

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP GOVERNING BODY**

Minutes of the Governing Body Meeting held on Tuesday 12 July 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	No
Dr M Kainth	Board Member	No
Dr J Morgans	Board Member	Yes
Dr R Rajcholan	Board Member	Yes
<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	No
Mr J Oatridge	Lay Member	Yes
Ms P Roberts	Lay Member	Yes
Ms H Ryan	Lay Member	Yes

**In Attendance ~**

Mr S Cook	Senior IM&T Project Manager (part)
Ms K Garbutt	Administrative Officer
Mr M Hastings	Associate Director of Operations
Mr R Jervis	Public Health Director
Mr D McIntosh	Healthwatch representative
Mr P McKenzie	Corporate Operations Manager
Mr V Middlemiss	Head of Contracts and Procurement (part)

**Apologies for absence**

Apologies were received from Dr M Kainth, Ms V Griffin, Dr D Bush,

### **Declarations of Interest**

WCCG.1510 Dr D De Rosa reported declarations of interest for all Governing Body GPs in respect of the Conflicts of Interest policy and also prescribing within the Commissioning Summary.

RESOLVED: That the above is noted

### **Minutes**

WCCG.1511 RESOLVED:

That the minutes of the Wolverhampton Clinical Commissioning Group Governing Body meeting held on the 24 May 2016 be approved as a correct record.

### **Matters arising from the Minutes**

WCCG.1512 There were no matters arising from the minutes.

RESOLVED: That the above is noted

### **Committee Action Points**

WCCG.1513 RESOLVED: That the progress report against actions requested at previous Board meetings be noted ~

#### **Minute 1474 Communications and Engagement**

Ms P Roberts confirmed that is now complete.

#### **Minute 1482 Questions from the public**

Ms Roberts confirmed this has been communicated to the Communication and Engagement Team.

### **Chief Officer update**

WCCG.1514 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 that members of the CCG's Executive Team met with Sir Sam Everington, Chair of NHS Tower Hamlets Clinical Commissioning Group and lead GP of the Bromley by Bow Health Centre. The Centre offers a full range of services to help to improve health and wellbeing alongside traditional primary care services.

Dr Hibbs reported an event took place on the 7 June 2016 “Immediate solutions to address demand and capacity pressures in the Hospital Eye Service”. She was asked to attend and present on behalf of Wolverhampton CCG as we have commissioned a number of enhanced eye care services through a Primary Eye-care Assessment and Referral Service (PEARS).

Mr J Oatridge referred to 2.1 Commissioning Support Unit (CSU) Mobilisation and enquired if there were any areas of concern. Mr M Hastings confirmed nothing was required to be escalated. He added feedback received was good and regular monitoring takes place.

RESOLVED: That the above is noted.

*Ms C Skidmore pointed out that as we were not quorate to change the order of the agenda items that do not require a decision.*

### **Any Qualified Provider (AQP) Nursing Homes**

WCCG.1515 Mr Marshall summarised Ms Maxine Danks update on AQP Care Home Framework. He pointed out that the main risk would be that all of the care home provision commissioned via the Framework has no vacancies and that care would need to be purchased from providers who are not part of the Framework. This risk should be minimised as a new window of opportunity is due to be opened in October 2016 for further providers to join the Framework.

*Dr J Morgans arrived*

Dr De Rosa pointed out that the quality and standard of care in the homes varies we need to ensure quality is maintained. Mr Marshall added it is about quality rather than demand.

RESOLVED: That the above is noted.

*Dr De Rosa confirmed that the Governing Body meeting was now quorate*

### **Joint All Age Carer Strategy**

WCCG.1516 Mr Marshall gave an overview of the report. The CCG are required to provide support for carers as part of The NHS Commitment Carers. The Care Act is now in place and there are specific actions that must be taken to meet the needs of carers. This is a living document owned jointly by the CCG and the local authority and it will be revised regularly as changes are required.

Dr R Rajcholan enquired if the 6.8 million people who provide unpaid care was an annual figure. Mr Marshall confirmed these are national figures. Ms M Garcha pointed out that the strategy did not contain the sign off Quality Impact Assessment (QIA) on the back sheet. Dr De Rosa added is there a possibility for provision of carers health checks (mental and physical) as part of this strategy development/implementation. Mr Marshall will raise these points with Ms Danks.

RESOLVED: That the Governing Body endorsed the strategy to include the items raised.

*Mr S Cook arrived*

## **Managing Conflicts**

WCCG.1517

Mr P McKenzie presented the report which is to recommend a revision to the Policy for Declaring and Managing Interests following changes to the statutory guidance for managing conflicts of interest for CCGs that has been issued by NHS England and to ask the Governing Body to agree in principle to the appointment of an additional lay Member in response to the Guidance.

*Mr D McIntosh arrived*

Mr McKenzie highlighted that the proposed changes to the policy were in response to the statutory guidance. He advised that many of the more significant areas of principle addressed by the new guidance were already incorporated in the existing policy and the changes made ensured that the appropriate terminology was used. This included changes to the categories of interests recorded and to the introduction of the 'Conflict of Interest Guardian' role for the Chair of the Audit Committee. He highlighted that the strong suggestion that an additional lay member should be appointed to the Governing Body was the most significant area for the CCG to consider. He referred to the previously reported intention of the Finance and Performance Committee to appoint an independent member to strengthen the membership of the committee and the intention to conduct an internal recruitment process for this role by seeking expressions of interest from the existing members of the Audit and Governance Committee. Following the publication of the guidance, the Governing Body were asked to consider expanding this planned role to become a Lay Member position for Finance and Performance. Both of the existing Audit and Governance Committee members had been approached to determine whether they would be interested in the expanded role and Mr Peter Price had expressed an interest. In line with the principles for appointment of Lay Members for CCGs and ensuring that such appointments are made on merit consideration had been given to Mr

Price's considerable experience of NHS Finance and Performance matters and his contribution to the work of the Audit and Governance Committee during his membership. On this basis, Mr Price demonstrated his suitability to fill this post and the Governing Body agreed to appoint him to the post, to be formally effective once the Constitution is varied to reflect the change in Governing Body Membership. Mr Price will take up his duties in shadow form pending this being formalised through the NHS England processes.

Mr Oatridge endorsed Mr McKenzie's comments pointed out that these matters had been reported through to the Governing Body on a number of occasions. In response to comments from Ms Roberts in respect of the contribution of this role to Primary Care commissioning and the work of the joint committee, Dr De Rosa added that the possibility of a further lay member role could be looked at in the future.

RESOLVED: That the Governing Body agrees in principle to approve the revised policy for Declaring and Managing interests, subject to review by the Audit and Governance Committee and staff engagement.

That the Governing Body delegates authority to the Corporate Operations Manager (in consultation with the Conflicts of Interest Guardian) to make any minor and consequential amendments to the policy arising from the Audit and Governance Committee review.

That the Governing Body agrees to appoint Mr Peter Price to the new position of Lay Governing Body member for Finance and Performance, subject to the CCG's constitution being varied to give effect to this change

## **Local Digital Roadmap**

WCCG.1518 Ms Skidmore explained that in September 2015 a three step process began to allow local health and care systems to produce Local Digital Roadmaps (LDRs) by 30 June 2016, setting out how they will achieve the ambition of 'paper-free at the point of care' by 2020.

Mr S Cook summarised the reports. He pointed out that there is a good working relationship with the Royal Wolverhampton Trust (RWT) and Black Country Partnership Foundation Trust (BCPFT). We are very well placed in Wolverhampton to deliver the LDR. Mr D McIntosh made an observation that IT within NHS does not have a good track record. He also expressed concern relating to charges for patients to have access to their medical records and how this may impact on them. Ms Ryan and Ms Roberts noted Mr McIntosh's comments and said that they would look into this as discussions have already been had via the Practice Managers Forum on this subject.

Dr Morgans pointed out that there is reluctance from front line staff to use computers therefore do we have an effective plan to resolve this. Mr Cook stated that support will be provided through the process. Mr Oatridge pointed out that it might be worthwhile to have support from the University into this project given the need to innovate. He also added that the whole area of training/skills/IT change should be recognised. Ms Skidmore thanked Mr Cook for his work and requested he provides future updates to the Governing Body on progress of the project.

RESOLVED: That the Governing Body support the Wolverhampton Local Digital Roadmap.

*Mr S Cook left*

### **Better Care Fund Big Lottery**

WCCG.1519 Mr Marshall presented the report stating that the business case developed through Big Lottery grant funding to propose a project of social prescribing underpinned by a Social Impact Bond, which will improve patients wellbeing and reduce emergency activity and demand on Primary Care. He stated that the Local Authority do not wish to pursue this project via a Social Impact Bond model, resulting in the business case being no longer being financially viable with the CCG as sole Commissioner.

A discussion took place regarding the Local Authority's withdrawal from the model. Ms R Jervis stated there were reservations from the outset. Dr Morgans added learning about the process had taken place and what possibly could be carried out. Ms Skidmore stated this could be carried out in a different way. Mr Marshall confirmed he will share an email from the Local Authority regarding the Social Impact Bond.

RESOLVED: That the Mr Marshall share an email regarding the Social Impact Bond proposal.

*Mr V Middlemiss arrived*

### **Grant Policy/Funding Allocation**

WCCG.1520 Mr V Middlemiss updated the Governing Body on the outcome of grant allocations to the third sector, following the second round of bidding which concluded in May 2016. He highlighted that there is a summary report within the policy detailing the evaluation process. Dr Hibbs requested that once this information has been received and collated to bring a report back to the Governing Body at the end of 2016.

RESOLVED: That a report is brought back at the end of 2016 relating to details of the evaluation process.

*Mr Middlemiss left*

### **End of Life Strategy**

WCCG.1521 Mr Marshall presented the report which is to provide the Governing Body with a timetable for the development and approval of Health and Social Care economy wide strategy for End of Life care in Wolverhampton together with the principles underpinning the strategy and an update on progress.

He highlighted the timetable for development and approval of the strategy under 2.3. A final report will be brought back to the Governing Body in October 2016. Mr McIntosh pointed that some work is currently being carried out through Healthwatch regarding End of Life care.

RESOLVED: That the final report is brought back in October 2016.

### **Commissioning Committee**

WCCG.1522 Dr Morgans presented the summaries for the reporting period May and June 2016. He highlighted the Short Breaks Provision for Vulnerable Pupils. A business case was presented to the committee to request funding for additional nursing support at Penn Hall School and Green Park School for a period of 3 years, to allow pupils, with complex medical needs, access to a short breaks provision and after school activities. This relates to a very small number of pupils.

Mr McIntosh raised that there is a consultation currently out regarding Learning Disabilities across the Black Country as well as one regarding the local provision at Pond Lane. He asked that the CCG must be very clear about the messages.

Dr Morgans reported that he has a meeting with Vocare on Thursday 21 July 2016 regarding urgent care services and the outcome will be communicated to the Governing Body.

RESOLVED: That the above is noted.

### **Quality and Safety Committee**

WCCG.1523 Dr Rajcholan presented the Quality and Safety Committee report. She highlighted the key issues of concern.

Ms Garcha referred to the Board Assurance Framework and Risk Register Quarter 1 which provides an update to the Governing Body on progress made during the reporting period April-June 2016. A further report will be brought back to the Governing Body in October 2016.

RESOLVED: That the above is noted.

### **Finance and Performance Committee**

WCCG.1524 Ms Skidmore gave a brief outline of the Finance and Performance Committee reports. She highlighted the current position of the Quality, Innovation, Productivity and Prevention (QIPP) programme performance as at month 2. Ms Skidmore pointed out that the performance at headline level for Referral to Treatment (RTT) incompletes failed to achieve target which was primarily affected by the 4 days of Junior Doctors Industrial Strike Action in April.

RESOLVED: That the above is noted.

### **Audit and Governance Committee**

WCCG.1525 Mr Oatridge stated that the report is to provide an update of the Audit and Governance Committee to the Governing Body of the Wolverhampton CCG.

RESOLVED: That the above is noted.

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

WCCG.1526 Ms Roberts presented the combined report for May and June 2016 which provides an update on the work of the Joint Commissioning Committee.

RESOLVED: That the above is noted.

### **Communication and Engagement update**

WCCG.1527 Ms Roberts gave a brief overview of the report highlighted items 2.3.2 Commissioning Intentions and 2.3.3 and Pond Lane pre-engagement and consultation. Mr McIntosh pointed out that under 2.4.1 this should read "The Lay Member is meeting with the Interim Chief Officer of the new Healthwatch Wolverhampton."

RESOLVED: That the above is noted.



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

WCCG.1528          RESOLVED: That the minutes are noted

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

WCCG.1529          RESOLVED: That the minutes are noted.

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

WCCG.1530          RESOLVED: That the minutes are noted.

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

WCCG.1531          RESOLVED: That the minutes are noted.

### **Joint Negotiating and Consultation Committee**

WCCG.1532          RESOLVED: That the report is noted.

### **Minutes of the Primary Care Joint Commissioning Committee**

WCCG.1533          RESOLVED: That the minutes are noted.

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

WCCG.1534          RESOLVED: That the minutes are noted

### **Any Other Business**

WCCG.1535          There were no items.

RESOLVED: That the above is noted.

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

WCCG.1536          There were no questions from the public/press.

### **Date of Next Meeting**

WCCG.1537          The Board noted that the next meeting was due to be held on **Tuesday 13 September 2016** to commence at **1.00 pm** and be held at Wolverhampton Science Park, Stephenson Room.

The meeting closed at 3.30 pm



Chair.....

Date .....