

**DRAFT MINUTES OF WILTSHIRE CLINICAL COMMISSIONING GROUP (CCG)
GOVERNING BODY MEETING IN PUBLIC
HELD ON TUESDAY, 26 NOVEMBER 2013 AT 10:00 IN THE MEETING ROOM, CITY
HALL, SALISBURY**

Present:

Dr Steve Rowlands	SR	GP Chair
Deborah Fielding	DF	Chief Officer
Simon Truelove	STr	Chief Finance Officer
Christine Reid	CR	Lay Member
Peter Lucas	PL	Lay Member and Vice Chair
Dr Simon Burrell	SB	GP Chair, NEW (North and East Wiltshire)
Dr Anna Collings	AC	GP, NEW
Dr Toby Davies	TD	GP Chair, Sarum
Dr Celia Grummitt	CGru	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:

David Noyes	DJN	Director of Planning, Performance and Corporate Services
Mark Harris	MH	Group Director, Sarum
Ted Wilson	TW	Group Director, NEW
Maggie Rae	MR	Corporate Director, Wiltshire Council
James Cawley	JCa	Service Director, Wiltshire Council
Dr Peter Jenkins	PJ	GP Medical Advisor
Rob Hayday	RH	Head of Project Management
Jo Cullen	JCu	Interim Group Director, WWYKD
Debbie Rigby	DR	Deputy Director, Quality and Patient Safety
Lynn Talbot	LT	Interim Director of Community Transformation
Helen Robinson-Gordon	HR-G	Head of Communications and Engagement
Patrick Wintour	PW	Healthwatch
Jill Crooks	JCro	Press
Tony Millett	TM	Press
Jessica Kohler (<i>for agenda item 14</i>)	JK	Capsticks
Diana Hargreaves – Minutes	DJH	Board Administrator, Wilts CCG

Observers:

Nigel Langhorn	NL	Associate Director of Commissioning Support, Central Southern Commissioning Support Unit
Lynne Beta	LB	Administration, Corporate Affairs

Apologies:

Julia Cramp	JCr	Service Director, Commissioning and Performance, Wiltshire Council
Dr Jonathan Rayner	JR	GP Vice Chair, North and East Wiltshire (NEW)
Jacqui Chidgey-Clark	JC-C	Director of Quality and Patient Safety
Chris Graves	CGra	Chair, Healthwatch

GOV/13/11/01	<p>Welcome and apologies for absence</p> <p>SR welcomed everyone to the meeting noting the apologies as recorded above.</p>	ACTION
GOV/13/11/02	<p>Questions/Comments from the public</p> <p>Question received from Michael Darlow – question and answer have been posted on the website and an email sent to Mr Darlow.</p> <p>2-part question received from Huw James – first part will be answered by Lynn Talbot during her presentation on Community Transformation; second part will be answered by Mark Harris by 13 December.</p>	MH
GOV/13/11/03	<p>Declarations of Interest</p> <p>Members are reminded of their obligation to declare any interest they may have on any issues arising at the meeting which might conflict with the business of the Wiltshire CCG.</p> <p>None declared.</p>	
GOV/13/11/04	<p>Minutes of previous meeting held on 24 September 2013</p> <p>P2 3rd bullet point from bottom of page should read: “The Board to Board to Governing Body seminar between GWH, Swindon CCG and Wiltshire CCG.....”</p> <p>Post-meeting note: The date for this seminar has been agreed as 15 January 2014.</p> <p>The minutes were agreed as an accurate record with the amendment recorded above.</p>	
GOV/13/11/05	<p>Matters Arising</p> <p>None.</p>	
GOV/13/11/06	<p>Action Tracker</p> <p>WILTS/13/01/17 Coordination of training opportunities. DF informed Members that there would be a private training seminar for Governing Body members on 17 December as well as ongoing organisational development within the management structure and individual training opportunities.</p>	
GOV/13/11/07	<p>Chair’s Report</p> <p>SR reported to the Members and the public on:</p> <ul style="list-style-type: none"> • Presented the Community Voluntary Sector awards jointly with Wiltshire Council – 4th year and well attended • Attended Clare Perry’s Health forums – good public engagement and positive feedback 	

	<ul style="list-style-type: none"> • Following the Board to Board with Salisbury FT (SFT), 3 Members visited the SFT Accident and Emergency (A&E) and the Medical Assessment unit this morning • Wiltshire Stakeholder event - attendees assisted with the process of drawing up our CCG's 5-year plan • Briefing given jointly with Maggie Rae to the Lord Lieutenant of Wiltshire • Invited to attend a Health Forum reception at 10 Downing Street and had the opportunity to feed back the local issues at the highest level • Successful joint working with Wiltshire Council at Health and Wellbeing Board meetings • Inaugural meeting of the Wiltshire Lay Members with colleagues from Bath and North East Somerset, Gloucestershire and Swindon was well received • 111 went to full service commencement in October 	
<p>GOV/13/11/08</p>	<p>Register of Sealings</p> <p>There were none recorded.</p>	
<p>GOV/13/11/09</p>	<p>Integrated Performance Management Report (including quality/finance/access/projects)</p> <p>DJN introduced the report which assessed the performance of the CCG for quality, financial management, patient access and project management to give a transparent and comprehensive assessment of overall performance, using data from April – October 2013, where available.</p> <p>Quality: DR presented the patient story about a mistaken patient identity and very poor treatment which amounted to negligence. SR responded by saying that it was a powerful story to be learned from and asked that the CCG's best wishes be passed on to the patient.</p> <p>DR delivered the key messages:</p> <ul style="list-style-type: none"> • Care Quality Commission (CQC) visit to NHS Wiltshire CCG • Hospital Intelligence Monitoring • Patient-Led Assessments of the Care Environment (PLACE) • Commissioning for Quality and Innovation (CQUINs) <ul style="list-style-type: none"> ➢ Achievement for 2013/14 ➢ Plan for 2014/15 • MRSA and <i>Clostridium difficile</i> infection update <p>It was noted that whistleblowing alerts were categorised as an elevated risk at Great Western Hospital (GWH) and Royal United Hospital (RUH), that whistleblowers had activated the CQC visits and that the published reports were always time delayed.</p> <p>DR reassured the meeting that the low percentage for SFT under Appendix 3 PLACE, Food, was not about feeding or nutrition of patients but rather that the food trolleys were not keeping the food</p>	

	<p>pipings hot. A report on the trolley replacement programme would be available in December.</p> <p>Finance: STr introduced the section confirming that the CCG continued to forecast a surplus of £5m in line with the financial plan for 13/14. At the end of October, the CCG was £2.94m in surplus in line with plan. The CCG cash position was in line with the in-year financial position and was reinforced by the strong performance in paying invoices within 30 days.</p> <p>Delivery of the £9.3m Quality Innovation Productivity and Prevention (QIPP) target was forecast although some of the original plans had not delivered and had been replaced by other areas of recurrent underspend.</p> <p>The CCG continued to experience financial pressure on a number of acute contracts including SFT (£2.8m), RUH (£1.96m), GWH (£0.8m) and BMI Healthcare Hospitals (£1m). For the hospitals in Salisbury, Bath and Swindon some activity areas were under plan however the cost of the activity was over plan explained by a richer case mix. STr clarified that not one of the three acute Trusts was reporting a significant surplus over their planned requirements which helped to reassure members that Trusts were not profiting from upcoding of activity. This financial pressure was being mitigated by reserves and underspends on other budgets.</p> <p>Comments/questions from Members included:</p> <ul style="list-style-type: none"> • Were the Independent Sector Treatment Centres (ISTC) being used effectively? Capacity across the whole of the ISTC contract was not being used but Wiltshire CCG was the best performing CCG in respect to ISTC utilisation. • Concern was expressed over the very large overspend in SFT. The CCG had identified a number of problem areas and clinicians were having conversations with provider colleagues to see what had changed. STr supported by the Sarum group would report back to the January Governing Body meeting in more detail. • QIPP savings have had to be readjusted and STr will present information to the January meeting to flesh this out. <p>Access: STr introduced the section explaining that RUH for the last month had been 'green' on the Escalation Framework which was a great success. SFT had experienced some pressure this year and had been 'red' for the first time. GWH had experienced pressure from the Swindon population rather than the Wiltshire population. Delayed Transfers of Care (DToC) were still causing a problem for the health system. A DToC task and finish group had been meeting to try and resolve the issue. Ambulance response times were still missing the national targets. The poor performance would be challenged through the contract negotiations for 2014/15; important to note that Wiltshire had one of the highest non-conveyance rates in South West Ambulance Service Trust's (SWAST) area and was one of the best in the country.</p>	<p style="text-align: center;">STr and MH</p> <p style="text-align: center;">STr</p>
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	<p>Project Management: DJN introduced the section stating that project methodology was evolving within the organisation and the annual planning process had identified seven emerging programme areas for development, reflecting the considerable amount of work going on within the organisation.</p> <p>The Governing Body received and approved the report.</p>	
GOV/13/11/10	<p>Winter Plan</p> <p>JCu presented the report which Members found thorough and comprehensive.</p> <p>Members queried why the Delayed Transfers of Care (DToC) numbers were increasing yet the risk stayed the same. MR responded by assuring the Members that situation reports were received from providers and scrutinised on a daily basis. TW explained that he was meeting regularly with GWH to get the DToC figures down.</p> <p><i>Debbie Beale joined the meeting at 10:50hrs</i></p> <p>DF thanked the whole team for the report acknowledging the complexity of Wiltshire and the working relationship with Wiltshire Council.</p> <p>The Governing Body received and approved the report.</p>	
GOV/13/11/11	<p>Annual Plan Update and Commissioning Intentions and Process Framework for Development of a 5-year Strategic Plan</p> <p>DJN introduced the paper updating the Governing Body on work on the Annual Plan and commissioning intentions.</p> <p>Members were impressed with the speed with which the document had been produced and felt that the new style of engagement allowed the CCG to be more proactive than reactive. Members were informed that, although the Disease Register showed Wiltshire as higher than the England average, this referred to the recording of those diseases in primary care in Wiltshire and not the absolute incidence.</p> <p>The Governing Body received and approved the report.</p>	
GOV/13/11/12	<p>Joint Business Agreement (JBA)</p> <p>DJN – introduced the report enclosing the JBA which had already been agreed by the Joint Commissioning Board.</p> <p>DF thanked CCG and Wiltshire Council colleagues for their work on this which seemed an obvious piece of work but had never been done before. MR added her thanks and the 100% commitment to the agreement which would improve the outcomes for the Wiltshire population. Appendix 1, 3.7 – Year 1 Chair should read:</p>	

	<p>“The CG Accountable Officer will chair the JCB in Year 1.....”</p> <p>The Governing Body received and approved the report.</p>	
<p>GOV/13/11/13</p>	<p>Health and Social Care Integration</p> <p>DJN presented the report which had been endorsed by the Health and Wellbeing Board on 21 November.</p> <p>Members requested information on the financial value of the Integrated Transformation Fund (ITF) and the current NHS resources passed to Wiltshire Council. STr reported that the value of the ITF would be £30m by 2015/16; he agreed to provide an update on the ITF at the January Governing Body meeting. It was important to gain the maximum effect from the ITF with any impact equally benefitting social care and health.</p> <p>The Governing Body received and approved the report.</p>	<p>STr</p>
<p>GOV/13/11/14</p>	<p>Adult Community Health Services in Wiltshire – Procurement Options</p> <p>DJN presented the report which laid out the options for procurement of Adult Community Health services in Wiltshire and introduced Jessica Kohler from Capsticks who had attended to answer questions on the procurement options in the face of legal challenge and to expand on Annex D of the paper if necessary.</p> <p>DF thanked DJN for his work on the paper and went on to explain the reasons why the one-year extension of the current contract to April 2016 was the recommended option.</p> <p>Members commented:</p> <ul style="list-style-type: none"> • The CCG and the Wiltshire Council had been mandated nationally to integrate health and social care • The current provider (GWH) was working well; contract variations were closely performance managed and GWH shared our vision on the changes • Maternity Services contract was currently being procured • Children’s Services contract would be procured next year <p>Capsticks advised:</p> <ul style="list-style-type: none"> • CCG should act transparently and choose providers who were able to deliver the objectives • Each of the objectives should be considered and transparency on how they have been considered would be crucial • Consider the management of provider monitoring and have the evidence to support • Monitor was sensitive to contract extensions in recognition of the recently formed CCGs 	

	<ul style="list-style-type: none"> The audit trail for evidence can be found in the paper <p>The Governing Body received and approved the report agreeing to the one year extension of the current contract until April 2016.</p>	
GOV/13/11/15	<p>Board Assurance Framework (BAF) and Risk Register (RR)</p> <p>DJN – introduced the paper with the Board Assurance Framework and the Risk Register identifying the ‘Top 10’ risks to the strategic objectives of the organisation.</p> <p><i>James Cawley left the meeting.</i></p> <p>The Governing Body received and discussed the report.</p>	
GOV/13/11/16	<p>Community Transformation Model Update</p> <p>LT gave a verbal presentation which is attached with the minutes.</p> <p>Members thanked Lynne for the update.</p> <p>The Governing Body received and discussed the presentation.</p>	
GOV/13/11/17	<p>Rheumatology Commissioning Pathway Update</p> <p>LT introduced the report presenting the results of the stakeholder engagement and best practice from case studies across the country.</p> <p>MS said that this was an excellent piece of work, working with secondary care to improve services in Wiltshire.</p> <p>The Governing Body received and discussed the report.</p>	
GOV/13/11/18	<p>North and East Wiltshire (NEW) Q2 Report</p> <p>TW presented the report on the second quarter progress against the actions in the 2013/14 SLA. There had been good involvement from practices who had commented that they were back to looking after individual patients rather than filling in paperwork.</p> <p>The Governing Body received and noted the report.</p>	
GOV/13/11/19	<p>Sarum Q2 Report</p> <p>MH presented the report on the second quarter progress against the actions in the 2013/14 SLA.</p> <p>The Governing Body received and noted the report.</p>	
GOV/13/11/20	<p>West Wilts, Yatton Keynell and Devizes (WWYKD) Q2 Report</p> <p>JCu presented the report on the second quarter progress against</p>	

	<p>the actions in the 2013/14 SLA and noted that many of the activities they had undertaken were in the new GP Contract and so had confidence that they had been doing the right thing. The Area Team had supported the Group with education and resources.</p> <p>The Governing Body received and noted the report.</p>	
GOV/13/11/21	<p>Public Health Annual Report</p> <p>MR presented the Public Health annual report with a set of slides; thanked the Governing Body for receiving the report and the CCG for their support.</p> <p>The Governing Body received and noted the report.</p>	
GOV/13/11/22	<p>Quality and Clinical Governance Minutes – September</p> <p>The Governing Body received and noted the minutes.</p>	
GOV/13/11/23	<p>Audit and Assurance Committee Minutes – September</p> <p>The Governing Body received and noted the minutes.</p>	
GOV/13/11/24	<p>Finance Committee Minutes – September</p> <p>The Governing Body received and noted the minutes.</p>	
GOV/13/11/25	<p>Health and Wellbeing Board minutes – September</p> <p>The Governing Body received and noted the minutes.</p>	
GOV/13/11/26	<p>ANY OTHER BUSINESS</p> <p>Item for information only – BaNES CCG 7 November paper: CQC Report on RUH, Bath.</p> <p>Stacey Luce (Care Coordinator covering three surgeries in the Sarum area) had joined the meeting with her Community Matron, Jenni Nelson to talk to Members about her new role. Stacey spoke generally about the support she offered to patients and their families and carers in the community and then gave specific examples of how she had made a positive difference to the lives of patients.</p> <p>SR expressed his thanks on behalf of Members saying what a joy and privilege it had been to hear her presentation.</p> <p>No further business was discussed and the meeting finished at 13:20hrs.</p>	
	<p>Date of next meeting – Tuesday, 28 January 2014 in Devizes.</p>	