

**MINUTES OF WILTSHIRE CLINICAL COMMISSIONING COMMITTEE HELD ON TUESDAY,
19 MARCH 2013 AT 09:30 IN THE CONFERENCE ROOM
AT SOUTHGATE HOUSE, DEVIZES**

Present:

Dr Steve Rowlands	SR	GP Chair, CCG
Deborah Fielding	DF	Accountable Officer
Simon Truelove	STr	Chief Financial Officer
Peter Lucas	PL	Lay Member
Dr Simon Burrell	SB	GP Chair, NEW
Dr Toby Davies	TD	GP Chair, Sarum
Dr Helen Osborn	HO	GP Chair, WWYKD
Dr Jonathan Rayner	JR	GP Vice Chair, NEW
Dr Celia Grummitt	CG	GP Vice Chair, Sarum

In Attendance:

Mike Relph	MRe	Group Director, WWYKD
Mark Harris	MH	Group Director, Sarum
Ted Wilson	TW	Group Director, NEW
Jacqui Chidgey-Clark	JC-C	Director of Quality and Patient Safety
Sue Odams	SO	Wiltshire Council
Jennifer Howells (<i>in part attending for Paper 9</i>)	JH	Cluster Chief Executive Officer
Nigel Langhorn (<i>in part attending for Paper 11</i>)	NL	Cluster Transition Programme Manager
Diana Hargreaves – Minutes	DJH	Board Administrator, Wilts CCG

Apologies:

Maggie Rae	MR	Director of Public Health and Protection, Wiltshire Council
Christine Reid	CR	Lay Member
Christina Button	CB	Cluster Director of Commissioning Development
James Cawley	JC	Wiltshire Council
Rob Hayday	RH	Head of Project Management

WILTS/13/03/01 APOLOGIES, WELCOME AND INTRODUCTIONS ACTION

SR welcomed everyone to the meeting, with apologies and additional attendees being recorded as noted above.

WILTS/13/03/02 DECLARATIONS OF INTEREST

Members were reminded of their obligation to declare any interests they may have or any issues arising at the meeting which might conflict with the business of the Wiltshire CCG.

Standing declarations were noted. No new declarations were made.

WILTS/13/03/03 MINUTES OF THE WILTS CCC HELD 26 FEBRUARY 2013

The Committee accepted the minutes as an accurate record.

WILTS/13/03/04 ACTION TRACKER

WILTS/12/11/06a To check with DG on progress.
WILTS/12/11/06b SR confirmed that Peter Jenkins has been appointed as Medical Advisor to the CCG and will take up the safeguarding role.
WILTS/13/01/17 To check with RH on progress.
WILTS/13/02/07 To bring forward to April 23 meeting.
WILTS/13/02/08 Will be picked up under AOB
WILTS/13/02/11 Complete.

JC-C

**RH
STr**

WILTS/13/03/05 MATTERS ARISING

P3 – Programme of work refers to the Update on Community Transformation PID which is a paper for information on the agenda.

WILTS/13/03/06 APPROVAL OF CONSTITUTION

STr presented the paper and explained that the Constitution had been circulated electronically because of the size of the document. The following changes have been incorporated:

- Director of Quality and Patient Safety replaces references to Executive Nurse
- Inclusion of revised TOR for Audit and Assurance Committee
- Inclusion of revised TOR for Quality and Clinical Governance Committee
- Revised Sarum TOR following reorganisation of the meeting structure. NB This is subject to further change
- References to 'draft' on Groups' TOR have been removed
- Inclusion of the checklist for a CCG Constitution prepared by PwC at Appendix 1

- Corrections to 2.10 in the Scheme of Delegation to make the order of points 2.9 – 2.12 flow correctly

The document will be adopted in public at the Governing Body meeting on 2 April.

The Committee received and approved the report in accordance with the recommendations.

WILTS/13/03/07 QUALITY HANDOVER DOCUMENT

JC-C presented the paper noting that the author, Debbie Rigby, will be retained in the CCG which will be a positive advantage.

The Committee were pointed to Section 13 of the document which details the specific challenges in the Wiltshire CCG area – p.150 refers.

It was noted that the document had been through the Joint PCT Board and DF assured the Committee that any issues that had been flagged had been dealt with and any ongoing issues were in hand.

The Committee decided to put in place a regular reporting mechanism to the Governing Body on Out of Area Placements, to be achieved by the ratification of the Quality and Clinical Governance Committee meeting minutes at the Governing Body meetings. It was further decided that, in order to overcome the difficulty of sharing patient data in the public part of the meetings, strategic intentions and actions taken could be discussed in public and the outcomes matched to specific individuals in the confidential part of the meetings.

The Committee received and approved the report in accordance with the recommendations.

WILTS/13/03/08 UPDATE ON LES FOR DEMENTIA

TW presented the update prepared by Susan Dark. Each of the three groups has agreed the Dementia LES and training sessions will be rolled out during March and April to encourage involvement from all practices, led by a consultant psychiatrist from Avon and Wiltshire Mental Health Partnership NHS Trust (AWP).

The Committee received and discussed the report in accordance with the recommendations.

WILTS/13/03/09 TRANSITION SUPPORT FOR RNHRD IN ADVANCE OF ACQUISITION

STr reported to the committee that the CCG had been asked on whether it would be willing to provide transitional finance support to the Royal National Hospital for Rheumatic Diseases (RNHRD) while its future was being worked through by Monitor, the National Commissioning Board and the current Strategic Health Authority. The Committee confirmed that it would not be willing to provide additional transitional finance support over and above the current financial contract value as the commissioning intention was to reduce the activity going into the hospital and to promote a greater community response for some of the conditions that the RNHRD treat.

The Committee received and discussed the report in accordance with the recommendations.

WILTS/13/03/10 OUTCOME OF AUTHORISATION

DF presented the paper and informed members that the CCG has now been authorised with only two conditions, described as entirely technical, adding that the average number of conditions for other CCGs across the country was between five and eight.

The Committee thanked everyone involved, particularly RH.

The Committee received and discussed the report in accordance with the recommendations.

(Neal Goodwin and Kerry Lusby-Taylor observed the meeting from the gallery)

WILTS/13/03/11 DoH TRANSFER SCHEME PROGRESS REPORT

NL updated the Committee with the news that the Wiltshire scheme had arrived that morning, with a 48-hour turn around, and had been sent to the team to work on. The Committee was advised that, if the sign-off process has not been completed within the allotted timescale, a draft transfer scheme will be signed and this has been accepted and agreed by the Joint PCT Board.

It was noted that the Legacy Team will sweep up any issues that arise as a result of errors and omissions; however the due diligence process that has been adhered to should minimise the number of issues arising.

The Committee thanked NL and his team and congratulated them on an excellent piece of work.

The Committee noted the update provided.

(NL left the meeting)

WILTS/13/03/12 FINANCE REPORT – MONTH 11

STr presented the report advising that, despite the challenges faced at month 10, the PCT was on track to deliver its surplus of £2m at year end following the removal of £6m of resource which will be returned to the CCG in 2013/14. STr confirmed that winter pressures monies that had been bid for and received had given more towards adult social care which the Council was not expecting. It had therefore been agreed to pay over the excess amount in 2013/14 and to use some of this resource to deal with the in-year pressures. The resource for this transaction will come from the recurrent allocation for STARR scheme as the Council had confirmed that it still had enough resource from the Section 256 monies to carry on the STARR scheme in 2013.

STr confirmed that end of year deals had been struck with all 3 providers reflecting the current forecast outturns. Although activity had been down in some areas the acuity of the activity had been much higher with particular spikes in activity in August and February. The CCG will need to take this into consideration when planning for next year.

STr confirmed that the control on the organisations finances will be easier after the 1st April 2013. The fragmentation of the commissioning side of the NHS has caused lots of confusion which will take some time to bed down. STr confirmed that the financial risk associated with Military Health has now been resolved and the CCG would not be losing its unregistered population allocation. STr also confirmed that the Sixpenny Handley allocation was in the original baseline announcement so this issue had been taken off the risk log.

The Committee noted the update provided.

UPDATE ON COMMUNITY TRANSFORMATION PID

The Committee noted the update for information only.

ANY OTHER BUSINESS

SR updated the Committee on the latest situation on the 111 service noting that the provider had struggled to meet the expected targets during the past three weekends resulting in weekly board meetings with the provider, chaired by SR. It was noted that a letter had been sent out from Bevan Britten stating the PCT position.

(Jennifer Howells was in the meeting for this discussion)

The Committee was advised that there is a top level meeting taking place tomorrow with the provider at which decisions will be taken on a way forward. An Extraordinary Joint PCT Board meeting with CCG attendees may be called on Thursday if decisions taken need to be ratified.

The members expressed their deep concern about the provider's capability and capacity to continue to deliver the contract going forward, particularly with a Bank Holiday weekend ahead, and discussed alternative plans for the next course of action based on the least risk.

(Jo Cullen joined the meeting).

Jo Cullen further updated the members and answered questions about the current situation and possible alternative solutions. CCG colleagues offered Jo their support going forward and thanked Jo for her intensive work on this issue to date.

No further business was discussed. The meeting concluded at 11:40hrs.

**Date of next meeting:
Tuesday 2 April 2013
10:00 – 11:00hrs
Conference Room, Southgate House, Devizes**