

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP GOVERNING BODY

Minutes of the Governing Body Meeting held on Tuesday 10 May 2016
Commencing at 1.00 pm at Wolverhampton Science Park, Stephenson Room

VOTING MEMBERS ~

Clinical ~		Present
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	No
Management ~		
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
Lay Members/Consultant ~		
Mr T Fox	Secondary Care Consultant	Yes
Mr J Oatridge	Lay Member	No
Ms P Roberts	Lay Member	Yes
Ms H Ryan	Lay Member	Yes

In Attendance ~

Ms T Cresswell	Healthwatch representative
Ms K Garbutt	Administrative Officer
Mr M Hastings	Associate Director of Operations
Mr R Jervis	Public Health Director
Mr P McKenzie	Corporate Operations Manager
Dr S Reehana	Interim South East Locality Chair
Mr A Smith	Emergency Planning Manager

Apologies for absence

Apologies were received from Dr R Rajcholan and Mr J Oatridge

Declarations of Interest

WCCG.1459 Dr D De Rosa reported there are no declarations of interest.

RESOLVED: That the above is noted

Patient Story

WCCG.1460 Ms P Roberts introduced a patient story relating to the Rapid Response Team. During the patients illness she had received excellent service. She felt the service should continue and extend overnight. She was very pleased she could be treated at home avoiding hospital care.

RESOLVED: That the above is noted.

Dr Morgans arrived

Minutes

WCCG.1461 RESOLVED:

That the minutes of the Wolverhampton Clinical Commissioning Group Governing Body meeting held on the 12 April 2016 be approved as a correct record. However the following amendments were highlighted ~

Minute WCCG.1438 - Auditor Panel

Ms C Skidmore pointed out that the third paragraph should read “the document should include the roles of the Auditor Panel”.

Minute WCCG.1439 – Budgets 2016/17

Ms Skidmore stated the section should contain “we are signing off the budgets however there is still a level of risk we still need to manage carefully”.

Dr S Reehana arrived

Matters arising from the Minutes

WCCG.1462 Ms T Cresswell reported that Healthwatch are currently undertaking work around GP charges. An evaluation was undertaken with practices relating to the complaint system. The Governing Body will be informed regarding the outcome of this work.

RESOLVED: That the above is noted

Committee Action Points

WCCG.1463 RESOLVED: That the progress report against actions requested at previous Board meetings be noted.

Chief Officer update

WCCG.1464 Dr H Hibbs introduced the Chief Officer report which is to provide assurance to the Governing Body of robust leadership across the Clinical Commissioning Group (CCG). She highlighted the Commissioning Support Unit (CSU) Mobilisation. This confirms changes to provider contracts by Arden and Greater East Midlands CSU which were implemented from 1 April 2016. She also highlighted that a successful GP members meeting had taken place on the 20 April 2016.

Work continues on the Black Country Sustainability Transformation Plan (STP). This plan is working to address transformation and sustainability with particular regard to the triple aims of Finance, Quality and Health and Wellbeing. Ms P Roberts expressed concern regarding that none of the councils involved have formally confirmed their support for this process. Dr Hibbs confirmed that there is good engagement from Wolverhampton Council and relationships are being developed with Dudley, Walsall and Sandwell Councils. Ms Cresswell pointed out that there was no representation from Healthwatch. Dr Hibbs confirmed she will take this point back.

RESOLVED: That the above is noted.

Mr T Fox arrived

Emergency Preparedness, Resilience and Response (EPRR)

WCCG.1465 Mr A Smith introduced the EPRR report and gave an overview of the document. Dr D DeRosa expressed concern relating to mandatory training around the PREVENT requirement for GP practices. He confirmed he will ascertain how this can be addressed.

Ms Cresswell requested Healthwatch are included in the planning of the Pandemic Influenza Plan. Ms R Jervis confirmed this will take place. Ms Skidmore pointed out that the two documents relating to Pandemic Influenza Plan and Crisis Communications Plan are not final versions and require a review. Mr Smith agreed that these will be updated. He also confirmed a further report will be brought back to the Governing Body in July 2016.

RESOLVED:

That Dr De Rosa will ascertain how PREVENT requirements can be delivered in GP practices.

That a further EPRR report be brought back to the Governing Body in July 2016.

Interim arrangements for South East Locality Chair

WCCG.1466 Mr P McKenzie introduced the report which sets out a proposal to co-opt an interim South East Locality Lead pending election to fill Governing Body vacancies. Following an expression of interest, Dr Salma Reehana has agreed to take the post on an interim basis. Dr Reehana will not be a full voting member of the Governing Body but the Governing Body are asked to consider co-opting her as a non-voting member. The Governing Body supported this and welcomed Dr Reehana to the meeting.

RESOLVED: That the Governing Body agreed to appoint Dr Salma Reehana as interim South East Locality lead for an interim 12 month period.

Better Care Fund Submission – 2016/17 Plan

WCCG.1467 The Better Care Fund Submission Plan was presented by Mr S Marshall. This was to assure the Governing Body of the process that has been taken in preparation for the submission of the Better Care Fund for 2016/17 to NHS England and to request ratification of approval of the plan.

RESOLVED: That the Governing Body noted the report and the assurance process that has been followed and approved the Better Care Fund plan.

Commissioning Committee

WCCG.1468 Dr J Morgans presented the Commissioning Committee summary which is to provide the Governing Body with an update for assurance. He highlighted the business case for diagnosing more patients with Chronic Obstructive Pulmonary Disease (COPD) and the provision of a Direct Access Diagnostic Spirometry Service. Dr De Rosa asked how patients would be selected. Dr Morgans stated that Graphnet business intelligence will develop a case finding algorithm. This is an early submission for the first diagnosis of COPD and when fully developed GP practices will be made aware.

Two errors were identified in the report ~

2.1 Contracting and Procurement update the second bullet point should read “The Royal Wolverhampton NHS Trust contract has been signed and arbitration avoided by meeting the deadline of 31 March 2016.

2.2 Business Case Proposal the first sentence should read “The Committee were presented with a report requesting approval of the Direct Access Diagnostic Spirometry Service Business Case received from RWT”.

RESOLVED: That the above is noted.

Quality and Safety Committee

WCCG.1469 Ms M Garcha delivered the Quality and Safety Committee report which provides assurance on quality and safety of care and any exception reports that the Governing Body should be sighted on. She highlighted the key issues of concern for noting and gave an overview of these items.

A discussion took place relating to on-going scrutiny for confidential leaks and in other areas where improvements are not sustained and what was the exact process around this. The escalation process was explained to the Governing Body. Ms Garcha confirmed this area continues to be monitored closely.

RESOLVED: That the above is noted.

Finance and Performance Committee

WCCG.1470 Ms Skidmore gave a brief summary of the report. She pointed out that the CCG are currently on track for sign off of the annual accounts on the 24 May 2016. Performance relating to month 11 and the themes are in line with previous discussions. Dr De Rosa asked how the Junior Doctors strike will be factored in with regards to performance in the system. Ms Skidmore stated this may impact on Referral to Treatment (RTT) waiting times and will be monitored.

RESOLVED: That the above is noted.

Audit and Governance Committee

WCCG.1471 An overview of agenda item 14 was given by Ms Skidmore. She pointed out that the internal auditors have now changed to Price Waterhouse Cooper for 2016/17. The previous internal auditors, West Midlands

Ambulance were thanked for their support and help over the years by Mr J Oatridge.

Mr Marshall referred to appendix 1 – Performance that there are no pooled arrangements regarding Children’s Joint Funding and this will be considered in the future

RESOLVED: That the above is noted.

Remuneration Committee

WCCG.1472 Ms Skidmore referred to the Remuneration Committee report which provides an update of key discussions and decisions made at the Remuneration Committee. She gave a brief overview of the report.

RESOLVED: That the above is noted.

Primary Care Joint Commissioning Committee

WCCG.1473 Ms Roberts introduced the report which is to provide the Governing Body with an update from the meeting of the Primary Care Joint Commissioning Committee.

RESOLVED: That the above is noted.

Communication and Engagement update

WCCG.1474 Ms Roberts introduced the update and gave an overview of the report. She highlighted the key points to note from the report. Ms Roberts highlighted that the first draft of the Annual Report was submitted on time to NHS England. Ms Skidmore added that she had received feedback from NHS England and they were extremely complimentary.

Dr De Rosa requested that the Stakeholder newsletter is distributed to all Governing Body members. He also requested that Governing Body members are invited to public events. Ms Roberts confirmed she will carry this out.

RESOLVED: That Ms Roberts organise distribution of the Stakeholder letter to Governing Body members and also invitations to public events.

Minutes of the Quality and Safety Committee

WCCG.1475 RESOLVED: That the minutes are noted.

Minutes of the Commissioning Committee

WCCG.1476 RESOLVED: That the minutes are noted.

Minutes of the Finance and Performance Committee

WCCG.1477 RESOLVED: That the minutes are noted.

Minutes of the Audit and Governance Committee

WCCG.1478 RESOLVED: That the minutes are noted.

Joint Negotiating and Consultation Committee

WCCG.1479 RESOLVED: That the report is noted.

Minutes of the Primary Care Joint Commissioning Committee

WCCG.1480 RESOLVED: That the minutes are noted.

Any Other Business

WCCG.1481 There were no items.

RESOLVED: That the above is noted.

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

WCCG.1482 **Question**

A member of the public pointed out why there is no Mental Health GP lead.

Answer

Dr De Rosa confirmed that the CCG are trying to resolve this and two GPs are interested and this may be a joint role.

Question

The Mental Health directory is out of date. It was also pointed out that notification for attendance to Mental Health events are published too late. She also asked where to obtain the Governing Body dates.

Answer

The Governing Body dates are available on the internet. Ms Roberts will action invitations regarding public events. Mr Marshall added that currently work is in progress regarding Mental Health services. Dr De Rosa stated that an up to date directory of services to be made available to GPs. Mr Hastings will action this.

RESOLVED:

That Ms Roberts will ensure invitations to public events are distributed in a timely manner.

That Mr Hastings to action an up to date directory of services for GP practices.

Date of Next Meeting

WCCG.1483 The Board noted that the next meeting was due to be held on **Tuesday 24 May 2016** to commence **at 1.00 pm** and be held at Wolverhampton Science Park, Stephenson Room.

The meeting closed at 2.30 pm

Chair.....

Date