

South Norfolk Clinical Commissioning Group

DRAFT Minutes of NHS South Norfolk Clinical Commissioning Group Governing Body Part 1

1.30pm – 3.30pm
 Tuesday 13th January 2015

Seminar Room, Keystone Innovation Centre, Thetford, Norfolk,

Attendees:

Dr Jon Bryson (Chair)	(JB)	Chair and Governing Body Member
Ann Donkin	(AD)	Chief Officer
Cathal Daly	(CD)	Governing Body Member
Dr Hilary Byrne	(HB)	Governing Body Member
Steve Ham	(SH)	Chief Finance Officer
Kevan Baker	(KBak)	Governing Body Member
Dr Graham Clark	(GC)	Governing Body Member
Dr Keeva Rogers	(KR)	Governing Body Member
Dr Duncan Edwards	(DE)	Governing Body Member
Dr Nicola Trepte	(NT)	Lay Member (Secondary Care Clinician)
Anna Bennett	(ABe)	Lay Member (Audit and Governance)
Susan Ringwood	(SR)	Lay Member (Patient and Public Engagement)

In attendance:

Jocelyn Pike	(JP)	Deputy Chief Officer/Chief Operating Officer
Karen Barker	(KBar)	Head of Corporate Affairs
Joanna Yellon	(JY)	Director, Quality and Patient Safety
Laura Brown-Wright	(LBW)	Business Support Manager (minutes)

1.	Chair's Opening Comments and Housekeeping Notes	Action
	<p>JB welcomed all attendees and members of the public to part 1 of the Governing Body meeting of NHS South Norfolk Clinical Commissioning Group (SNCCG). Introductions were made.</p> <p>The Chair asked that questions be raised by members of the public at the end of the meeting.</p>	
2.	Apologies for Absence	
	<p>Apologies were received from Dr Dustyn Saint (DS) Governing Body Member</p>	
3.	Declarations of Interest	
	<p>SR declared an interest in agenda item 7.3, Eating Disorders Procurement Update therefore unable to vote on any decision. JB reminded all to ensure their Declarations of Interest are up to date.</p>	
4.	Minutes from Previous Meeting & Actions Arising	
	<p>The minutes from the NHS South Norfolk Clinical Commissioning Governing Body meeting held</p>	

	on 4 th November 2014 were approved as a true and accurate record of the meeting.	
5.	Communications and Engagement Update	
5.1	Communication and Engagement Report	
	<p>JB introduced Oliver Cruickshank (OC), Communications and Engagement Manager SNCCG. OC presented the paper, taking it as read and highlighted the following:</p> <ul style="list-style-type: none"> • Media monitoring is now active and run in house by the CCG • A second PPG event has been held in South Norfolk. 55 people attended from over 20 Practices. The next event is being held in April. • 4 outreach events across South Norfolk had been organised with regards to the 'Warm and Well' campaign which were well attended and commended by colleagues at Breckland Council. <p>JB praised the Communication and Engagement Team on their excellent work as set out in the report.</p> <p>OC to discuss with members of NHS South Norfolk CCG Governing Body their possible attendance at the next PPG in April.</p>	OC
6.	Research and Development	
	Norfolk and Suffolk Primary and Community Care Research Office Strategy 2014-2018	
	<p>JB introduced Dr Judy Henwood (JH), Research Design Lead, Norfolk and Suffolk Primary and Community Care Research. JH presented the paper advising the Research Strategy is based around 6 strategic themes and each of these has a number of actions to meet specific goals. JH confirmed the vision for the Norfolk and Suffolk Primary and Community Care Research Office is to promote a culture that enhances the health and wellbeing of the population of Norfolk and Suffolk through involvement in research and its translation into practice. JB queried the evidence adoption post where JH confirmed the post is currently frozen at the moment but will be looked at again within the year. With regards to the dissemination event, OC confirmed he is in communication with the department's lead for next event which will be taking place in the next financial year as the one for this year has already taken place.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body agreed to formally adopt the Norfolk and Suffolk Primary and Community Care Research Office Strategy 2014-2018.</p>	
7.	Commissioning	
7.1	Commissioning/Contracting Update	
	<p>JP presented the paper, taking it as read highlighting the following</p> <p>Children & Families</p> <p><u>Level 3 Fertility Services Procurement</u> The consortium of 19 CCGs led by NHS East and North Herts CCG (ENHCCG) has reached a consensus for approval regarding the contract award recommendations with 5 providers awarded contracts.</p> <p>Mental Health</p> <p><u>Primary Care Mental Health Services procurement (PCMHS)</u> Agreement has been gained to extend the current IAPT service until 01.09.15. NSFT will complete in Invitation to Tender and this will be evaluated and moderated on 19.01.15. Agreement to award any contract will be presented to the Governing Body in due course.</p> <p>Unplanned Care</p> <p><u>Norfolk and Norwich University Hospital Foundation Trust (NNUHFT) – Emergency Care intensive Support Team (ECIST) visit</u> The ECIST team reviewed central Norfolk's urgent and emergency care system from the 1st – 5th December 2014.</p>	

	<p>A final report should be available within the next two weeks.</p> <p><u>Re-launch of Operation Domino</u> Accountable Officers, Chief Executives, and key stakeholders met on the 17th December to re-launch Operation Domino. 18 actions were agreed and they were divided into short term, medium term and long term objectives.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body formally noted the Commissioning/Contracting update.</p>	
7.2	Primary Care	
	Primary Care Co-commissioning	
	<p>JB introduced LB. LB presented the paper advising this does not differ from the paper that was presented to the NHS SNCCG Leadership Team meeting in December where the decision on option 2 was agreed. LB confirmed KBar is reviewing the governance arrangements in relation to conflicts of interest and Constitution changes. LB advised a decision was required from NHS SNCCG Governing Body today which would enable the Council of Members at the meeting 14.01.15 to ratify, or not, the change in the Constitution.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body agreed the “Joint commissioning arrangements” option 2.</p>	
7.3	Mental Health	
	Eating Disorders Procurement Update	
	<p>DE presented the paper taking it as read. SR did not participate in the discussion given the declaration of interest.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body ratified the decision made via Chair’s action to end the procurement and the decision made to negotiate a new 2 year contract with the current provider; to provide continued grant arrangements for 2 years for the current voluntary sector provider.</p>	
8.	Finance and Performance	
8.1	Finance and Performance Report	
	<p><u>Finance Report</u> SH presented the paper advising the report within the paper highlights the NHS South Norfolk CCG financial position at the end of month eight 2014/15. The year-to-date position as a month eight is a deficit of £(0.354)m, £1.992m below plan. The underperformance is largely due to additional acute cost pressures, elective and non-elective activity, as well as increased costs of High Cost Drugs and ambulance conveyances. There are also existing additional cost pressures in Continuing Health Care (CHC), Prescribing and the costs arising from the Integrated Community Equipment Store (ICES). SH explained in total NHS South Norfolk CCG has £11m of recurrent cost pressures, of which £5m has been mitigated in year by planned contingency and uncommitted reserves. Of the balance, £0.5m has been mitigated by brought forward accruals and provision, resulting in a cost pressure of £5.5m. NHS South Norfolk CCG is putting in place recovery plans, to deliver the 1% surplus, as required by NHS England.</p> <p><u>Performance Report</u> SH presented the paper advising the report within the paper provides an overview of NHS South Norfolk CCG performance and consist of measures from the NHS Constitution, Local Priorities, Patient Safety, Quality & Experience and the NHS Outcomes Framework. SH advised the key indicators as listed below have been closely monitored by NHS South Norfolk CCG.</p> <ul style="list-style-type: none"> Norfolk and Norwich University Hospital NHS Foundation Trust (NNUHFT) A&E 4hr Waits in November (90.6% vs. 95% target), compared to 87.2% in October. 	

	<ul style="list-style-type: none"> • East of England Ambulance Service (EEAST) response indicators performance in October. • NHS South Norfolk CCG Referral to Treatment Admitted in October (89.8% vs. 90% target), compared to 87.8% in September. • NHS South Norfolk CCG Referral to Treatment Non-admitted in October (96.0% vs 95%), compared to 95.8% in September. • NHS South Norfolk CCG Cancer 31 Day Subsequent RADIO?? in October (94.2% vs 94%), having moved to within target in September (94.4%). • NHS South Norfolk CCG Cancer 62 Day Urgent GP in October (64.1% vs. 85% target), declining further from September (72.0%). • NHS South Norfolk CCG Cancer Two week Breast Referrals (98.9% vs 93% target) having moved to within target in September (98.4%). • NHS South Norfolk CCG Cancer 31 Day Subsequent Drugs treatment in October (96.4% vs. 98% target), compared to 100% in September. • NHS South Norfolk CCG Diagnostic Tests within 6 weeks in October (0.6% vs 1.0% target) having moved to within target in September (0.9%). • NHS South Norfolk CCG Access to Psychological Therapies in October (0.6% vs. 1.25% target) <p>Norfolk and Norfolk University Hospital Foundation Trust (NNUHFT) keeping stroke patients on stroke wards for 90% of the time in September (71.4% vs. 80% target), following two months of above target performance.</p> <p>After discussion, members of NHS SNCCG Governing Body formally noted the current status of delivery against key performance indicators.</p>	
8.2	Risk Share Agreement	
	<p>SH presented the paper advising the Risk Share being presented to NHS South Norfolk CCG for approval has been revised by four NHS Norfolk CCG Chief Finance Officers to improve upon the 2013/14 agreement, and incorporates lessons learned from the 2013/14 agreement. SH confirmed the risk share agreement was reviewed by the Audit Committee 12.12.14, and approved for ratification by NHS South Norfolk CCG Governing Body.</p> <p>After discussion, members of NHS SNCCG Governing Body approved the 2014/15 financial risk share agreement.</p>	
9.	Quality and Patient Safety	
9.1	Quality and Safety Update	
	<p>JY presented the paper, taking it as read. No further questions were raised.</p> <p>Members of NHS SNCCG Governing Body formally noted the Quality and Patient Safety Update.</p>	
10.	Corporate Affairs	
10.1	Corporate Affairs Report	
	<p>KBar presented the paper taking it as read. KBar highlighted the following for approval. <u>Annual Report Planning & Governing Body dates for 2015/16</u> KBa confirmed the Governing Body dates as set out within the paper ensure meetings take place at appropriate times so the Annual Report can be approved and submitted in time.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body approved the proposed dates for 2015/16 and the amendment for 2014/15.</p> <p><u>Information Governance Toolkit</u></p>	

	<p>KBar advised the action plan for the tool kit has been prepared. The CCG's internal auditors have met with members of the Corporate Affairs team to review the selected requirements of which the feedback is there are no concerns with the Toolkit.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body agreed to delegate the approval of the IG Toolkit to the March meeting of the Audit Committee.</p> <p>After discussion members of NHS SNCCG Governing Body formally noted the contents within the paper.</p>	
10.2	<p>EPRR Update on Assurance Report</p> <p>KBar presented the paper for information, taking it as read. No further questions were asked.</p> <p>After discussion members of NHS South Norfolk CCG Governing Body formally noted the contents within the paper.</p>	
10.3	<p>Governing Body Assurance Framework (GBAF)</p> <p>JB introduced Amanda Brown (ABr), Deputy Head of Corporate Affairs, SNCCG. ABr presented the paper taking it as read and highlighting that, since the last Governing Body 04.11.14, the changes as listed below have been made to the GBAF.</p> <ul style="list-style-type: none"> • CO1 (incorporating CO1a) – risk rating has increased from 16 to 5x4=20. • FIN 1 – risk rating has increased from 20 to 5x5=25. The risk also incorporates Fin 2, Fin 3 & Fin 4. • QS risk – ownership changed to new Director of Quality Assurance <p>The following risk has been removed from the GBAF:</p> <ul style="list-style-type: none"> • CO15 – risk of system failure in primary care capacity, following improvements and this is a system wide risk the rating was decreased from 20 to 3x3=9 <p>After discussion members of NHS South Norfolk CCG Governing Body formally noted contents within the paper.</p>	
11.	<p>Any Other Business</p> <p>Written questions from the public were received by the Chair which are shown in appendix 1.</p>	JP
	<p>Date and Time of Next Meeting:</p>	
	<p>Date: Tuesday, 24th March 2015 Venue: Colin Chapman Room, Hethel Engineering Centre, Hethel, Norfolk</p>	

Name

Signature

Date

Signed on behalf of NHS South Norfolk Clinical Commissioning Group