is considered and is part of the process.
11	Quality and Safeguarding Report - Determine further information regarding the stroke direct admissions (4 hour target).	K Atkinson/ J Powell	Jan 21	Karen Atkinson explained that the target is part of the stroke national audit programme and hospitals are measuring themselves against 13 key performance indicators, one of those is the percentage of patients directly admitted to the stroke unit within 4 hours of arrival at hospital.

Dr Nick Moore asked about the action relating to Standing Orders regarding the arrangements regarding membership majority. Dr Elizabeth Fellows said that she believed it was still waiting for review along with the operating model in general.

The Governing Board noted the Summary of Actions from the Governing Board meeting held on Wednesday 18 November 2020.

4. Chief Clinical Officer's Report

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

- **Secure Mental Health Patient Transport Service Contract**

Hampshire, Portsmouth and Southampton CCGs have exercised the legal extension option of a maximum 2 years for the Secure Mental Health Transport Service to serve West Hampshire CCG, South East Hampshire CCG, Fareham and Gosport CCG and North Hampshire CCG. The current contract was with Secure Care UK and was in its final year of a three year arrangement from 1 April 2018 to 31 March 2021.

- **CCG Year-end Assessment**

NHS Portsmouth CCG received an overall rating of "Good" for the 2019/20 financial year.

- **NHS Oversight Framework Patient and Community Engagement Indicator**

The CCG scored 15 across the five themed domains which gave the highest performance rating of "green star".

- **Operational priorities for winter and 2021/22**

The CCG received a letter from the Chief Executive of NHS Improvement outlining the operational priorities for winter and 2021/22.

- **Constitution Amendment**

NHS England approved changes to the CCGs Constitution in December 2020. The amended Constitution can be found on the CCGs website.

- **Governance Review**

The CCG is working with NHS England/Improvement in undertaking a Governance Review. It is anticipated that this will be completed by the end of February 2021.

- **Integrated Care System (ICS) Consultation Response**

On 24 November 2020, NHS England published a consultation document entitled integrating care: Next steps to building strong and effective integrated care systems across England. Two options were proposed in order to progress development of the ICS. All responses were due to be submitted by 8 January 2020 and partner organisations agreed to share their responses.

- **CCG Staff Redeployment**

Following the increase in demand relating to Covid-19 and the need to support a number of schemes in operation, the Governing Board was asked to support the temporary redeployment of clinical and administrative staff to help front-line colleagues.

The Governing Board supported the temporary redeployment of clinical and administrative staff to help front-line colleagues.

- **Specialist perinatal mental health community service**

Kerry Pearson explained that the current Specialist Perinatal Mental Health Community (SPMHC) service was delivered by Southern Health NHS Foundation Trust and contracted on a pan-Hampshire basis with west Hampshire CCG as the Lead Commissioner.

Southern Health NHS Foundation Trust were seeking a commitment to invest from all 8 CCGs into the service, to expand the capacity in order to achieve the objectives and growth set out in the Long Term Plan (LTP) up to end of Year 3 (2021/22) alongside the Maternal Mental Health Service. This equalled additional recurrent funding by NHS Portsmouth CCG of £87,939. The Governing Board were asked to approve the additional recurrent funding of £87,939 from 2021/2022 financial year.

Margaret Geary asked if the additional data would be included in future reports. Kerry Pearson explained that data would be reviewed.

Alison Jeffery commented on the investment in maternal mental health and the importance of ensuring this was joined-up and requested the involvement of the Childrens Team to ensure alignment.

Dr Linda Collie commented that the support programme was a much-needed, very specialist area and highlighted that a case study would be interesting for a future Governing Board meeting.

Action: E Fellows/J Jeffs

Michelle Spandley said she would strongly encourage approval in principle whilst the CCG works through its planning priorities. Investment requests required collating and reviewing to ensure that our priorities were met.

Jackie Powell asked if feedback from services users had been built in. Kerry Pearson explained that it was in progress.

Jackie Powell commented that the term “partners” should be used as couples could be same sex.

Dr Carsten Lessshafft commented that it was a positive statement that the service would see women up to 24 months postnatally.

The Governing Board supported the investment in principle for the specialist perinatal mental health community service with the caveat that it will need to be considered in line with other expenditure and priorities. Feedback/patient story and more data visible to the team was also requested along with a clear link into maternal and child health work to ensure a joined up service and is part of the pathways going on elsewhere.

- **Children’s Integrated Community Nursing Resources (Extra-ordinary Item 17b)**

Anthony Harper presented a paper which requested additional investment to further develop and strengthen the provision of a Children’s Integrated Community Nursing (CICN) offer across Portsmouth, Fareham and Gosport and South Eastern Hampshire. The additional investment was to support remodelling of the service offer and ensure that CICN provision met local needs and delivered against the Department of Health’s recommendations for Children integrated Community Nursing Services. The revised service resource required a recurring investment of £521,840 across the ICP, £198,000 from NHS Portsmouth CCG.

The Governing Board was asked to consider the additional investment to support the future development and sustainability of CICN services. A decision by Fareham and Gosport and South Eastern CCGs was being made shortly.

Dr Elizabeth Fellows commented that in the past the service had struggled due to a lack of workforce and difficulty in recruiting and asked if this would be an issue in recruiting to the new posts. Anthony Harper said that this had been challenging however actions were in place including succession planning along with the development of the Advanced Nurse Practitioner role. There would be an initial appointment a Band 7 Specialist Nurse with a one year training programme to qualify them as an Advance Nurse Practitioner. Senior Staff with experience would be retained without them needing to move into different environments and an extension to the Band 5 offer for staff. There was also the possibility of introducing a Band 5 Associate Nurse post which would be an apprenticeship role working across Solent's community service in order to maximise their opportunity once the apprenticeship was completed.

Dr Carsten Lesshafft commented that the proposal was well thought out and he fully supported it.

Michelle Spandley raised a concern regarding the request for £0.5m and the mention of savings elsewhere, but it was not clear how the savings were being reinvested. Further work was needed with the teams to identify possible funding streams. Anthony Harper explained that some of the discussions with finance had been around longer term savings in years 2 and 3, with some efficiencies identified from the acute admissions systems along with savings from the current Community Nursing funding model.

Jackie Powell asked about 24 hour access for young people in end of life care. Anthony Harper said that currently there was 24 hour access. Jackie suggested this be made more explicit.

Jackie Powell asked about engagement of service users and young people and how joined up it is with other services. Anthony Harper explained that there were links with the ICP roles and further work is underway to better-engage the whole system.

Alison Jeffery said she would like to thank Anthony for the work he had been doing since he has been in post.

Dr Simon Simonian asked about the additional Band 3 and 6 and if this was costed just for the unsociable hours. Antony Harper explained that this would enable the service to extend to 8am – 8pm and is only to cover the unsociable hours and would not add to the number of posts and confirmed that there were staff in post along with 8 further new posts to support this

Dr Linda Collie asked if all the nurses will be trained to do all of the roles. Anthony Harper confirmed that this was the aspiration.

Jackie Powell asked if out of hours would provide the same expertise as the in-hours service. Anthony Harper confirmed that the skill base would still be there and the training and implementation plan was key to ensuring this.

Margaret Geary asked if mental health was a focus for training. Anthony Harper explained that there is work underway looking at the pathway and skill set required across the system to support children and young people with mental health issues.

Michelle Spandley commented that if the Board felt the content was the right direction of travel then it could support the investment in principle in order to continue the work with the caveat that it would need to be considered in line with other expenditure and priorities.

Alison Jeffery asked about the process for prioritisation for different investment proposals and how it will work. Michelle Spandley explained that the ICP strategy group was developing a prioritised programme of work. However this would need to be considered alongside the expected planning guidance.

David Williams requested that a timeline be developed regarding planning to ensure no delay in the prioritised work and to help progression through other forums.

David Williams left the meeting.

The Governing Board supported the direction of travel for a Children Integrated Community Nursing Team (CICN) and recognises that it will need additional investment with the caveat that it will need to be considered in line with other expenditure and priorities. The proposal will continue to be refined as discussed.

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. It was agreed the presentation would be uploaded to the CCG website after the meeting.

Action: J Collis

An overview of the current situation in Portsmouth:

- There were 1,329 new infections recorded in Portsmouth in the past week. Portsmouth had now had 10,999 people with at least one positive Covid-19 test result.
- The 7 day average of new cases had now begun to reduce though further data was required to confirm this. There was an increasing number of outbreaks and cases in enclosed settings.
- Some areas with high rates were reducing.
- The weekly rates of Covid-19 by age bands were falling in all age groups.
- Rates were now falling in primary, secondary and college/university age pupils with rates rising among pre-school age children although from a lower base.
- Lockdown was starting to show an impact on community infection rates which were coming down.
- There was still an increase in hospital activity with Portsmouth Hospitals University Trust G&A bed occupancy at 92.8%, workforce absence at 10.8% and an increase in ITU bed use with 51 confirmed Covid patients. There were 381 admissions or inpatient diagnoses for Covid-19 in last 7 days.
- Although bed occupancy was slowing down it was still much higher than in the first wave.
- There have been 131 Covid-19 related deaths within 28 days of a positive test recorded in Portsmouth since the end of October.

Dr Elizabeth Fellows commented that it was encouraging to see the figures going down.

Jackie Powell asked what it was locally in Portsmouth that was driving the increase in numbers. Helen Atkinson explained that it was a combination of factors, including the new variant, which had contributed to the increase however Portsmouth was not exceptionally different to other areas. The figures in Kent and most of the South East are now coming

down. The Isle of Wight maintained a very low infection rate but once the new variant started to spread their rate increased significantly.

Helen Atkinson stated the need to continue with the national message of hands, face, space and stay at home.

6. Finance & Performance Reports

6a. M8 Finance Report

Michelle Spandley presented the Month 8 finance report noting that the CCG continued to achieve expected planning values. At the time of the report the CCG was awaiting some of the retrospective allocation funding for the hospital discharge programme. We were still working as part of the Hampshire and Isle of Wight system to ensure we understand and are transparent about our finances. Due to the current situation, some of the risks and opportunities are volatile. The CCG was expected to achieve its current targets and surplus position.

Jackie Powell asked if additional costs had been factored into our current planning and financing or if they would come out of reserves and contingency. Michelle Spandley explained that the two investment requests received were for 2021-2022 so will not affect this year's finances. Michelle Spandley highlighted the need to ensure future finances were as well controlled in the future as they had been in the past and our focus remained on our agreed priorities. Jackie Powell asked if, the CCG was using reserves as a result of waiting for money to come in. Michelle Spandley said that because of the current financial regime we are in, the hospital discharge programme funding is coming in retrospectively which is why it looks like we are overspent on the main contract lines. We need to ensure we are transparent.

Graham Love said that he understood at the moment we had surplus and it was likely that it would be distributed into the wider system and asked what the mechanism is on how that would be decided. Michelle Spandley explained that we have received some allocations that the CCG doesn't need so it was anticipated that this would be redistributed where possible and where needed.

Graham Love asked if it is too early to say if a Brexit provision is needed. Michelle Spandley explained that it is too early to tell and will be clearer over the next few months however prescribing is one area that was noted as a risk.

The Governing Board noted the paper.

6b. Performance Report

Michelle Spandley presented the Performance Report dated 20 January 2021. The report provided a high level view of CCG performance against key constitutional targets and other commissioning standards. She drew attention to the performance exceptions as detailed on the front sheet. The report also included the results of the CCGs Annual Performance Assessment for 2019/20.

Jackie Powell commented on IAPT and asked if Positive Minds had been still able to operate during the Covid-19 pandemic. Dr Elizabeth Fellows confirmed that they had still been operating by telephone during lockdown and doors had been open otherwise.

Jackie Powell asked about the reduction of 21.1% in demand for the 111 service. Michelle Spandley said she would need to check for specific details and noted that 111 First is also going via this service and there had been issues around additional activity and difficulties in

staffing due to sickness etc. Dr Elizabeth Fellows commented that calls were high during October due to schools returning and questions around schooling.

Action: M Spandley

The Governing Board accepted the Performance Report.

7. Quality and Safeguarding Report

Karen Atkinson explained that due to the second wave of the Covid-19 pandemic and reduced capacity within the Quality and Safeguarding team it had not been possible to produce a report for the Governing Board this month. Karen gave a verbal update explaining that Portsmouth Hospitals University Trust had been experiencing significant system pressures and waiting lists were growing. Two-thirds of QA beds are taken up with Covid patients. The Children's Emergency Department has moved from the Emergency Department to the Children's Assessment Unit to free up capacity in the Emergency Department. The Practice Plus Group was taking on all of the diagnostic work and the Minor Injuries Unit was working to capacity. The care homes vaccination programme had commenced in care homes and the Quality team were still providing significant advice on infection prevention and control. The Safeguarding Specialist Nurse post has now been recruited to and it is hoped they will start in February.

8. Non-Emergency Patient Transport Service (NEPTS) Reprourement

Innes Richens presented a paper which requested the extension of the Non-Emergency Patient Transport Service contract for a further two six-month periods (30.09.22 or 31.02.23). The current contract was extended for a further six month period in July 2020. Due to the global Covid-19 pandemic there were huge inconsistencies in activity and this is impacting on modelling for future demand.

The financial implications in the paper are the total for the contract and Michelle Spandley confirmed that this was a request to extend the contract which was less of a risk than to start the full reprourement process.

Graham Love asked when the current agreed extension ran out. Michelle Spandley explained that it would run out in March 2022 and an extension was required from March 2022. In order to achieve a March 2022 change the procurement process would need to be started immediately.

Dr Elizabeth Fellows asked if there were any issues relating to the quality of the service being provided. Innes Richens said that he was not aware of any issues regarding quality and on the whole it was a very good service and the providers have been exceptionally flexible throughout the pandemic.

The Governing Board approved the extension of the NEPTS contract for a further two six month periods (30.09.22 or 31.03.23).

9. Governing Board Assurance Framework and Corporate Risk Registers

Dr Elizabeth Fellows presented the Governing Board Assurance Framework and Corporate Risk Register which had been updated to recognise the impact of the Covid-19 pandemic.

Graham Love said he would appreciate having a deep dive by the Audit Committee on the Corporate Risk Register. He said he realised operationally there will be lots of risks assessments around Covid-19 but feels there is a gap in the register. Dr Elizabeth Fellows also commented that in view of earlier conversations around delaying business cases and planning perhaps this should also be incorporated.

Justina Jeffs commented that some of the risks on the Corporate Risk Register had been highlighted for review so these can be added to the review. The Audit Committee next meets in March and will then be brought back to Governing Board.

Action: J Jeffs/A Silvester

Margaret Geary said she agreed a deep dive would be useful as some risks are not worded correctly and are status/position rather than a risk and some of the scoring is not correct.

Alison Jeffery said she supported looking at how the risks are framed and more focused.

The Governing Board noted the Governing Board Assurance Framework and Corporate Risk Register and agreed a review and deep dive should be undertaken by the Audit Committee.

10. Minutes for Noting

The minutes of the following meetings were presented for noting.

- Minutes of the Primary Care Commissioning Committee meeting held on 24 September 2020.
- Minutes of the Audit Committee meeting held on 9 June 2020.
- Minutes of Health and Wellbeing Board meeting held on 23 September 2020.

The Governing Board accepted the minutes.

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

Before closing the meeting Dr Elizabeth Fellows took the opportunity, on behalf of the Governing Board, to thank Tracy Sanders, Managing Director for all that she had done for the organisation and members of the Governing Board. Elizabeth stated that Tracy Sanders had worked tirelessly for the CCG and supported everyone through difficult times... "She has been an amazing support to the organisation and will be missed very much".

The next Governing Board meeting will take place on Wednesday 17 March at 1.00pm.

Jayne Collis
29 January 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	✓	✓	✓	✓	✓	
Margaret Geary	✓	✓	A	✓	✓	
Alison Jeffery	A	✓	A	✓	✓	
Dr Carsten Lesshaftt	✓	✓	✓	✓	✓	
Graham Love	✓	✓	✓	✓	✓	
Dr Nick Moore	✓	✓	✓	✓	✓	
Jackie Powell	✓	✓	✓	✓	✓	
Innes Richens	✓	A	✓	✓	✓	
David Scarborough	✓	✓	A	✓	✓	

Member Name	May 20	Jul 20	Sep 20	Nov 20	Jan 21	Mar 21
Andy Silvester	✓	✓	✓	✓	✓	
Dr Simon Simonian	✓	✓	✓	✓	✓	
Michelle Spandley	✓	✓	✓	✓	✓	
Dr Tahwinder Upile	A	✓	✓	✓	✓	
David Williams	A	A	✓	✓	✓	

Key: ✓ - Present
A - Absent