

North West Surrey CCG Governing Body

(Draft) Minutes of the Meeting of the Governing Body (Part One)

Held on : 21 March 2016, starting at 2.00pm.

At : NW Surrey Clinical Commissioning Group HQ, 58 Church St, Weybridge, Surrey.

Present:

Job Title	Name	Attended / Apology
Clinical Chair	Dr Liz Lawn (LL)	✓
Chief Executive	Julia Ross (JR)	✓
Clinical Chief of Leadership & Development	-	-
Clinical Chief of Contracts & Performance	Dr Deborah Shiel (DS)	✓
Chair - Clinical Executive	Dr Jags Rai (JRa)	A
Clinical Director Thames Medical Locality	Dr Asha Pillai (AP)	✓
SASSE Locality Lead	Dr Diljit Bhatia (DB)	✓
Thames Medical Locality Lead	Dr Layth Delaimy LD)	✓
Thames Medical Locality Lead	Dr Charlotte Canniff (CC)	✓
Woking Locality Lead	Dr Chrissie Clayton (CCI)	✓
SASSE Locality Lead	Dr Arrthy Ramachandran (AR)	✓
Lay Member Governance (Deputy Chair)	Paul Hopper (PH)	✓
Lay Member Patient & Public Engagement	William McKee (WM)	✓
Secondary Care Specialist Doctor	Dr Naila Kamal (NK)	✓
Registered Nurse	Sally Bassett (SB)	A
Interim Director of Finance	Jonathan Molyneux (JM)	✓
Non-Voting Members		
Clinical Chief of Quality & Innovation	Dr Richard Barnett (RB)	✓
Acting Director of Strategy and Commissioning, for:	Sumona Chatterjee (SCh)	✓
Director of Strategy and Commissioning	Steve Emerton (SE)	A
Chief Nurse	Clare Stone (CSt)	✓
Director of Corporate Development & Assurance	Anthony Shipley (AS)	✓
Director of Quality & System Redesign	Karen Thorburn (KT)	✓
Co-Opted Member of Patient & Public Engagement Forum	Steve McCarthy (SM)	✓
In Attendance:		
Company Secretary	Ian Pocock (IP)	✓
Governing Body & Committees Administrator	Elizabeth Ure (EU)	✓
Acting Director of Corporate Development & Assurance	Anthony Shipley (AS)	✓

Head of Communications	Giselle Rothwell (GR)	✓
Associate Director: Planning, Performance and Delivery	Julia Jones (JJ)	✓
Member of Public: Pfizer Ltd :Local Account Manager Surrey & Sussex	Leigh-Ann Ogborn	✓
Member of Public: Bayer: Key Account Manager Surrey & Sussex	Aileen Parlane	✓
Member of Public: Optum Health Solutions	Andy Collett	✓

No.	Item Description	Action/ Decision
1	Welcome and Apologies	
	<p>Welcome:</p> <p>The meeting commenced at 2.05pm.</p> <p>The Chair, Dr Liz Lawn, welcomed the members of the public who were in attendance and advised that the meeting was a meeting in public and not a public meeting, and that any questions from the public would be taken at the end of the meeting.</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> • Dr Jags Rai. • Sally Bassett. • Steve Emerton. 	
2	Declarations of Conflict of Interest	
	<p>The Chair, Dr Liz Lawn, asked members to confirm that:</p> <p>i. Their entry in the Register of Interests was up to date, accurate and complete;</p> <p>ii. That there were no other declarations of interest pertinent to the agenda;</p> <p>iii. That their entries in the hospitality, gifts and sponsorship register were up to date.</p> <p>Decision : Noted</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>

3	Minutes from the Last Meeting of Governing Body held 22 February 2016	
<p>The Minutes of the 22 February 2016 meeting were Approved without amendments.</p> <p>Decision : Approved</p>		
4	Matters Arising from the last meeting of 22 February 2016	
<p>Governing Body noted the updates provided in the Matters Arising and Action Log and that the following actions had been completed:</p> <p>Item No. 42 : IP to send a reminder to NHSE regarding the status of the NWS CCGs Constitution changes.</p> <p>Item No. 54 : CSt advised this would be included in the April Governing Body meeting.</p> <p>Item No. 56 : JM will take this up and bring information to next Governing Body meeting.</p> <p>Item No. 57 : JR to bring this to the April Governing Body meeting.</p> <p>Item No's 57 and 59 were noted as completed.</p> <p>Decision : Noted</p>		
5	Chair's Report	
<p>Dr Liz Lawn, (LL) congratulated Dr Charlotte Canniff (CC) on being elected as the new Clinical Chair, to commence on 1st April 2016.</p> <p>LL commented that this was the last Governing Body meeting that she would be chairing as it was the end of her term as Clinical Chair and thanked the Governing Body members for all their support during her time as the Clinical Chair of NWS CCG and said she had very much enjoyed working with everyone.</p> <p>LL said she had started working with the CCG in May 2011 and a number of people from that time were still with the CCG , including Julia Ross and Dr Jags Rai. LL said she was proud of where the CCG was today, as an effective clinical organisation.</p> <p>LL advised that she had attended a Bedser Hub panel on the 26 February and that JR would update the meeting on the Heartlands collaborative.</p>		

Julia Ross (JR) asked the Governing Body to join her in thanking Dr Liz Lawn for many years of service in the commissioning world of the CCG and all the other iterations before the CCG.

JR said she and the other Governing Body members would like to have their thanks and acknowledgement recorded for all the work Dr Liz Lawn has done for health in NW Surrey.

JR advised that she had been appointed as the Senior Responsible Office (SRO) for Surrey Heartlands.

JR spoke about the establishment of Surrey Heartlands. This collaborative between NW Surrey, Surrey Downs and Guildford & Waverley CCGs would develop the strategic transformation plan.

JR advised that the deadline for the first draft of the transformation plan was the 11th April and a final plan was due in June 2016 and said that there are three workshops being arranged for April and May, each looking at different aspects of the transformation.

JR said the six areas for key focus will be:

1. MSK services;
2. Cardio Vascular Services, including Rena;l
3. Cancer;
4. Urgent Care Pathway for both adults and children;
5. Community Health;
6. Paternity Paediatrics.

After these, more consideration will be given to acute services to meet the needs of the population.

JR spoke about SECamb and Monitor's Forensic Review of governing processes and said that Clare Stone and JR have been working with SECamb and noted that JR would be meeting with the new Chairman of SECamb on 24 March.

JR advised that there have now been two shadow Primary Care Commissioning Committee (PCCC) meetings and that the development of the formal PCCC was progressing very well. JR advised that NWS CCG will take over responsibility for primary care commissioning from the 1st April 2016, with a phased transfer during Quarter 1 so that functions that come from NHSE are properly managed. JR assured the Governing Body that the CCG is well placed to take over co-commissioning on 1st April 2016.

7	Governing Body's Committees Minutes	
<p>The following Governing Body Committees' minutes were presented and noted:</p> <ol style="list-style-type: none"> 1. Clinical Executive Minutes for 13 January 2016 and 10 February 2016. 2. Audit & Risk Committee: Minutes for 23 November 2015. 3. Contracts & Finance Committee: Minutes for 30 November 2015. 4. Strategic Finance Committee: Minutes for 25 January 2016. 5. Quality Committee: Minutes for 21 December 2015. <p>Decision : Noted</p>		
8.	Council of Members Minutes	
<p>The Council of Members minutes from the 25 November 2015 meeting were presented and noted.</p> <p>Decision : Noted</p>		
9.	Contracts & Finance Report 2015/16	
<p>Sumona Chatterjee (SCh) introduced the Contracts part of the Report and advised that the report was a high-level overview of the contracts held with Ashford & St Peter's Hospital Foundation Trust (ASPHT); Virgin Care Services Limited (VCSL); South East Cost Ambulance Trust 999 (SECamb), 111, Patient Transport; and other contracted providers. SCh spoke to the report and said that there are still some challenges with Accident & Emergency (A&E), cancer, stroke, and ambulance handovers.</p> <p>SCh advised that there was a remedial action plan in place with SECamb following a submission to Monitor. Karen Thorburn commented that a revised trajectory and monthly targets are also in place in order to meet NWS CCGs standards for accountability.</p> <p>Jonathan Molyneux (JM) introduced the Finance Report regarding the financial position as at month 11 (February 2016) and advised that NWS CCG's year to date and forecast are in line with the CCGs plan for the 2015/16 financial year. JM asked the Governing Body to note that the CCG has predicted</p>		

	<p>a planned surplus of £4,258k at year end, with a year to date surplus of £3,803k, based on assumptions detailed in the paper.</p> <p>JM provided an overview of the paper and its key messages and noted that the reports reflects the year end settlement agreement of an over performance of £7.2m for Ashford & St Peter's Hospital Trust.</p> <p>Decision : Noted</p>	
10.	Final Draft Annual Operational Plan 2016/17	
	<p>Sumona Chatterjee (SCh) introduced the final draft Annual Operational Plan for 2016/17 and asked the Governing Body to receive and approve this draft plan.</p> <p>SCh explained that the plan identifies and details how NWS CCG will deliver its core priorities for 2016/17 and that the current year will be the first year of the forthcoming five year Sustainability and Transformation Plan.</p> <p>SCh advised that the draft had incorporated changes provided by the Operational Leadership Team (OLT) and the Clinical Executive, and that the submission of the Operating Plan to NHS England is due on the 14 April 2016.</p> <p>SCh noted comments by the Governing Body and the Chair asked if the Governing Body would approve the final draft of the Annual Operational Plan for 2016/17 and this was agreed.</p> <p>Decision : Approved</p>	
11.	Financial Framework and Provisional Budget 2016/17	
	<p>Jonathan Molyneux (JM) advised that as part of the governance process there was a need to have a financial framework and budget in place for the beginning of the new financial year 2016/17. As the CCG is still in contract negotiation with its main providers, including ASPH, a Provisional budget has been set for 2016/17. JM said that this will then be updated and brought back to the Governing body when the contracts have been finalised.</p> <p>JM provided a brief overview of the financial framework, provisional budget, and the current position and timetable for finalising provider contract negotiations.</p> <p>In answer to a query from Dr Richard Barnett, the Chief Executive, Julia Ross advised that the CCG was always aware that there would not be any specific funding from NHSE for the</p>	

	<p>administration costs relating to primary care co-commissioning.</p> <p>JM requested that the Governing Body receive, approve and note (as listed below) the provisional financial plans for 2016/17 to provide the CCG with a framework to monitor performance with effect from 1 April 2016. JM advised that the funding allocation / income in the budget now included the funding for the Primary Care Co-Commissioning work.</p> <p>JM advised the ‘for decision’ and ‘for information’ items in the paper, were as follows:</p> <ol style="list-style-type: none"> 1. Approve : The financial framework for 2016/17 as set out in this report; 2. Approve : The provisional budget for 2016/17; 3. Note : That the funding allocations for the year have been confirmed however the expenditure budgets are still being finalised; 4. Note : The risks and assumptions described within the paper that impact on the financial framework; 5. Note : The level of QIPP savings that have to be delivered to achieve the planned position; 6. Note : That when contracts and other relevant issues are finalised the Budget will be updated and presented to the Governing Body; 7. Note : That when capital allocations are confirmed the Governing Body will be advised. <p>The Chair asked the Governing Body if it would approve and note the seven items as detailed in the list above and this was agreed.</p> <p>The Governing Body agreed as follows:</p> <p>Item 1 above : Approved; Item 2 above : Approved; Item 3 above : Noted; Item 4 above : Noted; Item 5 above : Noted; Item 6 above : Noted; Item 7 above : Noted.</p> <p>Decision : Approved (1, 2) : Noted (3-7)</p>	
12.	Quality Summary Report and Update	
	<p>Clare Stone (CSt) introduced the Quality Summary Report and Update and advised that the purpose of the report was to brief Governing Body on current quality priorities and asked the</p>	

	<p>Governing Body to receive and note this.</p> <p>CSt explained that this report provided (a) a local quality summary by exception and that the priorities are being actively managed through relevant forums and were supported by contractual activity where appropriate; and (b) a briefing for Governing Body about the development of quality management and governance processes.</p> <p>CSt discussed the exceptions listed in the paper and responded to DB's query about Norovirus data, advising that the statistics were based on submissions collated in both hospitals and the community.</p> <p>William McKee queried the rising figures for serious incidents and CSt advised that the number of incidents is not the key focus but the themes and trends in reporting. The detail would be addressed in the closed section of the Governing Body meeting and Dr Richard Barnett advised that proper governance with serious incidents was undertaken.</p> <p>Dr Naila Kamal raised concern regarding the amount of missing persons reported during 2015 and following discussion by the Governing Body members it was agreed that general practices should be made aware of missing persons. Karen Thorburn (KT) advised the CCG will ensure that general practices are made aware of missing persons.</p> <p>The Governing Body also discussed the Care Homes Out of Hours Advice line and KT advised that the CCG would ensure that this phone number would be circulated to all general practices and care homes .</p> <p>The Chair , Dr Liz Lawn, asked the Governing Body if they would note the report and this was agreed.</p> <p>Decision : Noted</p>	
13.	Patient Survey Proposal	
	<p>Anthony Shipley introduced the paper and requested that the Governing Body agree the recommendation to undertake an annual patient survey. He explained that the paper provides the rationale for undertaking an annual patient survey about health care in general, and the key performance indicator (KPI) scores would be tracked year on year.</p> <p>William McKee (WM) queried how the ratios would work with a small proportion of the population being surveyed and the CCGs Head of Communications, Giselle Rothwell (GR) pointed out that while the three proposals, each from different</p>	

	<p>organisations, offered a different number of people to be surveyed, she had been assured that each proposal with its varying population sample would be valid reflections of the patient base, and with a stratified population sample taken.</p> <p>Following further discussion about how the survey should be structured Julia Ross suggested that two or three Governing Body members might work with GR to finalise which proposal is accepted and how it should be designed.</p> <p>The Chair, Dr Liz Lawn, (LL) asked for names of those who would be interested to assist and the following people offered to be involved:</p> <ol style="list-style-type: none"> 1. William McKee (WM); 2. Steve McCarthy (SM); 3. Dr Naila Kamal (NK); 4. Dr Charlotte Canniff (CC). <p>Action : GR to set up a meeting with WM, SM, NK and CC to finalise which proposal is accepted and how the questionnaire should be designed.</p> <p>LL then asked if the Governing Body would agree the recommendation to undertake an annual patient survey and this was approved.</p> <p>Decision : Approved</p>	GR
14.	Any Other Business	
	<p>The Chair, Dr Liz Lawn, asked if there was any other business and there was none.</p>	
15.	Questions from the Public	
	<p>The Chair, Dr Liz lawn, asked if there were any questions from the public who were in attendance and there were none.</p>	
16.	Closure of the Part One meeting of the Governing Body	
	<p>The Chair, Dr Liz Lawn, closed the Part One meeting of the Governing Body at 3.50pm.</p>	

Action Log:

Agenda No	Action	Lead
13	Patient Survey Proposal: GR to set up a meeting with WM, SM, NK and CC to finalise which proposal is accepted and how the questionnaire should be designed.	GR

Decision Log:

<u>Item</u>	<u>Decision</u>	
2	Declarations of Conflict of Interest	Noted
3	Minutes from the Last Meeting of Governing Body held 22 February 2016	Approved
4	Matters Arising from the last meeting of 22 February 2016	Noted
5	Chair's Report	Noted
6	Chief Executive's Report	Noted
7	Governing Body's Committees Minutes	Noted
8	Council of Members Minutes from 25 November 2015	Noted
9	Contracts & Finance Report 2015/16	Noted
10	Final Draft Annual Operational Plan 2016/17	Approved
11	Financial Framework and Provisional Budget 2016/17	Approved (1,2) Noted (3-7)
12	Quality Summary Report and Update	Noted
13	Patient Survey Proposal	Approved