

Governing Body (held in public)

Tuesday 28 February 2017 09:30 – 12:30

22 St Owens Chambers, St Owen Street, Hereford, HR1 2PL

Minutes

	Members (voting)	
IT	Dr Ian Tait (Chair)	Chair & Clinical Lead
SH	Simon Hairsnape	Accountable Officer
GH	Graham Hotchen	Lay Member for Audit & Governance
DJ	Diane Jones MBE	Lay Member for Patient & Public Involvement
AVO	Anne Owen	Interim Director of Nursing
JS	Jill Sinclair	Chief Finance Officer
JN	Jyothi Nippani	Secondary Care Lead
IR	Dr Ian Roper	GP Lead for Governing Body
SN	Dr Sarah Newey	GP Lead for Governing Body
	Members (non-voting)	
HB	Hazel Braund	Director of Operations
LW	Lesley Woakes	Director of Primary Care
ME	Mike Emery	Director of Corporate Development
ATS	Dr Alison Talbot-Smith	Director of Transformation One Herefordshire
	In attendance (non-voting)	
GP	Gillian Pearson (minutes)	Senior Business Support Officer
KT	Kerry Thompson	Communications & Involvement
Meeting Quoracy		
Meetings of the Governing Body will be quorate when there are six voting members present, of whom there will be:		
<ul style="list-style-type: none"> a) The chair or deputy chair, and b) Two GPs from the membership, and c) One of either the chief officer or the chief financial officer, and d) Two of the following <ul style="list-style-type: none"> i) lay members ii) secondary care specialist doctor iii) registered lead nurse iv) practice manager representative 		

Agenda Item

1. Welcome and Introductions

The Chair welcomed the Public and Governing Body members to the meeting.

2. Apologies

Dr Dominic Horne
Prof Tamar Thompson OBE
Rod Thomson
Fiona Nikitik

3. Declaration of Interests

All GPs present declared a standing interest in relation to Primary Care and Taurus.
IT declared an interest in WVT due to his role at Bromyard Community Hospital and GP Practice is in contract with the RAAC scheme.
HB declared an interest in 2gether NHS Foundation Trust due to her role as commissioner representative on the Council of Governors for 2gether NHS Foundation Trust.
JN declared a standing interest in WVT due to her role as Associate Medical Director at South Warwickshire Foundation Trust which is a buddy to Wye Valley Trust.
ATS declared a standing interest in Wye Valley NHS Trust

4. Minutes of the last meeting

- January 2016

The minutes were approved as an accurate representation of the January meeting subject to the following amendment:

- P8, 4th bullet point – to read ‘Risk to be managed of £4.2m over the next 9 weeks’

5. Actions

(to update the Governing Body on progress against agreed actions from previous meetings and to confirm completion of any actions since the last meeting)

Actions were updated on the action tracker.

IR informed the Governing Body that he is stepping down from his role as a Partner at Nunwell Surgery to become a salaried member of the Practice.

Patient and Public Involvement

6. Patient Story

The Governing Body listened to a patient story of her experiences of partnership working with social services and support groups.

IT thanked the patient for sharing her story to highlight how services working well together improve outcomes for everyone involved.

SH advised that this story highlights the importance of safeguarding and the positive way families can be supported through challenges. Through having choices and the opportunity to be a part of her journey, this had a positive outcome that she felt empowered through.

7. Public Questions

(to receive and respond to any public questions submitted to the Governing Body)

Question: Trustee of Herefordshire Careers Support advised that the Local Authority (LA) had announced it was halving the funding to Herefordshire Careers Support. This is the only provider of comprehensive support to careers within the County. The funding cut will result in staff redundancies. The Sustainability and Transformation Plan and One Herefordshire Plan both support caring for people in the community. What support is being given to enable careers to continue following these cuts.

Answer: HB advised that the principle of supporting carers is strongly supported within local strategies. A wide community services engagement strategy is due to start in April to listen to requirements of the public and stakeholders. Jade Brooks is currently in discussions around what support will be made available for these services. Currently, the CCG does not have full understanding of the LA's plans but is in discussions to seek clarity.

JN agreed with the importance of this issue especially to support preventing admissions. HB advised that a strategy is being developed over the next couple of months with Jacky Edwards supporting with the co-production of this. The Better Care Fund joint funding is being discussed with the LA.

Main Agenda

8. Accountable Officer Report

(to update the Governing Body on any key issues and decisions that have occurred since the last meeting)

Purpose of the Report:

The purpose of this report is to brief the Clinical Executive on a range of issues which fall into the following categories:

- Decisions taken during the previous month
- Updates on key issues

The following key points were highlighted:

- Sustainability and Transformation Plan listening and engagement process comes to an end shortly. Review of comments and feedback to take place over the next few months. The final STP is to come back to the Governing Body in May.
- Discussions had taken place at HOSC to provide clarity on the STP process.
- The CCG had received delegated responsibility for commissioning Primary Care.
- Work is currently being undertaken around Primary Care at scale.
- The Conflict of Interest Policy had been amended to reflect minor changes that had been made to strengthen the policy. The Governing Body was asked to ratify these amendments.
- IT advised that the diabetes prevention programme is supporting patients that are at serious risk over the next few years of developing diabetes. SN advised that to date, everyone who had taken part in this programme had seen benefits to their health and had seen a significant reduction in their chances of developing diabetes. ATS advised that the focus had been on adults but needs to include pregnant women and children

Recommendations to the Governing Body:

For Information Decision

For the Governing Body

- The Committee is asked to note and comment on the items included in this report.

Ratify the updated Conflicts of Interest Policy

The Governing Body agreed the following:

- The Governing Body ratified the Conflicts of Interest Policy.

SN left the meeting

9. Seven Day Services in Primary Care (to receive an update on the seven day services consultation)

Purpose of the Report:

To present to Governing Body the final consultation document on the future of 7 day services in Herefordshire, stakeholder engagement that has already taken place and the timeline for the consultation.

The following key points were highlighted:

- Timetable for redesign and improving Primary Care services in Hereford are highlighted in the paper.
- No changes will be implemented until the public consultation had been completed and reviewed.
- The public consultation document will be circulated as soon as this is completed.
- LW and SH confirmed that the consultation will not commence until the document is correct.
- LW confirmed that there had been no substantive changes made to the document.
- The Governing Body was asked what notification would be given to the public regarding these events. KT advised that there is a full PR plan in place to ensure that once the document had been agreed, the public will be informed of engagement events.

Recommendations to the Governing Body:

For Information Decision

Governing Body is asked to:

- Approve the consultation document
- Note the revised timelines for the consultation and the decision milestones
- Note the approach to stakeholder management

The Governing Body agreed the following:

- The Governing Body agreed that the Seven Day Services in Primary Care is launched at the Communications & Involvement Committee.
- The Governing Body noted the revised timelines for the consultation and the decision milestones.

10. Financial Plan (to update the Governing Body on current medium term financial plan)

Purpose of the Report:

This report covers the medium term financial plan for Herefordshire Clinical Commissioning Group for 2017/18 and 2018/19

The following key points were highlighted:

- The Regional deep dive meeting had taken place on 16th February; following this a revised financial plan had been submitted.
- £2.1m of the QIPP programme had not yet been identified for 2017/18. The level of risk had been clearly highlighted with NHSE.
- Referral to Treatment Time (RTT) target in Herefordshire is currently a risk and likely not to meet the constitutional target of 92%. Work is being undertaken currently to look at the investment required to ensure this target is met.
- Impact of HRG4+ is included within the financial plan.
- The level of QIPP at 5.2% of the Revenue Resource Limit for 17/18 is challenging. It was noted

that QIPP for 16/17 was £9m.

- DJ stressed the potential quality risk to patient safety of the RTT position and the importance of ensuring the CCG continue to focus on quality of services for patients. AVO supported this advising that all of the QIPP programme will have a quality impact assessment and equality impact assessment. JS updated that the CCG needs to put in sustainable services within the resources available.
- The financial plan had been approved at the FPR Committee. The Governing Body was also asked to approve the financial plan, note the risk within the financial plan and the requirement to deliver £12.2m QIPP in 17/18.
- The risk carried by the CCG had been recognised and the risk to meeting the constitutional target was also recognised by the regional team. This is a position faced nationally by the NHS. SH advised that the regional team had confidence that the CCG was able to deliver its QIPP targets.

Recommendations to the Governing Body:

- The Governing Body notes the main messages within the latest Medium Term Financial Plan which will be submitted to NHS England on the 27th February. The Governing Body is requested to approve the plan.
- The Governing Body is requested to note the risk within the financial plan for 17/18 and the requirement to deliver £12.2m QIPP.

The Governing Body agreed the following:

The Governing Body noted the recommendations above approving the plan and recognising the risk within the financial plan and the requirement to deliver the £12.2m QIPP.

Break -11:20

11. Performance & Assurance Reports

a) Quality Update

Purpose of the Report:

To outline the major quality issues for the CCG, presenting a range of services and details current actions and next steps for areas of concern

The following key points were highlighted:

- There is a system wide mortality group in place chaired by SN.
- Historical data had shown that WVT was an outlier. The CQC had dealt with this and reporting had shown there had been no risk to patients. Learning disabilities learning review will be included within this meeting.
- Working closely with the Director of Nursing at WVT for mixed sex breaches. Flow of patients is key to improve this.
- WVT continue to report an increasing number of serious incidents. This is partly due to strengthened reporting.
- Information governance breaches had been reviewed and a plan is in place to improve these.
- Work continues with the LA in quality monitoring of three care homes.
- DJ asked if the process for complaints to be received by the public regarding care homes is robust with people aware of how to make complaints and feeling they are able to do so. AVO advised that the PALs service manage the complaints process. There was uncertainty though regarding whether people feel able to complain and aware of how to do so.

Recommendations to the Governing Body:

For Information Discussion Assurance/Review

The Governing Body is asked to note the contents of the report.

The Governing Body agreed the following:

The Governing Body agreed the following Actions:

- AVO to investigate with the Quality Team whether the public are aware of how to complain about care homes, and whether they feel confident to do so. Update to be taken to QPS Committee regarding this.

b) Month 10 Finance Report & QIPP Update

Purpose of the Report:

This report covers the financial position for Herefordshire Clinical Commissioning Group for the period April to January 2017.

The following key points were highlighted:

- Reporting on track for the £4.9m controlled deficit.
- Meetings were taking place with WVT and Bailey and Moore to agree contracts.
- QIPP is currently on track for delivery for 2016/17.
- JS advised that work regarding special placements is ongoing. Actions are being undertaken with additional processes being put in place to control the overspend. This is on track to be delivered in 2017/18.
- SH advised that there had been a huge amount of work undertaken by teams to ensure that the control total for 2016/17 is met.
- IT thanked everyone involved in this work.

Recommendations to the Governing Body:

- The Governing Body notes the month 10 position and associated risks as detailed in the report.
- The Governing Body is requested to advise of any further actions that the Finance team should be taking to enable the 16/17 control total to be met.

The Governing Body agreed the following:

The Governing Body noted the recommendations.

c) Performance & Assurance Report

Purpose of the Report:

To provide the HCCG Governing Body with the latest available performance information and associated actions on the key risk areas.

The following key points were highlighted:

- HB advised that work is being undertaken in diagnostics to ensure that the constitutional targets are met in this area.
- WVT had returned to reporting. Comparative performance nationally is very poor. The year-end figure is expected to be 72%.
- Joint Care Planned Programme work is progressing well. Quality of referrals is being improved with slight reductions in the number of referrals being made. Appropriate and high quality management of referrals is important.
- Right care assessments don't highlight Herefordshire as an area of high demand.

- Pathway management is key.
- There is a backlog of patients who had waited over 18 weeks. This results from year on year failure to deliver commissioned services.
- Joint working with WVT is taking place to deliver a report to NHSE outlining the current RTT position and work being undertaken to rectify this moving forwards.
- £3.3m had been provided to WVT for assisting with RTT. This figure had been capped with no further additional funding currently agreed.
- IR advised that workshops had taken place with specialities to reduce new to follow up referrals.
- IT advised that access to diagnostics needs to be maintained.
- An escalation meeting took place last week with NHSE and NHSI regarding failure to deliver the 4 hour trajectory. In preparing for the meeting, the CCG was able to challenge WVT regarding variance growths in admissions. WVT undertook analysis which showed growth from border areas. Significant increase in flows from Shropshire, Worcester and Powys which explains the increase WVT is experiencing.
- Focus on relationship with Worcester and Shropshire is being increased. Through the BCF, improvements of throughput of discharge pathway are being looked at. Powys is also involved, although the throughput into Powys is working well currently.
- There is an improvement in 2 week cancer waits.
- 2 week breast symptomatic – final version of remedial action plan had been received. Credible actions are in place and trajectories for next year had been requested.
- There are complex flows for 62 day waits. There is a new cancer lead at WVT with the Cancer Board looking at breaches in detail.
- WVT are projecting delivery of the TIA target in February and March. There is a strong focus on WVT's Medical Director in recruitment issues.
- Work with NHSE continues around dementia.

Recommendations to the Governing Body:

Decision ☒

The Committee is asked to note the report and make any recommendations for further actions to mitigate risk.

The Governing Body agreed the following:

The Governing Body noted the report.

- d) Corporate Risk Register & Governing Body Assurance Framework

Purpose of the Report:

The purpose of this report is to provide the Governing Body with an update on the Governing Body Assurance Framework and Corporate Risk Register.

The following key points were highlighted:

- Workshops had been undertaken with staff on risk registers.
- Mitigations and actions plans moving forwards need to be considered.
- Impacts of surrounding systems may need to be considered for the risk registers such as out of county pathways.
- Business assurance framework will be updated to consider delegated commissioning of Primary

	<p>Care.</p> <p>Recommendations to the Governing Body:</p> <p>Assurance/review <input checked="" type="checkbox"/></p> <p><i>The Committee is asked to note and comment on the Corporate Risk Register and Governing Body Assurance Framework</i></p> <p>The Governing Body agreed the following:</p> <p>The Governing Body noted the report and agreed that all risks are included within the risk register.</p> <p>SN joined the meeting.</p>
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Items for Information

12.	<p>Governing Body Committee (updates and minutes)</p> <ul style="list-style-type: none"> a) FPR Committee (January) b) Clinical Executive (January) c) Communications & Involvement Committee (January) d) Audit Committee (January) <p>The Governing Body noted these Committee updates.</p>
13.	<p>Multi-agency Groups (updates and minutes)</p> <ul style="list-style-type: none"> a) Joint Commissioning Board (January) <p>The Governing Body noted these Committee updates.</p>

Other

14.	<p>Any Other Business</p> <p>There was no further information for discussion.</p> <p>The Chair closed the meeting.</p>
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To resolve that representatives of the press and members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest. (Section 1 [2] Public Bodies [Admission to Meetings] Act 1960)

Dates of Future Meetings:

Date	Time	Venue
28 th March 2017	09.30	Russet Room, St. Owen's Chambers, 22 St. Owen Street, Hereford
30 th May 2017	09.30	Russet Room, St. Owen's Chambers, 22 St. Owen Street, Hereford
25 th July 2017	09:30	Russet Room, St. Owen's Chambers, 22 St. Owen Street, Hereford
26 th September 2017	09:30	Russet Room, St. Owen's Chambers, 22 St. Owen Street, Hereford