

WOLVERHAMPTON CLINICAL COMMISSIONING GROUP GOVERNING BODY

Minutes of the Governing Body Meeting held on Tuesday 23 May 2017
Commencing at 1.00 pm at Wolverhampton Science Park, Stephenson Room

Attendees ~

Mr J Oatridge Chairman (Interim)

Clinical ~

Dr M Kainth Board Member
Dr R Rajcholan Board Member

Management ~

Dr H Hibbs Chief Officer
Mr S Marshall Director of Strategy and Transformation
Ms C Skidmore Chief Finance Officer/Chief Operating Officer

Lay Members/Consultant

~
Mr P Price Lay Member
Ms P Roberts Lay Member
Ms H Ryan Lay Member
Mr L Trigg Lay Member

In Attendance

Ms T Cresswell Health Watch representative
Ms M Court Children's Commissioning Manager
Ms K Garbutt Administrative Officer
Mr M Hastings Associate Director of Operations
Ms R Jervis Public Health
Mr P McKenzie Corporate Operations Manager
Mr D Watts Wolverhampton Council

Mr J Oatridge welcomed both Mr Les Trigg and Ms Tracy Cresswell to the Governing Body meeting.

Apologies for absence

Apologies were received from Ms M Garcha, Dr D Bush, Dr J Morgans, Dr S Reehana

Declarations of Interest

WCCG.1801 Ms H Ryan declared an interest as Manor Road Practice, the practice where she is based, has expressed an interest in vertical integration.

Mr P McKenzie advised that Dr J Morgans has declared an interest as he has taken on a fixed term contract with Alfred Squire Road practice, with effect from 1 May 2017. Alfred Squire is a vertically integrated practice. Mr McKenzie added a discussion has taken place regarding the course of action to take due to the conflict of interest and Dr Morgan's role as Chair of the Commissioning Committee as well as a Governing Body member. We are in the process of reviewing the Governing Body membership and elections will be taking place in due course. However in the interim in order for this conflict to be managed a second GP will be invited in the interim to the Commissioning Committee and Dr Morgans will be able to withdraw from decisions around the Royal Wolverhampton Trust (RWT) contract

Mr P Price confirmed he is comfortable with this arrangement and this is an appropriate way forward.

RESOLVED: That the Governing Body supported this decision.

Minutes

WCCG.1802 **WCCG.1776 Declarations of Interest**

Ms C Skidmore pointed out for clarity the second paragraph should read "Dr J Morgans declared an interest as he will be carrying out locum cover for maternity leave for the vertical integration arrangement with effect from 1 May 2017"

WCCG.1783 Audit and Governance Interim Chairing Arrangements

Ms P Roberts pointed out that Mr Les Trigg is also deputy chair of the Primary Care Committee.

RESOLVED:

That the minutes of the Wolverhampton Clinical Commissioning Group Governing Body meeting held on the 11 April 2017 be approved as a correct record subject to the above amendments.

Matters arising from the Minutes

WCCG.1803 There were no matters arising from the minutes.

RESOLVED: That the above is noted

Sign off the accounts and annual report

WCCG.1804 Ms Skidmore stated that the annual report and accounts are being taken to the private session of the Governing Body. This is not usual practice; however we have been informed by NHS England that due to the purdah constraint this prevents us from dealing with this in the public meeting. Once the general election has taken the documents will be available on the website.

Mr Oatridge pointed out there are no matters of concern with the accounts and a good discussion with the external and internal auditors has taken place. Both have expressed confidence in the numbers given to them.

RESOLVED: That the above is noted.

Committee Action Points

WCCG.1805 RESOLVED: That the progress report against actions requested at previous Board meetings be noted.

Chief Officer Report

WCCG.1806 Dr H Hibbs presented the report. She pointed out the concerns around the Urgent Care Centre run by Vocare. This will continued to be closely monitored.

The Members Meetings was successful with over 30 practices attending. A good discussion had taken place around New Models of Care. The Social Prescribing pilot has now commenced. The Clinical Commissioning Group (CCG) has commissioned the pilot with Wolverhampton Voluntary Sector Council. Three link workers will be working across the City accepting referrals from GPs, Community nursing teams, A&E etc for patients with low level support needs. The link workers work with patients to signpost and support them to improve their wellbeing. Mr Oatridge referred to 2.5.3 Better Care Fund and how this will be integrated into the

Sustainability Transformation Plan. Dr Hibbs stated that this will fall within the work around place based commissioning.

Dr Hibbs stated Wolverhampton Clinical Commissioning Group (WCCG) will be welcoming Tony Gallagher, who is currently the Chief Finance Officer at Walsall CCG. He will split his time between Walsall and Wolverhampton spending 2.5 days in Wolverhampton and will be reporting directly to Dr Hibbs regarding his work in Wolverhampton CCG

She referred to the cyber-attack which took place last week. Our IT service, provided by RWT, was monitored closely. Due to the good mitigation control, no systems in Wolverhampton were affected. Regular updates were received and she thanked Mr Hastings, his team and RWT for their hard work and support around this issue. Mr Oatridge supported this and it was commendable that Wolverhampton did not suffer.

RESOLVED: That the above is noted.

Board Assurance Framework – Quarter 4

WCCG.1807 Mr Oatridge stated this report has been withdrawn and will be brought back to the Governing Body in July 2017.

RESOLVED: That the above is noted.

Future Commissioning across the Black Country – Terms of Reference Black Country and West Birmingham

WCCG.1808 Mr McKenzie gave an overview of the report which outlines the proposed governance arrangements for the initial work of Black Country and West Birmingham Commissioning Board including the Terms of Reference for the Governing Body's approval.

Mr Oatridge referred to Appendix 1, Managing Conflicts of Interest. Mr Peter Price will be carrying out this role. Mr L Trigg referred to item 6.2 and requested clarity around "seat at the table" model for specialised commissioning. Dr Hibbs confirmed this is having a say but not holding the budget or decision making at present.

Mr McKenzie pointed out that the Joint Committee Chair will be taken by one of the CCG Chair members and will rotate amongst them every six months in line with a schedule determined by the committee. The Vice Chair of the Joint Committee will be elected from amongst the Chairs who will deputise for the Chair of the Joint Committee as required.

There was discussion around representation as Sandwell and West Birmingham CCG had requested that a finance director and lay member from each CCG should be core members of the joint committee. The Governing Body felt that the original proposal of two Chairs and two lay members with one from each organisation was preferable and easier to manage.

RESOLVED: That the Governing Body approved the Terms of Reference for the Black Country and West Birmingham Commissioning Board, a Joint Committee of Dudley, Sandwell and West Birmingham, Walsall and Wolverhampton CCGs.

Ms M Courts arrived

Children's Emotional Health and Wellbeing

WCCG.1809

Mr Marshall introduced the report; Ms M Courts explained that this is to seek approval to use Children Adolescence Mental Health Services (CAMHS) funds to commission a joint Emotional Mental Health and wellbeing service with the city of Wolverhampton Council for a three year period. Approval was also being sought for the service to be governed under the Better Care Fund via pooled budget arrangements. Ms Courts gave an overview of the report highlighting the key points on page 1. Ms Skidmore clarified that funding has been identified of £100,000 from the additional growth funds available for Child and Adolescent Mental Health Services to support this new service.

Mr D Watts pointed out that equality implications need to be considered. Ms Courts confirmed she will take this back. Dr M Kainth asked if there will be a good triage system at the start. Ms Courts stated that tier 2 and 3 staff will sit together to ensure patients go to the correct place when referrals are received from practices. Tender processing is taking place and this service should start in September 2017. Mr Marshall confirmed that clinicians and social workers have been involved throughout the process.

RESOLVED:

- (1) That the Governing Body approved to use CAMHS funds to commission a joint Emotional Mental health and wellbeing service with Wolverhampton Council for a three year period.
- (2) That the Governing Body approved for the service to be governed under the Better Care Fund via pooled budget arrangements.

Ms Courts left

Appointment of Secondary Care Consultant

WCCG.1810 Mr McKenzie referred to the report which is to advise the Governing Body that, following a recruitment process, Mr Amarbaj Chandock has been appointed to the position of Secondary Car Consultant.

RESOLVED: That the Governing Body agreed to the appointment of Mr Amarbaj Chandock as the Secondary Care Consultant on the Governing Body.

Committee Annual Reports

WCCG.1811 Mr P McKenzie stated this is to introduce the annual reports of the Governing Body Committees that demonstrate how each of them has met their terms of reference as set out in the CCG's Constitution. Mr Oatridge added that a discussion has taken place and there are a few cosmetic changes which Mr McKenzie will resolve.

RESOLVED: That the Governing Body accepted the report presented by its Committees as a record of their continued delivery of their terms of reference.

Commissioning Committee

WCCG.1812 Mr Marshall presented the report. It was pointed out that Relate have been offered a six month pilot contract to provide life counseling regarding debt/relationship management. GPs will be carrying out the referrals into this and will start in May 2017. Ms Ryan reported she has not received any details regarding this service. Mr Marshall will follow this up.

RESOLVED: That the above is noted.

Quality and Safety Committee

WCCG.1813 Dr R Rajcholan introduced the paper. She pointed out that following a rigorous application process, the Point of Care foundation review panel has selected WCCG's quality team as one of the Patient and Family Centres Care 'Living Well to the Very End' programme sites.

Dr Rajcholan pointed out one Never Event was reported in April 2017. Failure to remove a guide wire at time of insertion of a chest drain. Contributed factors and action plans are in place and a full update will be provided.

Ms Ryan mentioned that there is currently up to a 13 week wait for a MRI result and asked if there is any guidance. The quality team is aware of the problem and Steven Forsyth is carrying out work around this and the Governing Body will be kept informed.

Mr Watts expressed concern regarding unsafe discharges. Dr Rajcholan stated work has been carried out around falls and there are issues regarding social issues relating to transfer of care. She will speak to Ms Manjeet Garcha and provide further information to Mr Watts.

Mr Hastings pointed out that the enhanced Infection Prevention audit in practices will be implemented in shadow format immediately. At the end of the year a report will be submitted giving assessments. He confirmed he will provide details requested by Ms Ryan in order for her to update her practice.

RESOLVED: That the above is noted.

Finance and Performance Committee

WCCG.1814 Ms Skidmore gave an overview of the report. At month 11 we are still on track to deliver our control totals. Exceptions are highlighted in the body of the report. She gave an update on contracting stating the contract meeting needs to be more robust. There will be inviting RWT to present to us.

RESOLVED: That the above is noted.

Audit and Governance Committee

WCCG.1815 Mr Oatridge gave a brief overview of the report.

RESOLVED: That the above is noted.

Primary Care Joint Commissioning Committee

WCCG.1816 Ms Roberts gave an overview of the report. She pointed out that under 2.2.2 a word is missing. It should read "the Committee noted that discussions have taken place around the Collaborative Contract Review Pilot visit".

RESOLVED: That the above is noted.

Primary Care Strategy Committee

WCCG.1817 Mr Marshall presented the report highlighting the General Practice Forward View on page 9 of the report. Mr Oatridge pointed out that the task and finish group priorities –

- What is due to completion regarding time lines
- List of work – critical issues, key milestones
- Critical linkages, delivery of this

Mr Oatridge confirmed he has discussed this with Ms Sarah Southall and Mr Marshall confirmed this can be modified.

RESOLVED: That the above is noted.

Communication and Engagement update

WCCG.1818 Ms Roberts gave an overview of the report. She pointed out that due to the General Election on the 8 June 2017 communications outwards from the CCG and activity with the press has been limited and will continue until the period of purdah is closed. She stated that in order to relate to more of the general public there are new dates when the bus will be in Wolverhampton ~

14 June 2017 – Asda car park

15 June 2017 – Morrisons, Bilston

16 June 2017 – Sainsbury, Wednesfield then on to the Co-operative, Low Hill

Ms Roberts added that there will be a 5 minute video at the next Governing Body relating to The Wolverhampton Integrated Respiratory Lifestyle Project (TWIRL).

RESOLVED: That the above is noted.

Minutes of the Quality and Safety Committee

WCCG.1819 RESOLVED: That the minutes are noted

Minutes of the Commissioning Committee

WCCG.1820 RESOLVED: That the minutes are noted.

Minutes of the Finance and Performance Committee

WCCG.1821 RESOLVED: That the minutes are noted..

Minutes of the Primary Care Joint Commissioning Committee

WCCG.1822 RESOLVED: That the minutes are noted.

Minutes of the Primary Care Strategy Committee

WCCG.1823 RESOLVED: That the minutes are noted.

Minutes of the Audit and Governance Committee

WCCG.1824 RESOLVED: That the minutes are noted

Joint Negotiating and Consultation Committee

WCCG.1825 RESOLVED: That the report is noted

Any Other Business

WCCG.1826 Mr Watts reported that ideas will be shared from meetings taking place at Wolverhampton Council with the Governing Body after purdah has closed.

Ms Ros Jervis stated she will be leaving Wolverhampton Council in June 2017. Mr Oatridge wished her all the best in her new role.

Mr Oatridge thanked Ms Claire Skidmore for all her work at Wolverhampton CCG and wished her well in her new role.

RESOLVED: That the above is noted.

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

WCCG.1827 There were no questions.

Date of Next Meeting

WCCG.1828 The Board noted that the next meeting was due to be held on **Tuesday 11 July 2017** to commence **at 1.00 pm** and be held at Wolverhampton Science Park, Stephenson Room.

The meeting closed at 2.50 pm

Chair.....

Date

DRAFT