

**WOLVERHAMPTON CLINICAL COMMISSIONING GROUP GOVERNING BODY**

Minutes of the Governing Body Meeting held on Tuesday 14 March 2017  
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	No
<b>Management ~</b>		
Ms M Garcha	Executive Lead for Nursing and Quality	Yes
Dr H Hibbs	Chief Officer	Yes
Mr S Marshall	Director of Strategy and Transformation	Yes
Ms C Skidmore	Chief Finance Officer/Chief Operating Officer	Yes
<b>Lay Members/Consultant ~</b>		
Mr J Oatridge	Lay Member	Yes
Mr P Price	Lay Member	No
Ms P Roberts	Lay Member	No
Ms H Ryan	Lay Member	Yes

**In Attendance ~**

Ms H Cook (part)	Communications and Engagement Manager
Ms W Ewins	Wolverhampton Council
Ms K Garbutt	Administrative Officer
Mr M Hastings	Associate Director of Operations
Mr D Hughes (part)	Sandwell Clinical Commissioning Group
Mr R Jervis	Public Health Director
Ms E Learoyd	Health Watch representative
Mr P McKenzie	Corporate Operations Manager
Ms C Parker (part)	Sandwell Clinical Commissioning Group
Mr D Watts	Wolverhampton Council

## **Apologies for absence**

Apologies were received from Dr R Rajcholan, Mr P Price, Ms P Roberts

## **Declarations of Interest**

WCCG.1736 Dr D De Rosa declared an interest as currently his practice have signed the necessary papers to support vertical integration with his practice and the Royal Wolverhampton Trust with a view to GMS services being sub-contracted to the Trust as part of the vertical integration project. There was not a conflict between this interest and any of the items on the agenda so Dr De Rosa remained in the Chair throughout the meeting.

Dr J Morgans declared an interest as he is currently working as a locum on an agency basis. This is at a practice who are currently part of the vertical integration project which is on an ad hoc basis.

Mr J Oatridge declared an interest in agenda item 7 - Chairing Arrangements.

RESOLVED: That the above is noted.

Dr Kainth arrived

## **Demand Management**

WCCG.1737 A video was played "The play your care right games show". Ms H Cook reported this is to encourage people to access the correct services. It will be part of a social media campaign and confirmed this can be uploaded onto screens within GP practices.

## **Minutes**

WCCG.1738 **In Attendance ~**

Ms R Jervis reported she did not attend the meeting on the 14 February 2017 as stated in the minutes.

### **WCCG.1711 Primary Care Joint Commissioning Committee**

Ms Garcha pointed out the first sentence should read "Ms M Garcha..."

RESOLVED:

That the minutes of the Wolverhampton Clinical Commissioning Group Governing Body meeting held on the 14 February 2017 be approved as a correct record subject to the above amendments.

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

WCCG.1739            There were no matters arising from the minutes.

RESOLVED: That the above is noted

### **Committee Action Points**

WCCG.1740            RESOLVED: That the progress report against actions requested at previous Board meetings be noted.

### **Chief Officer Report**

WCCG.1741            Dr H Hibbs presented the report. She highlighted Pharmacies in the City have confirmed their willingness to train their staff as Health Champions. This is part of the Healthy Living Pharmacy Scheme; training commenced in February and has been met with high levels of uptake for not only Pharmacy champions but also leadership training too.

Following a review in 2014/15 of the local Musculoskeletal (MSK) services Wolverhampton Clinical Commissioning Group (WCCG) agreed to procure a Community Integrated MSK Service. The new service is expected to go live from 1 April 2017.

Dr Hibbs reported that Dudley and Walsall Mental Health Partnership NHS Trust have agreed to receive a business case from Black Country Partnership Foundation Trust and Birmingham Community Healthcare NHS Foundation Trust with regards to a proposed merger. The full business case is planned to be submitted in October 2017.

Discussions at the City Board were held around making Wolverhampton a sustainable city and it was agreed to focus on how Wolverhampton can become a 'smart city'.

With regard to the new MSK service Dr D Bush raised what the communication will be to GPs regarding pathways. Ms C Skidmore confirmed this is currently being actioned.

RESOLVED: That the above is noted.

### **Chairing Arrangements**

WCCG.1742 Dr D De Rosa referred to the tabled report Interim Chairing Arrangements. It was agreed by the Governing Body that Mr Oatridge remain for this agenda item.

Mr P McKenzie stated that this is to recommend to the Governing Body a proposal to put in place an interim chair for six months following the resignation of the current Chair with effect from 1 April 2017.

Dr Reehana arrived

Mr McKenzie gave an overview of the report highlighting the appointment procedure. Clinical Commissioning Group's (CCG's) constitution does not have explicit provisions governing the appointment of an Interim Chair. Standing Orders set out the procedure for the appointment of a substantive chair, which is an election amongst the elected GP members. Dr Hibbs emphasised the importance of stability whilst there is such a lot of change going on externally. Dr De Rosa supported the proposal of Mr Oatridge as Interim Chair with his extensive experience and knowledge. Mr McKenzie confirmed there is a job description in place. At the Members Meeting in April 2017 the options regarding the future structure of the Governing Body will be discussed. Mr McKenzie confirmed work is underway and outline suggestions are in place.

RESOLVED:

- (1) That the Governing Body agreed to appoint Mr Jim Oatridge as Interim Chair of the Governing Body for a six month period commencing 1 April 2017.
- (2) That the Governing Body agreed to co-opt Dr Salma Reehana as Interim Deputy Clinical Chair for a six month period from 1 April 2017.

### **Future Commissioning across the Black Country**

WCCG.1743 Dr Hibbs confirmed this report will be going to all four CCGs across the Black Country. She gave an overview of the report pointing out that it is important that we provide consistent leadership across the four CCGs in order to enable our collaboration to be effective as possible. A workshop took place on the 2 March 2017 bringing together the leadership teams of the four Black Country CCGs to develop the principles for collaboration across the Black Country and agreed the framework for a more detailed set of proposals.

The Accountable Officers and Chairs have agreed that the Joint Committee will meet monthly in order to provide the forum with delegated decision making. The Chair of the committee will rotate every 6 months amongst the Chairs of the CCGs. The committee will provide the mechanism for any regulatory requirements for shared CCG reporting, assurance or decision-making on a Black Country and West Birmingham Sustainability Transformation Plan (STP) basis.

A clear outcome of the workshop was a shared recognition of the importance of all of our staff and the value that we place in their commitment to securing the best possible healthcare for our population. We will therefore bring together our HR resources across the four CCGs to work together to establish a common HR approach to any collaborative arrangements we establish. Mr Oatridge emphasised the importance of valuing our staff. HR leads will meet together on a regular basis and report on these requirements to the Accountable Officers. Mr Hastings confirmed he will be part of this group.

Dr Hibbs confirmed regular updates will be reported to the Governing Body.

RESOLVED: That regular updates are brought back to Governing Body meetings.

### **Black Country Sustainability Transformation Plan (STP) update**

WCCG.1744 Dr Hibbs reported a meeting is taking place on Thursday 16 March 2017 to review the STP and where we are going. A report will be brought back to the Governing Body meeting in April. Mr D Watts emphasised the importance of public engagement is outlined at this meeting. Ms E Learoyd stated she has raised this at the Transition Board and she will also pick this up at the next Health Watch meeting.

RESOLVED: That a further report is brought back to the Governing Body in April 2017.

### **Board Assurance Framework (BAF)**

WCCG.1745 Ms M Garcha presented the report highlighting the number of risks on the risk register. Mr Oatridge expressed concern regarding the use of the word 'extreme'. A discussion took place and it was agreed that this is discussed outside the meeting

Ms C Parker and Mr D Hughes arrived

Ms Garcha highlighted appendix 1 – Strategic Aims and Objectives 2017/2019.

RESOLVED:

- (1) That the Governing Body approved the strategic aims and objectives.
- (2) That the Governing Body approved the dummy BAF template.

### **Equality Delivery System2 (EDS2) Implementation Plan sign off**

WCCG.1746 Ms Garcha gave an overview of the report. Ms Skidmore requested a more detailed analysis is forwarded to the management team. Ms Garcha confirmed quarterly reports will be provided and the next report will be due in June 2017.

RESOLVED:

- (1) That the Governing Body agreed on the EDS2 self-assessment scores.
- (2) That the Governing approved the EDS2 Portfolio of evidence.
- (3) That the Governing agree to recommend that the EDS2 portfolio of evidence is published on the CCG website including a library of evidence that are stand along documents.
- (4) That the Governing Body agreed to quarterly updates.

### **Environmental Sustainability Development Plan**

WCCG.1747 Mr Hastings presented the report to outline the work carried out in 2016/17 in support of the sustainability agenda and seek the Governing Body sign off for the 2017/18 plan. Dr De Rosa stated we should all try to view papers electronically at meetings rather than having paper copies.

RESOLVED: That the Governing Body approves the work plan for 2017/18.

### **Transforming Care Partnership update**

WCCG.1748 Mr D Hughes and Ms C Parker thanked the Governing Body for their invitation. They gave an overview of the key issues. The Black Country Transforming Care Partnership (TCP) comprises four CCGs, four local authorities and one specialised services commissioning hub. We are also working with the Birmingham TCP where boundaries overlap in West Birmingham.

Mr Hughes is the nominated finance lead. The Black Country TCP will aim to deliver care in a better way, whilst optimising the resource available. Ms Parker added that it is important that the service is the right

move for patients, carers and their families. Mr D Watts stated this is a challenging situation and Ms W Ewins has been engaged with this work and has concerns relating to people who are in secure settings. We have been feeding these concerns back and would like assurance these are addressed. Mr Hughes stated that the challenges are not specifically aimed at Wolverhampton. If there is other people we should be liaising with please let me know. He added if discharge dates are incorrect please let us know the correct information.

Ms Skidmore highlighted that this is a draft document and requested that the document is updated as Wolverhampton CCG do not have a pooled budget, however we have a good joint working relationship with the local authority. Mr Hughes confirmed that the £10.4m equates to 62 beds.

Dr Hibbs confirmed this is an important area and a number of questions can continue to be discussed in other forums. Mr Hughes confirmed a further report will be brought back to the Governing Body in the future.

Claire Parker, David Hughes and Wendy Ewins left

RESOLVED: That the above is noted.

### **Commissioning Committee**

WCCG.1749 Dr J Morgans presented the report which is to provide the Governing Body with an update from the Commissioning Committee in February 2017. He highlighted the decommissioning of breast feeding. The Committee was informed that following a decision by the CCG to disinvest in the breastfeeding project at the Trust this has created some issues for Public Health who are still in contract with the Royal Wolverhampton Trust (RWT) for a service that is not viable. Ms Garcha added it is a core midwife's role and this is being actioned through the Clinical Quality Review Meetings and confirmed Public Health will be included in discussions.

RESOLVED: That the above is noted.

### **Quality and Safety Committee**

WCCG.1750 Ms Garcha gave an overview of the report. She referred to the key issues of concern for noting. Since the report was written RWT have reported a further Never event. There are now five Never events for the current year and the CCG are currently awaiting a report. Black Country Partnership Foundation Trust have been rated as good and Dr De Rosa has written to them with his congratulations.

Dr De Rosa expressed concern regarding the number of Never events usually wrong side surgeries and procedures which is unacceptable. Ms Garcha confirmed check lists are in place and more training is taking place. Dr S Reehana added there is a large team why is the whole team getting it wrong, this needs to be looked into. Dr De Rosa requested RWT are made aware of our concerns.

RESOLVED: That the above is noted.

### **Finance and Performance Committee**

WCCG.1751 Ms Skidmore gave an overview of the report. With regard to finance there have been no material changes and we remain on track to deliver our target position. Under the performance agenda RWT are struggling to meet a number of targets. She highlighted that they have now recruited into the Urology team so there may be progress around the cancer targets relating to urology.

RESOLVED: That the above is noted.

### **Audit and Governance Committee**

WCCG.1752 Mr Oatridge presented the report. He pointed out that an internal audit has taken place which highlighted the risk management procedures and processes need some improvement. He confirmed that the Audit and Governance Committee will regularly scrutinise the risk register and the Board Assurance Framework of the CCG to gain assurance that processes for the recording and management of risks are robust.

Mr Oatridge pointed out that the Governing Body have a meeting scheduled to take place on Tuesday 23 May 2017 at which the Audit and Governance Committee will be requesting that the accounts and annual report be signed off.

RESOLVED: That the above is noted.

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

WCCG.1753 Mr Hastings gave a brief overview of the report.

RESOLVED: That the above is noted.

### **Primary Care Strategy Committee**



WCCG.1754 Mr Marshall presented the report. He pointed out the current position regarding the New Models of Care.

RESOLVED: That the above is noted.

### **Communication and Engagement update**

WCCG.1755 Dr De Rosa referred to the report which is for information.

RESOLVED: That the above is noted.

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

WCCG.1756 RESOLVED: That the minutes are noted

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

WCCG.1757 RESOLVED: That the minutes are noted.

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

WCCG.1758 RESOLVED: That the minutes are noted.

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

WCCG.1759 RESOLVED: That the minutes are noted.

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

WCCG.1760 RESOLVED: That the minutes are noted.

### **Minutes of the Primary Care Strategy Committee**

WCCG.1761 RESOLVED: That the minutes are noted.

### **Any Other Business**

WCCG.1762 Dr H Hibbs formally thanked Dr Dan De Rosa for his work for the CCG. Dr De Rosa stated it has been a pleasure to work with all the staff at the CCG.

RESOLVED: That the above is noted.

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

WCCG.1763            There were no questions.

**Date of Next Meeting**

WCCG.1764            The Board noted that the next meeting was due to be held on **Tuesday 11 April 2017** to commence **at 1.00 pm** and be held at Wolverhampton Science Park, Stephenson Room.

The meeting closed at 3.25 pm

Chair.....

Date .....