

**DRAFT MINUTES OF WILTSHIRE CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING IN PUBLIC
HELD ON TUESDAY, 25 JUNE 2013 AT 10:00 IN THE CONFERENCE ROOM
AT SOUTHGATE HOUSE, DEVIZES**

Present:

Dr Steve Rowlands	SR	GP Chair
Peter Lucas	PL	Lay Member
Deborah Fielding	DF	Chief Officer
Simon Truelove	STr	Chief Finance Officer
Christine Reid	CR	Lay Member
Dr Jonathan Rayner	JR	GP Vice Chair, North and East Wiltshire (NEW)
Dr Celia Grummitt	CG	GP Vice Chair, Sarum
Dr Helen Osborn	HO	GP Chair, West Wiltshire, Yatton Keynell and Devizes (WWYKD)
Dr Debbie Beale	DB	GP Vice Chair, WWYKD
Dr Mark Smithies	MS	Secondary Care Doctor
Mary Monnington	MM	Registered Nurse Member

In Attendance:

Jacqui Chidgey-Clark	JC-C	Director of Quality and Patient Safety
David Noyes	DJN	Director of Planning, Performance and Corporate Services
Mike Relph	MRe	Group Director, WWYKD
Mark Harris	MH	Group Director, Sarum
Ted Wilson	TW	Group Director, NEW
Dr Peter Jenkins	PJ	GP Medical Advisor
Rob Hayday	RH	Head of Project Management
Julia Cramp	JCr	Service Director, Commissioning and Performance, Wiltshire Council
Chris Graves	CG	Chair, Healthwatch Wiltshire
Sue Odams	SO	
Helen Robinson-Gordon	HR-G	Head of Communications and Engagement
Tony Millett	TM	Press
Diana Hargreaves – Minutes	DJH	Board Administrator, Wilts CCG

Apologies:

Dr Simon Burrell	SB	GP Chair, NEW
Dr Toby Davies	TD	GP Chair, Sarum
James Cawley	JC	Service Director, Commissioning, Procurement and Strategy, Wiltshire Council

GOV/13/06/01

WELCOME AND APOLOGIES FOR ABSENCE

ACTION

SR welcomed the everyone to the meeting, particularly noting that this was HR-G's first meeting, and he also thanked the members of the public for attending.

GOV/13/06/02

QUESTIONS FROM THE PUBLIC

There were no questions from the public. If any of the members of the public attending had any questions for the next meeting, they were asked to contact HR-G.

GOV/13/06/03

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/13/06/04

PREVIOUS MINUTES FROM GOVERNING BODY IN PUBLIC HELD ON 28 MAY 2013

P1: MS should have been recorded as a voting Member

P3: 2nd para of Chair's Report - last word should be county rather than country.

The Governing Body accepted the minutes as an accurate record with the amendments recorded above.

GOV/13/06/05

MATTERS ARISING

Acronyms should be expanded for the benefit of the public.

GOV/13/06/06

ACTION TRACKER

There were no outstanding actions. Completed actions are recorded on the back of the action tracker.

GOV/13/06/07

CHAIR'S REPORT

SR reported that he had attended a recent Urgent Care Board and there would be an Urgent Care Forum in the next few weeks.

The 111 Rectification Task Force were meeting on a weekly basis to ensure that the provider was continually improving in order to deliver a service which was appropriately safe for the population.

A lay members' seminar had taken place to establish roles and responsibilities and this would be expanded to include the lay members in Gloucestershire, Swindon and Bath and North East Somerset (BaNES).

The BaNES CCG Board, Wiltshire CCG Governing Body and the Royal United Hospital Board had a successful joint meeting and Wiltshire CCG are looking to replicate this in Swindon and Salisbury.

The Area Team attended the Executive Team meeting to establish and develop a positive working relationship.

SR welcomed Chris Graves, Chair of Healthwatch Wiltshire, to the meeting.

GOV/13/05/08

REGISTER OF SEALINGS

There had been none recorded.

GOV/13/06/09

INTEGRATED PERFORMANCE MANAGEMENT REPORT

DJN presented the paper as the first iteration of this very important report detailing activity from the first ninety days of the CCG and incorporating data from April and May.

JC-C introduced the Quality section with a patient story and proposed that patients or their relatives themselves would attend future meetings to tell the Governing Body their own stories.

JC-C emphasised the 'hot spots' as outlined in the report and the Group Directors also went through the 'hot spots' in their areas.

(HO joined the meeting at 10:20hrs)

(PL – jointed the meeting – 10:25)

STr introduced the Finance section of the paper expressing his concern about the position of NHS England as not only a commissioner but also the custodian of the resource which has the potential to cause some difficulties.

STr outlined the position at month 2 stating that, at the end of May 2013, the CCG was reporting a year to date surplus of £0.8m which is in line with plan. This financial position is predicated on delivering an in year QIPP programme of £9.3m, programmed in from Q2 onwards. All contracts are now signed apart from 2 minor ones and the target of paying invoices within 30 days is at 100%.

PL offered his congratulations on the contracts being agreed this early in the year. It would be important to ensure that the CCG keeps enough finances in reserve to deal with the pressures of resource reduction going forward.

The Project Management Office is well established and has allowed the CCG to look at delivery of the Operational Plan and identify key areas of focus to ensure consistent delivery of the service support required to achieve objectives.

DF thanked the whole team for the report and noted that the interconnectivity showed that the teams within the CCG are working together well to make health care as good as it can be and managing provider challenges in an open, honest and transparent way.

P24 – Should read RUH Spring to Green and not RUK.

The Governing Body received and approved the report.

GOV/13/06/10

POLICY ON POLICIES

DJN introduced the paper requiring the CCG to have an agreed and documented process for developing and reviewing policies and for general policies' management, outlined in the Policy for the Management of Policies and Standard Operating Procedures.

The policy has been amended to reflect a procedural change around the approval of policies, suggesting that the CCG Governing Body would delegate responsibility for approval of policies to the three main CCG sub-committees; Audit and Assurance, Finance and Quality and Clinical Governance.

CR asked for any policy changes to be marked in red.

The Governing Body received and approved the report.

GOV/13/05/11

WORKFORCE REPORT – COMMISSIONING SUPPORT UNIT

DJN presented the pape updating the Governing Body on workforce activities in Q1, focusing on developing and launching an appraisal system, statutory mandatory training and induction.

Members commented variously:

- How powerful a tool the appraisal system could be and congratulated the CCG on adopting the system.
- Feedback from and evaluation of the appraisal system in the future.
- Naming the individuals selected for the Leadership Development Programme.
- Bespoke training on core commissioning skills delivered jointly to Wiltshire Council and CCG colleagues.
- Policies are ratified by the Central Southern Commissioning Support Unit (CSCSU) and are easily accessible by staff.
- Staff to have a safe place to openly and honestly voice any concerns.

The Governing Body received and approved the report.

GOV/13/05/12

ANNUAL PLANNING CYCLE

DJN presented the paper setting out a corporate approach to the Annual Planning Cycle, the process by which the CCG determines commissioning priorities and allocates budget in order to deliver outputs.

Members thanked DJN for his work on this and commented that the 'bottom-up' approach would be more likely to engage the clinicians and to ensure quality and improved commissioned services, adding that it was important to start the planning cycle early so that the Operational Plan could begin on day one.

The Governing Body received and approved the report.

GOV/13/06/13

COMPLAINTS MANAGEMENT PROCESS – INITIAL REPORT

JC-C introduced the report giving an overview of the Patient Liaison Service (PALS) and Complaints contacts for April and May 2013.

The CCG is working with the CSCSU on data collection in order to improve the standard and quality of complaints management. DF informed Members that, as the signatory of all complaints letters, complaints were being answered and responded to but there were no alternatives offered to the complainants and therefore people's genuine concerns were not being dealt with effectively.

A Complaints Management Report will be presented at the bi-monthly Quality and Clinical Governance (QCG) meetings and will be reported back to the Governing Body through the QCG minutes.

The Governing Body received and discussed the report.

GOV/13/06/14

WWYKD – SERVICE LEVEL AGREEMENT (SLA) REPORT 13/14

MRe presented the report setting out the 2013/14 WWYKD Group SLA supporting the seven priorities in the CCG's Strategic Plan 2013-15 and enabling practices to contribute to designing and improving local healthcare systems and processes.

STr questioned the £1 per head of population funding for data challenges and practice engagement due to the effectiveness of the data challenges that WWYKD were identifying. The basis of the question was his feeling that much of the activity that was being challenged did not contravene Payment by Results rules. STr reiterated the need for primary clinicians to work with acute clinicians to agree pathways which in turn would define the appropriate charging mechanism. STr also reiterated the responsibility that the CCG Clinicians had to ensure the financial sustainability and viability of Wiltshire's local providers.

There will be a detailed outcome report produced at the end of year to evaluate the effectiveness of the SLA.

GOV/13/06/15

It was clarified for the benefit of the public that Enhanced Services were commissioned through the CCGs and Primary Care through NHS England.

The Governing Body received and discussed the report.

NEW – SLA REPORT 13/14

TW presented the report setting out the proposals for the 2013/14 NEW Group SLA focusing on supporting CCG engagement and six specific activity streams.

Members agreed that all three Groups' SLAs had similar elements and that those projects that were specific to a Group could be viewed as pilot projects which could then be rolled out across the Groups.

STr asked how practices would react to receiving a smaller payment for the care home element with the NEW SLA than from the other Groups and was assured that practices understood that, while overall the reimbursement would be the same, there would be different values within the Groups' areas.

GOV/13/06/16

MM pointed out that the total figures in the Care Homes Admissions table did not add up.

The Governing Body received and discussed the report.

IMPLICATIONS OF THE CHILDREN AND FAMILIES BILL FOR THE CCGs

JCr introduced the paper detailing the new legal duties placed on CCGs from September 2014 in relation to children and young people with Special Educational Needs and Disabilities and apologised for missing JC-C's name off the paper summary sheet as Lead Director.

Members comments were:

- The content of the report is in line with the direction of travel of Wiltshire CCG.
- A meeting to be arranged between the CCG and Wiltshire Council to understand how this piece of work fits in with the wider picture.
- Transition needed to start early and services provided should be sustainable.
- Work with the young people and their carers to raise aspirations and manage expectation.

JC-C/JCr

GOV/13/06/17

The Governing Body received and discussed the report.

ANY OTHER BUSINESS

MM informed Members that she had visited RUH with Mr Darlow from Bradford on Avon Seniors' Group which had settled the major concern the group had about the CQC report and a Seniors' Group representative had been invited onto the users group at RUH.

No further business was discussed. The meeting concluded at 11:30hrs.

Date of next meeting: Tuesday 23 July 2013
Public Session 10:00 – 12:30hrs
Private Session 13:00 – 14:00hrs
Conference Room, Southgate House, Devizes