



## Nottingham North and East

Putting good health *into practice* **Clinical Commissioning Group**

### UNRATIFIED MINUTES

#### Nottingham North & East Clinical Commissioning Group Governing Body Meeting Held 19<sup>th</sup> September 2017 at Gedling Civic Centre

#### Present

Dr James Hopkinson (JH)	Clinical Lead ( <i>Chair</i> )
Terry Allen (TA)	Lay Member – Financial Management & Audit
Jonathan Bemrose (JB)	Chief Finance Officer
Nichola Bramhall (NB)	Registered Nurse, Director of Nursing & Quality
Janet Champion (JC)	Deputy Chair – Lay Member PPI
Dr Caitriona Kennedy (CK)	GP Representative
Dr Paramjit Panesar (PP)	Assistant Clinical Chair
Dr Ben Teasdale (BT)	Secondary Care Consultant
Sam Walters (SW)	Chief Officer

#### In Attendance

Hazel Buchanan (HB)	Director of Operations
Emma Pearson (EP)	Governance Manager ( <i>note taker</i> )

#### Apologies

Dr Elaine Maddock (EM)	GP Representative
Mike Wilkins (MW)	Lay Member Primary Care
Dr Ian Campbell (IC)	GP Representative
Paul McKay (PM)	Service Director, Nottinghamshire County Council

#### Cumulative record of member's attendance 2017/18

Name	Possible	Actual	Name	Possible	Actual
Terry Allen	4	3	Dr Elaine Maddock	4	2
Jonathan Bemrose	4	4	Paul McKay (observer)	4	0
Nichola Bramhall	4	4	Dr Paramjit Panesar	4	3
Dr Ian Campbell	4	3	Dr Ben Teasdale	4	3
Janet Champion	4	2	Sam Walters	4	4
Dr James Hopkinson	4	4	Mike Wilkins	4	2
Dr Caitriona Kennedy	4	4			

Agenda Items		Actions
GB 17/122	<p><b>Welcome &amp; Apologies</b></p> <p>James Hopkinson (JH) welcomed the Governing Body members to the meeting. Apologies were noted as above.</p>	
GB 17/123	<p><b>Declarations of Interest</b></p> <p>JH reminded Governing Body members of their obligation to declare any interest they may have on any issues arising at Governing Body meetings which might conflict with the business of NNE Clinical Commissioning Group.</p> <p>Declarations of the Governing Body are listed in the CCG's Register of Interests. JH confirmed that the Register was available either via the secretary to the Governing Body or the CCG website at the following link:</p> <p><a href="http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/">http://www.nottinghamnortheastccg.nhs.uk/contact-us/freedom-of-information/conflicts-of-interest/</a></p>	
GB 17/124	<p><b>Questions from the Public relating to the Agenda</b></p> <p>Emma Pearson (EP) confirmed that there had been no questions received by members of the public. There were no members of the public present.</p>	
GB 17/125	<p><b>Minutes of the Governing Body Meetings</b></p> <p>The minutes of the Governing Body meeting held on 18<sup>th</sup> July 2017 were presented for approval. The following amendments were agreed;</p> <p>Amendment on page 8 'PP confirmed that the absence of an alternative pathway after 5pm was a concern'</p> <p>The Governing Body;</p> <p><b>Approved</b> the minutes of the Governing Body Meeting held on the 18<sup>th</sup> July 2017</p>	
GB 17/126	<p><b>Matters arising and actions from the meeting held on 18<sup>th</sup> July 2017</b></p> <p>The matters arising and action log were considered by the Governing Body.</p> <p>In response to a query raised by SW at the last Governing Body, Andy Hall (AH) confirmed that the Nottingham North and East activity profile did not highlight anything untowards and agreed to investigate and feedback via the Finance and Information Group.</p>	<b>AH</b>

	<p>17/107: Jonathan Bemrose (JB) confirmed that an update on the Mental Health QIPP scheme would be included in the Finance Update.</p> <p>17/108: AH confirmed that work was ongoing to update the Performance Reports and the new format would be presented for the October Governing Body.</p> <p>17/113: AH confirmed that the Information Governance policies would be reviewed at the next Information Governance Management and Technology (IGMT) Committee in relation to the cyber attack and recommendations from NHS Digital. AH confirmed that a paper will be discussed at the next Governing Body. TA queried if significant investment was required to improve IT systems following the cyber attack, AH confirmed that the recommendations were focused on good housekeeping, processes and procedures and not investment.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the matters arising and actions taken.</p>	
GB 17/127	<p><b>Chief Officer and Chair's Report</b></p> <p>Sam Walters (SW) presented the Chief Officer and Chair's report and highlighted the following points:</p> <p><b>Annual Public Meeting</b> The CCG Annual Public Meeting is scheduled for the 26<sup>th</sup> September at 15:30 at Bonington Theatre in Arnold and SW encouraged Governing Body members to attend.</p> <p><b>NHS England and Public Health England Review of NHS Diabetes Prevention Programme (NHS DPP) 2016-17</b></p> <p>The CCG was part of the East Midlands Partnership and had been rated as green based on the referral numbers and progress taken.</p> <p><b>CCG Improvement and Assessment Framework – Action Plan</b></p> <p>The CCG was rated good overall and an action plan has been agreed. SW confirmed that future reviews would be undertaken collectively across Greater Nottingham.</p> <p><b>Changes to the Ambulance National Standards and Reporting Arrangements</b></p> <p>The current Ambulance Response Standards would be replaced by a new call prioritisation system. The new Ambulance Quality Indicator Standards would be adopted in a phased approach. The previous sanctions set out in the NHS Contract would not apply to the new standards and an update set of sanctions were being considered and would be in place from 1 April 2018.</p>	

	<p><b>Live with Nottingham University Hospitals (NUH)</b> The third series of the BBC2 documentary 'Hospital' is due to be filmed at NUH. Filming will commence in January, it was discussed that this would be a challenging period for NUH due to winter pressures.</p> <p><b>Acknowledged</b> the Chief Officer's Report.</p>	
GB 17/128	<p><b>CCG Alignment in Greater Nottingham</b></p> <p>JH confirmed that interviews for the Interim Greater Nottingham Accountable Officer had taken place. The interview panel consisted of the four Clinical Chairs, Wendy Saviour and David Pearson. The successful candidate is Sam Walters.</p> <p>The Governing Body members congratulated Sam Walters.</p>	
<b>FINANCE AND PERFORMANCE</b>		
GB 17/129	<p><b>Finance Update</b></p> <p>JB presented the finance report for the period ending the 31<sup>st</sup> August 2017 and highlighted the following points;</p> <p>JB highlighted that the forecasted achievement of the control total for 2017/18 has been rated red. JB confirmed that the risk of not delivering the control total has significantly increased.</p> <p>JB drew the attention of the Governing Body members to the key financial indicators and stated that the underlying position had deteriorated.</p> <p>Increased pressures on Acute, Community, Continuing Health Care and Mental Health has required the use of £1.3m of reserves in the month of August which has brought the total use for the year to £2.58m.</p> <p>JB confirmed that the cost of the community continence service has increased significantly and this is being investigated. SW queried why the CCG was different to West and Rushcliffe CCG's. JB confirmed that the increase in costs had been discussed at Financial Information Group (FIG). Dr Parm Panesar (PP) queried if the Prescribing Team could investigate further. Nichola Bramhall (NB) confirmed that the Quality Team would investigate via contracting.</p> <p>Mitigations had been identified including the use of contingency reserves. JB confirmed underspends on running costs and co-commissioning. JB noted that there was a risk that the mitigations did not cover the risks identified.</p> <p>The planned surplus is now forecast to have deteriorated by £6m to an underlying deficit of £4.8m.</p>	<b>NB/HB</b>

	<p>Following a query from SW, JB confirmed that the outpatient contract variation has been factored into the Nottingham University Hospital NHS Trust variance. TA confirmed that it was discussed in the previous FIG.</p> <p>PP requested an update on the non-elective programme of work and if there was a possibility to extend the Care Navigator. SW confirmed that it could not be expanded due to staffing availability.</p> <p>JB highlighted that year to date QIPP had delivered £2.8m against a plan of £3.4million. JB confirmed that the Confirm and Challenge sessions had been held by the Programme Management Office with the Senior Responsible Officers in order to interrogate the detail in initiatives and to confirm progress against plan, considering mitigating actions where required.</p> <p>The Governing Body;</p> <ul style="list-style-type: none"> <li>• <b>Acknowledged</b> the financial position of the CCG for the reporting period.</li> <li>• <b>Acknowledged</b> the continued risks faced in delivering 2017/18 control total and QIPP savings.</li> <li>• <b>Approved</b> the Finance Report for the reporting period.</li> </ul> <p><b>Activity Report</b></p> <p>JB presented the Activity Report for month four (April – July 2017) and highlighted the following points;</p> <p>There had been a decrease of 11% on outpatient first attendances from GP referrals compared to the same time last year.</p> <p>Emergency Admissions had increased by 6%.</p> <p>JH drew attention to page five of the report and highlighted that the reduction in GP referrals to outpatients was positive and it was hoped that follow up appointments would reduce over time.</p> <p>CK confirmed that practice visits were in place and were targeting the six highest spending practices to ensure support was available.</p> <p>JB noted that the Prescribing QIPP was a risk due to the impact of “No Cheaper Stock Available” which could result in an additional pressure of £100k for the month of August. JB confirmed that the impact nationally is expected to be circa £44million.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Activity Report for month four.</p>	
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GB 17/130	<p><b>2017/18 Greater Nottinghamshire Financial Recovery Plan update</b></p> <p>JB presented the Financial Recovery Plan update and in addition to the discussion held under agenda item GB 17/129 the following points were highlighted;</p> <p>JB confirmed that the CCG is currently forecasting achievement of the QIPP target of £12.4m by using £2.4m of non-recurrent mitigations. However, month four and five had seen a slippage in actual savings. The month five variation is related to slippage on the transforming outpatient redesign and the mental health system affordability work. The procedures of limited clinical value policy has been revised and is currently being presented to CCGs for sign off.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> progress against the Financial Recovery Plan and mitigating actions being taken including the confirm and challenge sessions with the Senior Responsible Officers.</p>	
GB 17/131	<p><b>Finance and Information Group (FIG)</b></p> <p><b>Terms of Reference</b> TA confirmed that the Terms of Reference for the FIG were being presented as part of their annual review. The Terms of Reference had been strengthened to cover responsibilities in reviewing and triangulating performance, contractual and financial information.</p> <p><b>Highlight Report – August 2017</b> TA presented the highlight report outlining that a number of areas had been covered in agenda item GB 17/129. TA confirmed that there had been positive progress in relation to the rebate schemes that had been implemented and a rebate of £25k per quarter had been received.</p> <p>The Governing Body;</p> <p><b>Approved</b> the terms of reference and <b>acknowledged</b> the highlight report.</p>	
GB 17/132	<p><b>Performance Update</b></p> <p>Andy Hall (AH) presented the monthly quality and performance report for September 2017 and the following points were highlighted;</p> <p>AH confirmed that the report had been reformatted following recommendations from the capability and capacity review and further changes would be made for the October Governing Body.</p>	

	<p>AH confirmed that there had been improvements in the performance of the A&amp;E 4 Hour Standard which had averaged to circa 83%.</p> <p>AH highlighted that there is continued below standard performance in relation to cancer. AH confirmed that a remedial action plan is in place for 62 day. AH confirmed that meeting the trajectory will be challenging for NUH and there is a commitment to improve performance.</p> <p>AH confirmed that the East Midland Ambulance Service data was not available due to the changes in standards and reporting.</p> <p>AH highlighted that there were three patients who had waited over 52 weeks at the end of July, impacting on the RTT standard. All three breaches related to patient choice.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the performance update.</p>	
GB 17/133	<p><b>Clinical Cabinet Highlight Report – July 2017</b></p> <p>JH presented the Clinical Cabinet Highlight Report and confirmed that a detailed discussion was held on the financial position. JH highlighted that a discussion had taken place in relation to On Going Compression Bandaging.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> Clinical Cabinet Highlight Report – July 2017.</p>	
GB 17/134	<p><b>Primary Care Commissioning Committee</b></p> <p>TA presented the Terms of Reference and confirmed that no changes were made other than the reference to Mike Wilkins as Associate Lay Member which was his previous role.</p> <p>TA presented the Primary Care Commissioning Committee Highlight Report for August 2017 and noted the following;</p> <p>Following the lessons learnt from The Willows Medical Practice. The PCCC have supported an audit template for patient notes.</p> <p>An audit had been undertaken across the south CCGs prompted by inappropriate treatment following splenectomy</p> <p>The Governing Body;</p> <p><b>Approved</b></p> <p>Primary Care Commissioning Committee Terms of Reference.</p> <p><b>Acknowledged</b></p>	

	Primary Care Commissioning Committee Highlight Report	
GB 17/135	<p><b>Quality Report Quarter One 2017/18</b></p> <p>NB presented the Quality Report Quarter One 2017/18 and highlighted the following points;</p> <p>The format had been amended to ensure that national and local requirements were presented.</p> <p>At the end of quarter one the CCG was over trajectory for <i>C diff</i>.</p> <p>NUH were under their trajectory for <i>C diff</i>, NB mentioned that the improvement had coincided with the cleaning contract being brought back in house.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Quality Report Quarter 1 2017/18.</p>	
GB 17/136	<p><b>Quality and Risk Committee Highlight Report – August 2017</b></p> <p>NB Presented the Quality and Risk Committee Highlight Report and no further questions were raised.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> Quality and Risk Committee Highlight Report – August 2017.</p>	
GB 17/137	<p><b>Infection Prevention and Control Annual Report 2016/17</b></p> <p>NB confirmed that the annual report was reviewed by the Quality Risk Committee and there were no items to escalate to the Governing Body.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Infection Prevention and Control Annual Report 2016/17.</p>	
GB 17/138	<p><b>Looked After Children Annual Report 2016/17</b></p> <p>NB confirmed that the annual report was reviewed by the Safeguarding Committee and there were no items to escalate to the Governing Body.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> The Looked After Children Annual Report 2016/17.</p>	
GB 17/139	<p><b>Nottinghamshire Safeguarding Adult Board Highlight Report 13/07/2017</b></p>	

	<p>NB presented the Nottinghamshire Safeguarding Adult Board Highlight Report and invited members to ask questions. No questions were raised by Governing Body Members.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Nottinghamshire Safeguarding Adult Board Highlight Report 13/07/2017.</p>	
GB 17/140	<p><b>Safeguarding Committee Highlight Report 07/07/2017</b></p> <p>NB presented the Safeguarding Committee Highlight Report and outlined the following points;</p> <p>There is a requirement to undertake mortality reviews for people with a Learning Disability that had died unexpectedly. NB confirmed that there are risks in relation to the level of resource required to undertake the reviews and the steering group will continue to monitor the impact.</p> <p>The Safeguarding Assurance Tool pilot had highlighted that whilst potential benefits could be seen there had been agreement that the tool replicated other processes. It was agreed that the Committee would feedback formally to NHS England.</p> <p>Multi Agency Safeguarding Hub (MASH) – There had been a request for MASH health staff to have access to patient notes. NB confirmed that consideration had been given to the request however it was agreed that requests for information should go through the GP.</p> <p>Review of improving Access to Psychological Therapies (IAPT) for sexual violence/ non recent abuse. NB highlighted that concerns had been raised by the Equinox Senior Management Group about the CCGs decision not commissioning bespoke IAPT services for this cohort.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Safeguarding Committee Highlight Report 07/07/2017.</p>	
GB 17/141	<p><b>Remuneration Committee</b></p> <p>TA presented the Remuneration Committee Terms of Reference and confirmed that Mike Wilkins had been added to the membership.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Remuneration Committee Terms of Reference.</p>	

GB 17/142	<p><b>Gifts and Hospitality/ Business Conduct Manual</b></p> <p>Hazel Buchanan (HB) presented the Gifts and Hospitality/ Business Conduct Manual and explained that they had been amended to adhere to the Conflicts of Interest guidance.</p> <p>HB explained that having a Business Conduct Manual was best practice and incorporated detail from a range of policies including Conflicts of Interest, Gifts and Hospitality, Confidentiality, Fraud, Corruption &amp; Bribery and Personal Conduct.</p> <p>HB confirmed that initial discussions have taken place on aligning policies across the four Greater Nottinghamshire CCGs.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Gifts and Hospitality/ Business Conduct Manual.</p>	
GB 17/143	<p><b>Emergency Preparedness, Resilience and Response (EPPR) Core Standards Self- Assessment</b></p> <p>HB presented the Emergency Preparedness, Resilience and Response (EPPR) Core Standards Self- Assessment and confirmed that it was an annual requirement for both category one and category two responders.</p> <p>The CCG were assessed as 'green' overall. The cyber-attack gave an opportunity to test arrangements and identified areas for improvements which are being incorporated into all plans.</p> <p>HB highlighted that there will be a confirm and challenge session with NHS England to go through the assessment in detail. HB confirmed that the Governing Body will receive information on the outcome for Nottinghamshire, across providers and commissioners.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Emergency Preparedness, Resilience and Response (EPPR) Core Standards Self- Assessment.</p>	
GB 17/144	<p><b>Integrated Risk Management Framework</b></p> <p>HB presented Integrated Risk Management Framework and confirmed that the Finance Risk Register was reviewed by the FIG and not the Executive Group. HB highlighted that the framework reflected current arrangements and following the implementation of the Joint Committee and single management structure there will be a joint approach across the four Greater Nottingham CCGs. HB suggested and the Governing Body agreed that it would be beneficial to have a development session on risk maturity and that this could be potentially across the four CCGs.</p>	<b>HB</b>

	<p>The Governing Body;</p> <p><b>Approved</b> the Integrated Risk Management Framework.</p>	
GB 17/145	<p><b>Board/ Risk Assurance Framework</b></p> <p>HB presented the Risk Assurance Framework and confirmed that it had been updated to reflect the financial recovery, transformation and other changes including plans for a Joint Committee and single management structure. Changes had been aligned with the south CCGs and it was expected that there would be a single Risk Assurance Framework with the implementation of a Joint Committee and single management structure.</p> <p>It was proposed that Risk 03 would be amended to 15 to reflect the stronger infrastructure around financial recovery. SW raised concerns that the CCG alignment was in progress which may impact on financial recovery. It was agreed that the impact would be 5 and the likelihood would be 3.</p> <p>It was agreed that the target risk for Risk 06 would be increased to 12</p> <p>The Governing Body discussed Risk 08 and noted that it was a challenge as it was now fundamentally different due to the alignment of the Greater Nottinghamshire CCGs. It was agreed that the risk would be rewritten to reflect the alignment and the risk score increased to 20 with a target risk of 10.</p> <p>HB suggested and the Governing Body agreed that there should be a strategic risk in relation to Transformation and the Accountable Care System.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Risk Assurance Framework.</p>	<b>HB</b>
GB 1746	<p><b>Equality and Quality Impact Assessment Process</b></p> <p>NB presented the Equality and Quality Impact Assessment Process for Greater Nottinghamshire and highlighted the following points;</p> <p>It was proposed that the approach was adopted for all EQIAs however the ones that were not related to the Financial Recovery would be reviewed by the Director of Nursing and Quality.</p> <p>HB confirmed that the Chairs of the Overview and Scrutiny Committees were reassured with the EQIA process.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Equality and Quality Impact Assessment</p>	

	Process.	
<b>DOCUMENTS</b>		
GB 17/147		
<b>Minutes and reports</b>		
<b>Minutes Presented to the Governing Body</b>	<b>Last meeting</b>	<b>Received previously</b>
Clinical Cabinet	19/07/17	✓
Finance and Information Group	11/09/17	✓
Patient and Public Involvement Committee	12/09/17	
Audit and Governance Committee	24/05/17	
Primary Care Commissioning Committee	03/08/17	✓
Information Governance, Management and Technology Committee	25/08/17	✓
Quality and Risk Committee	10/09/17	✓
Safeguarding Committees	11/07/17	✓
<b>Partnerships Minutes Presented to the Governing Body</b>		
Health and Wellbeing Board	28/06/17	✓
<b>Reports</b>		
NIHR Clinical Research Network East Midlands Research Delivery and Performance Report		
No further comments were made in relation to the minutes and reports.		
The Governing Body;		
<b>Acknowledged</b> the minutes and reports.		
<b>CLOSING ITEMS</b>		
GB 17/148	<b>Have The Public Questions Been Answered</b>	
	There were no questions raised by members of the public	
GB 17/149	<b>Risk identified during the course of the meeting</b>	
	No new risks were highlighted for the risk register. The Governing Body have requested a new risk is added to the strategic risk register in relation to the ACS.	
GB 17/150	<b>Any Other Business</b>	
	No other business was raised by Governing Body members.	
	<b>Date, Time and Venue of Next Meeting</b>	

	Chapel Room, Civic Centre, Arnot Hill Park, Nottingham	
	<p><b>Confidential Motion</b></p> <p>Closed at 15:05</p> <p>The Chair invited the Governing Body to adopt the following resolution:</p> <p>“That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest” (Utilising the powers within Section 1(2) Public Bodies (Admission to Meetings) Act 1960). The Governing Body so resolved and the remainder of the meeting was conducted in confidential session.</p>	