

Black Country and West Birmingham Joint Committee

Minutes of Meeting dated 22nd June 2017

In attendance:

Nick Harding – Chairman, Sandwell & West Birmingham CCG – Chair
Anand Rischie – Chairman, Walsall CCG
David Hegarty – Chairman, Dudley CCG
Helen Hibbs – Accountable Officer, Wolverhampton CCG
Paul Maubach – Accountable Officer, Dudley CCG & Walsall CCG
Andy Williams – Accountable Officer, Sandwell & West Birmingham CCG
Jim Oatridge – Interim Chair, Wolverhampton CCG
James Green – Chief Finance Officer, Sandwell & West Birmingham CCG
Peter Price – Lay member, Wolverhampton CCG
Sarah Kite – PA to the Chief Nurse, Dudley CCG – Note taker

Apologies:

Simon Collings – Assistant Director of Specialised Commissioning, NHS England
Matthew Hartland – Chief Operating & Finance Officer, Dudley CCG and Interim Strategic Finance Officer, Walsall CCG

1. Minutes of the last meeting

Minutes of the meeting held 25 May 2017 were agreed.

It was agreed that the approved minutes from this Committee meeting were to be shared in the public domain via individual CCG Governing Body meetings.

2. Actions from the last meeting

See action log for updates.

3. STP Update

Andy Williams updated all on the Sustainability & Transformation Plan (STP). The next STP meeting is scheduled for 26th June 2017 and further proposals for the work streams had been proposed. An executive sponsor is required for each work stream which requires commissioning input and a clinical lead. Paul Maubach is to lead the acute work stream and Helen Hibbs will continue to lead on the Mental Health Agenda.

A workshop has been proposed for July 2017 to build a consensus of what the future looks like for STPs. A discussion took place around engaging with the Local Authorities about the place agenda and Mental Health. It was agreed to arrange a meeting between the 3 Accountable Officers and the Directors of Adult Social Services (DASSs).

Action: Helen Hibbs will engage with Public Health.

Action: Andy Williams to write to the DASSs to invite them to a meeting at the end of July.

David Hegarty updated all on the role of the Clinical Reference Group (CRG) and sought clarification of what is required of the CRG going forward and how it would be structured. The acute services strategy, development of clinical strategy – it was queried whether it was a part of the CRG or STP. Once work streams are allocated, a clinical champion would work with a managerial lead. David Hegarty tabled 'Developing clinical principles to inform the work of the Black Country STP'. This document will be shared at the CRG and David Hegarty asked for comments back to this document by Tuesday morning.

Action: ALL

Discussion took place around the difficulties in recruiting secondary care consultants to CCG Boards. Wolverhampton CCG have successfully recruited. Consideration is to be given to whether the consultants would be prepared to work across the four CCGs.

Action: Helen Hibbs is to forward details of applicants for the Wolverhampton post of secondary care consultant to the other CCGs.

4. Reports from the Task & Finish group reports

4a. Governance Task & Finish group

- Paul Maubach updated all on the above Task & Finish group
- Terms of Reference have now been completed
- The Group are currently scoping statutory responsibilities of the CCG, nomenclature of accountable care, and defining where each of the CCG systems are at
- National Guidance for Accountable Care Organisations (ACOs) and Accountable Care Systems (ACSs) is due for publication
- A workshop is planned to map out statutory duties. Discussion has taken place around terminology
- GPs are to be engaged in the process

4b. Systems Re-design Task & Finish group

- Paul Maubach updated all on the above Task & Finish group
- The scope has been signed off by the Committee
- There are links into the governance workstream
- The result of the mapping exercise will be sent to CRG for feedback, returning to this Committee in September
- Discussion was had about the provider structures going forward
- It was agreed that a briefing pack is produced to engage with Black Country MPs, Local Authorities and other stakeholders

Action: Paul Maubach

4c. Infrastructure Task & Finish group

- Helen Hibbs updated all on the above Task & Finish group
- A Service Level Agreement (SLA) has been agreed to provide a support service across the Black Country. Dudley CCG has yet to sign up to this - estates work

Action: Paul Maubach

- IT systems will be Office 365 which will support file sharing across all four CCGs
- It was agreed that all four CCGs would contribute to a scoping exercise to support the use of Microsoft Office 365
- It was agreed that business principles are to be embedded in all scoping of projects. Paul Maubach is to formally communicate this to all Task & Finish groups

Action: Paul Maubach - Sara Saville

4d. Communications & Engagement Task & Finish group

- Helen Hibbs updated all on the above Task & Finish group

4e. CCG Collaboration Task & Finish Group

- Andy Williams updated all on the above Task & Finish group
 - Andy presented the Group's recommendations
 - It was confirmed that these recommendations would be carried out by teams, and teams would collaborate across the Black Country and work together where possible
 - Discussion was had about the structure of the A & E Delivery Boards across all four CCGs
 - It was agreed to focus on the collaboration not structural change
 - It was agreed to draw up a shared performance dashboard
- Action: Andy Williams**

4f. Finance Task & Finish Group

- James Green updated all on the above Task & Finish group
- All discussed the financial review and a verbal update will be given at the next meeting of the Joint Committee in August

Andy Williams left the meeting.

5. Specialised Commissioning

Simon Collings updated all on Specialised Commission Services and a report will be done regarding renal commissioning and HIV.

6. Building Leadership Capacity

Alice McGee presented a paper around the processes for appointing staff ensuring that they are fair and consistent, to carry out short term pieces of work when there was more than one expression of interest and managing staff expectations. It was agreed that this process aimed at CCG staff was to be used for time limited pieces of work and would not affect a member of staffs job description or title. It was agreed that the Chair of each work stream would allocate the work and HR would administer the selection process.

Alice McGee left the meeting.

7. Collaborative Workshop

This item was not presented.

8. Any Other Business

It was agreed to create an overarching Audit Committee of the 4 CCGs to consider collectively which issues, risks and conflicts of interest might occur throughout the collaborative process. A meeting is scheduled on 17th July to scope out requirements. Draft TORs for the Joint Audit Committee will be presented to the Black Country & West Birmingham Joint Committee in September.

Date of next meeting:
20th July 2017, 1 – 3pm

