

Black Country and West Birmingham Joint Committee

Minutes of Meeting dated 20 April 2017

In attendance:

David Hegarty – Chairman, Dudley CCG - Chair
Helen Hibbs – Accountable Officer, Wolverhampton CCG
Paul Maubach – Accountable Officer, Walsall & Dudley CCG
Andy Williams – Accountable Officer, Sandwell & West Birmingham CCG
Jim Oatridge – Interim Chair, Wolverhampton CCG

Apologies:

Nick Harding – Chairman, Sandwell & West Birmingham CCG
Anand Rischie – Chairman, Walsall CCG

1. Minutes of the last meeting

Minutes of the meeting held 23 March 2017 were agreed.

2. Actions from the last meeting

See action log for updates.

3. Reports from the Task & finish group reports

3a. Comms and engagement

Talent management process

- All discussed the name of the group, needs to be consistent across all 4 CCGs
- Timeframe isn't clear on the talent management process
- 4 CCG staff events (3 AOs to be at all events) to take place before the talent management process starts
- Equalitive analysis process to be included in the talent management process - HR leads to ensure this happens through HR task and finish group. **Action: HR leads**
- All discussed purdah – Communications task and finish group to keep all updated
- Talent management process to include introductory paper to include current management figures

3b. Finance task & finish group

- Paper presented to the Joint Committee for information on the review of the financial sustainability - to be reviewed on 22 June 2017
- All agreed that the finance review should proceed as set out in the paper from the Finance task & finish group

3c. Systems re-design task & finish group

- Paul Maubach explained that there are differences of opinion on what should be local and what should be place based for mental health. A specific discussion to take place at the next task and finish group on mental health to rectify significant issues – principals to be used in future discussions

- The task and finish group were asked to look at Dudley's scope of services and amend as necessary ahead of the next task and finish group. Paul to update all at the next Joint Committee and then link through CRG

3d. Governance

- All agreed that the Terms of Reference for the Joint Committee are to go to all Black Country CCG Governing Bodies for sign off and that the Clinical Reference Group TOR and task and finish group TORs are to go to the 4 Governing Bodies for information only as subsequent groups of the Joint Committee

Joint committee TOR

- All agreed on the following new membership to the Joint Committee, two Chief Finance Officers and 2 lay members from across all 4 CCGs
- Lay members chosen for the Committee should be involved in two different remits, one of those remits to include communications and public engagement
 - Dudley or Walsall CCG Chief Finance Officer – Matthew Hartland
 - Sandwell & West Birmingham CCG Chief Finance Officer – James Green
 - Lay member for Finance to be chosen from Wolverhampton CCG. **Action: Jim Oatridge**
 - Lay member for patient and public involvement to be chosen from either Dudley or Walsall CCG. **Action: David Hegarty**
- The following changes were made to the Joint Committee TOR. **Action: Paul Maubach**
 - Section 2.5 - remove term 'clinical' chair
 - Anand Rischie - Vice Chair of the Joint Committee
 - Add to section 7, a lay member to manage the conflicts of interest as an extra paragraph in the TOR - action paul Maubach - add to section 7
 - Quorum - 1 CFO or 1 lay member
 - Add to section 6.2 - to make binding decisions on those matters on behalf of the CCG
- All happy to make recommendation to of the TOR to all Governing Bodies

Clinical Reference Group TOR

- The following changes were made to the CRG TOR. **Action: Paul Maubach**
 - Provision of evidence to come from the work streams - addition
 - Section 6 – addition – to develop a clinical strategy
 - Section 4 - Quorum to be changed to: Chair or Vice Chair and at least 1 voting member from each of the 4 geographical areas
 - Section 3.1 - Chair of CRG not joint committee
- CRG TOR is subject to sign off of CRG. **Action: David Hegarty.**

All task and finish group TOR

- Agreed by all, to go to Governing Bodies for information

4. Programme manager outline of responsibilities

- The proposed outline of responsibilities for the Programme Manager role were presented to all. The applicant of any band 8 level will continue on their existing job description for a period of 12 months working to the outline of responsibilities

- All agreed for the job advert to go out as soon as possible. **Action: Paul Maubach**
- One issue raised was how you differentiate amongst band 8s if you don't have a job description criteria and the need to effectively accommodate this – **Action: Nick Harding for interview stages**

5. Any Other Business

5a. Clinical Reference Group

- David Hegarty circulated a paper (Appendix 1)
- David Hegarty explained that the CRG are required to create a clinical strategy, an analysis of the data based on projected needs of populations to align with national 'must do's' (data has to largely come from Rightcare)
- The first iteration of the strategy should be completed by the end of May with then a projected 6 month period to complete.
- Finance task & finish group – look at the methodology by which we share resources - **Action: Andy Williams**
- Recommendation in paper regarding project manager for CRG - strategy unit cover in short term as previously agreed
- All agreed on the proposed costs to the Strategy Unit

5b. Key communications from this meeting to HR

- All agreed that as a decision making group, staff and the public should be updated on all decisions made and that the communications task and finish group are to do an interpretation of the minutes. **Action: Helen Hibbs**
- Once meeting minutes are approved, they are to be sent out with the public Governing Body Board papers

Date of next meeting: 25th May, 1 – 2.30pm

