

**DRAFT MINUTES OF WILTSHIRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING IN PUBLIC
HELD ON TUESDAY, 23 APRIL 2013 AT 10:00 IN THE CONFERENCE ROOM
AT SOUTHGATE HOUSE, DEVIZES**

Present:

Dr Steve Rowlands	SR	GP Chair
Deborah Fielding	DF	Chief Officer
Simon Truelove	Str	Chief Financial Officer
Christine Reid	CR	Lay Member
Peter Lucas	PL	Lay Member
Dr Simon Burrell	SB	GP Chair, NEW
Dr Toby Davies	TD	GP Chair, Sarum
Dr Jonathan Rayner	JR	GP Vice Chair, NEW
Dr Debbie Beale	DB	GP Vice Chair, WWYKD
Dr Celia Grummitt	CG	GP Vice Chair, Sarum
Mary Monnington	MM	Registered Nurse
Dr Mark Smithies	MS	Secondary Care Doctor

In Attendance:

David Noyes	DJN	Director of Planning, Performance and Corporate Services
Mike Relph	MRe	Group Director, WWYKD
Ted Wilson	TW	Group Director, NEW
Jacqui Chidgey-Clark	JC-C	Director of Quality and Patient Safety
Rob Hayday	RH	Head of Project Management
Sue Odams	SO	Public Health Consultant, Wiltshire Council
Julia Cramp	JCra	Service Director, Commissioning & Performance, Wiltshire Council
Dr Peter Jenkins	PJ	GP Medical Advisor
Tracy Torr	TT	Communications and Engagement Officer
Tony Millett	TM	Press
Jill Crooks	JCro	Press
Diana Hargreaves – Minutes	DJH	Board Administrator

Apologies:

Maggie Rae	MR	Corporate Director, Wiltshire Council
Mark Harris	MH	Group Director, Sarum
Dr Helen Osborn	HO	GP Chair, WWYKD
James Cawley	JCa	Service Director, Commissioning, Procurement and Strategy, Wiltshire Council

GOV/13/04b/01 APOLOGIES, WELCOME AND INTRODUCTIONS ACTION

SR welcomed the members of the public to the meeting and PJ was welcomed to his first meeting as a member in attendance. The Members introduced themselves to the public. Apologies were noted as listed above.

GOV/13/04b/02 QUESTIONS/COMMENTS FROM THE PUBLIC

The written question from a member of the public was tabled and the gentleman concerned had attended in the public gallery. He reiterated the concerns laid out in his question and was assured that he would be provided with a written response. MM confirmed that the necessary changes were taking place at the RUH and agreed that the gentleman could accompany her on a visit to the unit.

DJH

MM

SR committed to providing a written response to the petition from 38 Degrees.

SR

A further question was raised concerning the cost of 'shadowing' in the NHS. STr explained that, although there were set up costs associated with the start-up of the CCG, 'shadowing' did not mean that two people were paid for doing the same job.

GOV/13/04b/03 DECLARATIONS OF INTERESTS

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.

No declarations were made.

GOV/13/04b/04 MINUTES OF THE WILTS CCG GOVERNING BODY HELD 2 APRIL 2013

P2 – Action should read Me (Mike Relph) and not MR (Maggie Rae).

The Governing Body accepted the minutes as an accurate record with the amendment noted above.

GOV/13/04b/05 MATTERS ARISING

None.

GOV/13/04b/06 ACTION TRACKER

WILTS/12/11/06a – Adult Safeguarding policy will be posted on the intranet and a link provided in next week's Weekly Brief.

WILTS/13/01/17 – Group Directors reported on planned staff development and training.

WILTS/13/02/07 – STTr will provide an explanation of Nuffield Fair Shares outside of the meeting.

STTr

GOV/13/04b/07

FUTURE PROCUREMENT REQUIREMENTS FOR COMMUNITY SERVICES

STTr presented the paper outlining the issues to be considered in deciding upon the re-tendering of Community Services for Adults and Children and Maternity Services, which come to the end of their contract on 30 April 2014. STTr described in detail the three categories for consideration:

- Development of the Community specification
- Current Operational considerations
- Public Procurement considerations

The Members were asked to agree to the following recommendations:

- Extension of the current contract with GWHFT for Community Services for Adults and Children for one year to allow the specification to be produced and operational actions to be delivered
- Serving notice to GWHFT for Maternity Services and initiation of a re-tendering process in line with the current contract period

The Members discussed the first recommendation and agreed that a twelve-month deferral would allow time to get the specification right for patients.

DF referred Members to Annex 1 Community Transformation Programme, describing the joint working arrangements with Wiltshire Council (WC) on integration, jointly funded by CCG and WC. It was noted that the public consultation on the changes would be a significant part of the process.

The Members then discussed the second recommendation and agreed to serve notice to GWHFT for a re-tendering process for Maternity Services. It was decided to convene a group of GPs to discuss the service design and develop a service specification, with a qualified midwife to advise the group and to include representation from Public Health.

The Governing Body received and approved the report with the recommendations as recorded above.

GOV/13/04b/08 APPROVAL OF OPERATIONAL TARGETS FOR 2013/14

DJN introduced the report outlining the performance targets that the CCG will be delivering against for the financial year 2013/14.

PL asked when the cash limit would be confirmed. STr confirmed that the cash limit would be notified once the national cash adjustments had been confirmed by NHS England. These would include the payments to the prescriptions purchasing authority (PPA).

In response to PL's further question asking how the tables will be populated and when, DJN was confident that processes were in place to capture the information and collate into one document, the Integrated Performance Management Report, for the Governing Body meetings.

MM congratulated the CCG for drawing this together, adding that it would be a useful tool to monitor quality and patient safety. However, the targets are not well described and some of the measurements need more work, eg QIPP.

DF thanked the team for producing the paper noting that the significant improvement of recognising the national targets whilst ensuring that the clinicians lead locally would enable the targets to reflect the needs of the local population.

The Governing Body received and approved the report.

GOV/13/04b/09 APPROVAL OF FINANCIAL BUDGET 2013/14

STr presented the paper on the budget setting process for the financial year 2013/14, which is now set up in the new ledger, and reported that contracts have been set up in conjunction with the Groups. All acute contracts in Wiltshire will hopefully have been signed by the end of April which is earlier than in previous years.

It was noted that all CCGs are on one financial system enabling NHS England and the DoH to monitor CCGs' spend and 12-month forecasts. ATs are also able to access the system as they have a responsibility to performance manage CCGs to ensure that our expenditure is relevant to the population of Wiltshire.

SR thanked STr and his team for their work.

The Governing Body received and approved the report.

GOV/13/04b/10 FINANCE REPORT – MONTH 12 2012/113

STr presented the paper explaining that the CCG Governing Body, as successor to the PCT Board, is required to receive a final month 12 report for the financial year 2012/13. The report detailed the year to date financial performance for resources delegated to the shadow CCG for the period ended 31 March 2013 and highlighted the key risks for the CCG in this financial year, with actions to mitigate the risks.

CR asked whether the problem with the RUH's Information System, Millennium, is now resolved. STr explained that the introduction of the new system had caused problems with coding and more activity was now being captured. The capacity planning process had picked up these changes; however, if the RUH continued to capture previously unrecorded activities then the activity plans would quickly come under pressure. STr confirmed that his information team will be focusing on the datasets provided by the RUH to ensure that we are not being charged for new activities.

CR asked when the final resource figure for the CCG would be confirmed and what assurances there would be that NHS England will not remove further resource. STr confirmed that work was still ongoing with specialist commissioning and military commissioning; however, NHS England were working to a principle that no organisation would be financially disadvantaged by the movement of resources. STr agreed to keep the Governing Body updated on the resource limit for the CCG.

STr

The Governing Body received and discussed the report.

GOV/13/04b/11 OUTCOMES REPORT (INCLUDING QUALITY AND PATIENT SAFETY REPORT) 2012/13

JC-C introduced the paper and outlined the headlines.

SR reported that he had met with the Chairs of BaNES CCG and the RUH and agreed to participate in a joint seminar with all three organisations.

CR expressed her concern that the staff at GWH seemed to be under great pressure and JC-C responded saying that the pressure was coming from the community arm of GWH and that discussions had taken place.

The Governing Body received and discussed the report.

GOV/13/04b/12 QUALITY ACCOUNTS – SALISBURY FOUNDATION TRUST

JC-C introduced the paper and explained that each of the Trusts are required to publish annual Quality Accounts which will come to the Governing Body meetings and that the lead commissioner for each Trust is required to provide a commissioner statement in the Quality Accounts.

The SFT Quality Accounts will be published on the SFT website on 30 June 2013. The clinician Members present agreed that the Quality Accounts from SFT could be signed off.

The Governing Body received and discussed the report.

PETITION RECEIVED FROM 38 DEGREES

GOV/13/04b/13 The Chair acknowledged the receipt of a petition from 38 Degrees which was tabled at the meeting.

The Governing Body noted the report.

GOV/13/04b/14 ANY OTHER BUSINESS

Clinicians' attendance at AAC pre-meetings will be discussed outside this meeting.

STr

No further business was discussed. The meeting concluded at 10:17hrs.

Date of next meeting: Tuesday 28 May 2013

Public Session 10:00 – 12:00hrs

Children's Safeguarding Training Seminar 12:15 – 13:00

Lunch 13:00 – 13:15

Adult Safeguarding Training Seminar 13:15 – 14:00

Private Session 14:00 – 14:30

Remuneration Committee 14:30 – 15:00

To be held in the Conference Room, Southgate House, Devizes