

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP GOVERNING BODY**

Minutes of the Governing Body Meeting held on Tuesday 8 March 2016  
Commencing at 1.00 pm at Wolverhampton Science Park, Stephenson Room

**VOTING MEMBERS ~**

<b>Clinical ~</b>		<b>Present</b>
Dr D De Rosa ~ Chair	Board Member	Yes
Dr D Bush	Board Member	Yes
Dr M Kainth	Board Member	Yes
Dr J Morgans	Board Member	Yes
Dr R Rajcholan	Board Member	Yes
Dr A Sharma	Board Member	No
<b>Management ~</b>		
Dr H Hibbs	Chief Officer	Yes
Ms M Garcha	Executive Lead for Nursing and Quality	Yes
Mr S Marshall	Director of Strategy and Transformation	Yes
Ms C Skidmore	Chief Financial Officer/Chief Operating Officer	Yes
<b>Lay Members/Consultant ~</b>		
Mr T Fox	Secondary Care Consultant	Yes
Mr J Oatridge	Lay Member	Yes
Ms P Roberts	Lay Member	Yes
Ms H Ryan	Lay Member	Yes

**In Attendance ~**

Ms K Garbutt	Administrative Officer
Ms V Griffin	Local Authority
Mr M Hastings	Associate Director of Operations
Mr P McKenzie	Corporate Operations Manager

**Apologies for absence**

Apologies were received from Dr A Sharma, Ms R Jervis and Dr A Sen.

### **Declarations of Interest**

WCCG.1402 Dr D De Rosa reported no declarations of interest.

RESOLVED: That the above is noted

### **Patient Story**

WCCG.1403 No patient story took place.

RESOLVED: That the above is noted.

### **Minutes**

WCCG.1404 RESOLVED:

That the minutes of the Wolverhampton Clinical Commissioning Group Governing Body meeting held on the 9 February 2016 be approved as a correct record. However the following amendments were highlighted ~

#### **WCCG.1381 – Quality and Safety Committee**

Dr H Hibbs stated for clarity the last paragraph should read “information regarding the Mental Capacity and Deprivation of Liberty Assessments (MCA/DoLs) could be expanded on further for the Governing Body”

### **Matters arising from the minutes**

WCCG.1405 There were no matters arising from the minutes.

RESOLVED: That the above is noted.

### **Committee Action Points**

WCCG.1406 RESOLVED: That the progress report against actions requested at previous Board meetings be noted ~

#### **WCCG.1352 – Review of Procedures of Low Clinical Value**

Ms M Garcha confirmed a report will be submitted to the Quality and Safety Committee in April 2016.

### **Chief Officer update**

WCCG.1407 Dr Hibbs presented the Chief Officer report which is primarily submitted to provide assurance to the Governing Body of robust leadership across the

Clinical Commissioning Group (CCG) that involves patients and the public and works in partnership.

Dr Hibbs pointed out the Commissioning Support Unit (CSU) Joint Mobilisation Board for Clinical Commissioning Groups (CCG's) across Birmingham and the Black Country is now meeting as a regular programme board. She also highlighted that a letter had been received from the Area Team regarding Quarter 2 Assurance Review. The review had been indicatively judged as assured as good across all areas which is good news for Wolverhampton CCG and she thanked all the staff for their hard work and contributions. Dr Hibbs confirmed the letter will be circulated to Governing Body members.

RESOLVED: That the letter from the Area Team is circulated to Governing Body members.

### **Emergency Preparedness Resilience and Response (EPRR)**

WCCG.1408 Mr M Hastings presented the report to give the Governing Body assurance that the CCG is compliant with EPRR requirements. He outlined the main body of the report on page 2. He pointed out that a further review of the Core Standards will be carried out as a priority in early March 2016 with a view to preparing for the next submission to NHS England in June/July 2016. It is proposed that a further report is presented to the Governing Body following this review in May 2016.

RESOLVED: That a further report is presented to the Governing Body following the review in May 2016.

### **Better Care Fund update**

WCCG.1409 Mr S Marshall gave an overview of the progress report reflecting the major changes to the better care fund for next year. He also advised the Governing Body on the progress of development of a Section 75 agreement between the City of Wolverhampton Council and the CCG for the purpose of delivering the Wolverhampton Better Care Fund and the associated time lines for development and sign off. He also highlighted the submission dates for plans and the programme of work for 2016/17. There will be 5 work streams going forward ~

- Adult Community Care
- Frail Elderly Pathway
- Mental Health
- Dementia
- Integration

Mr Marshall confirmed that the sign off process for Better Care Fund 2016/17 plans are in line with submission dates. The Governing Body supported that the delegated authority for sign off is given to Dr H Hibbs and Ms C Skidmore.

Mr J Oatridge referred to the risks and implications relating to reporting and frequency. Ms Skidmore confirmed a structure is in place through the Programme Board and there is also a combined performance report.

RESOLVED: That the Governing Body supported delegated authority for sign off process for the Better Care Fund 2016/17 to Dr H Hibbs and Ms C Skidmore.

### **Commissioning Committee**

WCCG.1410 Dr J Morgans referred to agenda item 10 which is submitted to meet the Committee's constitutional requirement to provide a written summary of the matters considered at each meeting and to escalate any significant issues that need to be brought to the attention of the Governing Body.

Dr Morgans pointed out that the Royal Wolverhampton Trust (RWT) performance against its 4 hour wait has deteriorated significantly. The providers of the new Urgent Care Centre have agreed to early implementation to attempt to aid the delivery of improved performance. A number of commissioning and procurement exercises run by public health have taken place to redesign and implement an integrated model of sexual health services. Dr D Bush asked where these services will be delivered in the future.

RESOLVED: That the above is noted.

### **Quality and Safety Committee**

WCCG.1411 Dr S Rajcholan summarised the Quality and Safety Committee Executive Summary.

Ms Garcha explained that the February Clinical Quality Review Meeting (CQRM) with RWT was cancelled due to lack of availability of executive directors to attend however an internal commissioner only meeting was held at the Science Park. Dr Bush raised a question around the importance given to the CQRM meetings and Dr Hibbs suggested that the importance of regular joint CQRM meetings be raised with the trust at the next meeting.

Ms Garcha pointed out that the Trust have been trying to tackle the issue regarding high numbers of new pressure ulcers. As discussed and

agreed with NHS England Area Team, a new approach is needed. A new local health economy wide project is being launched, Terms of Reference have been agreed and the first meeting was on the 25 February 2016 chaired by Dr De Rosa. This forum will enable a whole system approach to quality improvement.

Ms Garcha confirmed that the Care Quality Commissioning (CQC) report for Black Country Partnership (BCP) is still awaited.

Ms P Roberts stated that at the Quality and Safety Committee meeting which took place today a discussion had taken place around Care Homes. A great amount of work is currently being undertaken and she requested that this is included in the Quality and Safety report. Ms Garcha supported this.

RESOLVED: That the above is noted.

### **Audit and Governance Committee**

WCCG.1412 Mr Oatridge presented the report. He pointed out 1.3 Draft Head of Internal Audit Opinion which was 'Significant Assurance'. He pointed out that an introductory report from Price Waterhouse Cooper was received relating to the draft internal Audit Plan 2016/17 and an updated report will be brought to the next meeting. This is a change of provider for 2016/17.

Mr P McKenzie referred to the report relating to Review of Declaring and Managing Interests Policy. We are expecting at some point in April 2016 further guidance from NHS England regarding conflicts of interest and the policy will need to be further reviewed. He confirmed that there is a requirement annually to review declarations. Dr De Rosa pointed out that the sponsorship for Together Everyone Achieves More in Wolverhampton (TEAM W) should be declared under Gifts and Hospitality within the policy. Mr McKenzie confirmed this could be included.

Mr Oatridge highlighted that under National Guidance there will be a Panel addressing selecting external auditors for 2017/18. The draft terms of reference have been discussed and the final approval of these must be made by the Governing Body. The first meeting is due to take place in April 2016.

RESOLVED: That the Governing Body approves the revised Declaring and Managing Interests Policy. The Governing also support the establishment of the Auditor Panel using the Terms of Reference shared at the meeting.

### **Finance and Performance Committee**

WCCG.1413 Ms Skidmore summarised the Finance and Performance Committee report. She welcomed Dr Bush who is now chairing the meetings. There has been little change in the finance position this period. The current position of Quality, Innovation, Productivity and Prevention (QIPP) programme performance as at Month 10 is outlined on page 6 of the report.

Ms Skidmore gave an overview of the 2016/17 financial plan and budget. NHS England confirmed in December 2015 that it has set firm three year allocations for CCGs, followed by two indicative years, NHS England have also confirmed that CCG administration allowances will remain flat until 2020/21. Given the number of variables requiring resolution the Finance and Performance Committee determined that it would receive a further report at its March meeting once tariff is finalised and contract negotiation is more advanced. The Governing Body will be requested to sign off the 2016/17 budget at its meeting in April.

RESOLVED: That the above is noted.

### **Primary Care Joint Commissioning Committee**

WCCG.1414 Ms Roberts gave an overview of the report which is to ensure the operations of the CCG align, with, support and augment transformational changes in the way services are delivered. This will be done through the Better Care Fund and Co-commissioning of primary care services and will also further the preventative and public health agendas and provide opportunities for early intervention and proactive care through greater integration.

RESOLVED: That the above is noted.

### **Communication and Engagement update**

WCCG.1415 Ms Roberts presented this report which updates the Governing Body on the key communications and participation activities in February 2016.

RESOLVED: That the above is noted.

### **Minutes of the Quality and Safety Committee**

WCCG.1416 RESOLVED: That the minutes are noted.

### **Minutes of the Commissioning Committee**

WCCG.1417        RESOLVED: That the minutes are noted.

### **Minutes of the Finance and Performance Committee**

WCCG.1418        RESOLVED: That the minutes are noted.

### **Minutes of the Audit and Governance Committee**

WCCG.1419        RESOLVED: That the minutes are noted

### **Minutes of the Health and Wellbeing Board**

WCCG.1420        RESOLVED: That the minutes are noted.

### **Any Other Business**

WCCG.1421        There were no items.

RESOLVED: That the above is noted.

### **Members of the Public/Press to address any questions to the Governing Board**

WCCG.1422        **Question**

Why was there no patient story presented today at the Governing Body?

#### **Answer**

Ms Roberts stated that unfortunately we did not have a relevant story we could present. She added our stakeholders are requested to supply these which need to be relevant and local.

#### **Question**

Can patients access their GP practices records on line?

#### **Answer**

Dr De Rosa confirmed this is a national mandate with effect from 1 April 2016. Mr Hastings added that 60% of patients have access to a summary of their records on line.

#### **Question**

Are delayed transfers of care being monitored?

**Answer**

This is currently being picked up through various Committee meetings for this to be addressed and improved.

**Question**

Can you let me know when the patient engagement dates are?

**Answer**

Ms Roberts stated these have not been finalised as yet but would be made available as soon as they are.

**Question**

Has Musculoskeletal been finalised?

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**Answer**

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At present we are waiting for providers to return their bids. Moderation will take place in April/May and this will then go for approval at the Private Governing Body in June 2016.

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RESOLVED: That the above are noted.

**Date of Next Meeting**

WCCG.1423      The Board noted that the next meeting was due to be held on **Tuesday 12 April 2016** to commence **at 1.00 pm** and be held at Wolverhampton Science Park, Stephenson Room.

The meeting closed at 3.00 pm

Chair.....

Date .....