

### Minutes

**Nottingham North & East Clinical Commissioning Group Governing Body**  
**Meeting Held 23<sup>rd</sup> January 2018, 13:30 to 15:45**  
**Gedling Civic Centre**

#### Present

Dr Paramjit Panesar (PP)	Assistant Clinical Chair ( <i>Chair</i> )
Terry Allen (TA)	Lay Member – Financial Management & Audit
Jonathan Bemrose (JB)	Chief Finance Officer – Great Nottingham CCGs
Dr Ian Campbell (IC)	GP Representative
Janet Champion (JC)	Deputy Chair – Lay Member PPI
Dr Caitriona Kennedy (CK)	GP Representative
Dr Elaine Maddock (EM)	GP Representative
Sharon Pickett (SP)	Deputy Chief Officer ( <i>Deputy for Sam Walters</i> )
Rebecca Stone (RS)	Deputy Director of Nursing & Quality ( <i>deputy for Nichola Bramhall</i> )

#### In Attendance

Hazel Buchanan (HB)	Director of Operations
Jane Cashmore (JC)	Nottinghamshire County Council – Commissioning Manager ( <i>item 18/010</i> )
Tracey Duggan (TD)	Head of Commissioning
Emma Pearson (EP)	Governance Manager ( <i>note taker</i> )

#### Apologies

Nichola Bramhall (NB)	Chief Nurse and Director of Quality
Dr James Hopkinson (JH)	Clinical Lead
Paul McKay	Local Authority Representative
Dr Ben Teasdale (BT)	Secondary Care Consultant
Sam Walters (SW)	Accountable Officer - Greater Nottingham CCGs
Mike Wilkins (MW)	Lay Member Primary Care

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

Name	Possible	Actual	Name	Possible	Actual
Terry Allen	7	6	Dr Elaine Maddock	7	5
Jonathan Bemrose	7	7	Dr Paramjit Panesar	7	6
Nichola Bramhall	7	7 1 Deputy	Dr Ben Teasdale	7	4
Dr Ian Campbell	7	5	Sam Walters	7	6 1 Deputy
Janet Champion	7	5	Mike Wilkins	7	3

Dr James Hopkinson	7	6			
Dr Caitriona Kennedy	7	7			

Agenda Items		Actions
GB 18/001	<p><b>Welcome &amp; Apologies</b></p> <p>Dr Paramjit Panesar (PP) welcomed the Governing Body members to the meeting. Apologies were noted as above.</p>	
GB 18/002	<p><b>Declarations of Interest</b></p> <p>PP reminded Governing Body members of their obligation to declare any interests 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. PP 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> <p>The meeting was declared quorate.</p>	
GB 18/003	<p><b>Questions from the Public Relating to the Agenda</b></p> <p>Emma Pearson (EP) confirmed that no questions had been received by members of the public.</p> <p>There was one member of the public present.</p>	
GB 18/004	<p><b>Minutes of the Governing Body Meeting held on the 21<sup>st</sup> November</b></p> <p>The minutes of the Governing Body meeting held on 21<sup>st</sup> November 2017 were presented for approval and agreed as a true and accurate representation of the meeting subject to minor grammatical errors on pages 4 and 5.</p> <p>The Governing Body;</p> <p><b>Approved</b> the minutes of the Governing Body Meeting held on the 21<sup>st</sup> November 2017</p>	
GB 17/005	<p><b>Matters arising and actions from the meeting held on 21<sup>st</sup> November 2017</b></p> <p>The matters arising and action log were considered by the Governing Body.</p>	

	<p>GB 17/191: Rebecca Stone (RS) that the Commissioning Team were aware of concerns in relation to prescribing queries for CAMHS and that they were being monitored via the contracting monitoring route. RS confirmed that if there were any issues identified they would be escalated to the Governing Body.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the matters arising and actions taken.</p>	
GB 17/006	<p><b>Chief Officer and Chair's Report</b></p> <p>PP presented the Chief Officer and Chair's Report and highlighted the following points:</p> <p><b>Greater Nottingham Joint Commissioning Committee</b> The final membership for the Greater Nottingham Joint Committee had been agreed and was listed in Annex A.</p> <p>It was noted that there was an error in the appendix with Dr Hopkinson listed as the Clinical Lead for Nottingham West CCG.</p> <p><b>Workforce alignment update</b> PP confirmed that Gary Thompson has been appointed as the Chief Operating Officer and Penny Harris has been appointed as the interim Chief Commissioning Officer for the Greater Nottingham CCGs. The appointments for most of tier two have been confirmed.</p> <p><b>Carillion Liquidation</b> Locally, limited services are commissioned from Carillion and therefore no risk has been identified as the liquidation will have minimal or no impact.</p> <p><b>New winter framework to support Sustainability and Transformation Partnerships and provider organisations</b> A new winter framework to support Sustainability and Transformation Partnerships (STPs) and their provider organisations has been produced by NHS England and NHS Improvement and will be implemented locally.</p> <p><b>GP participation in a multispecialty community provider</b> A series of films have been produced to help GPs learn more about what it is like to be part of a developing multispecialty community provider (MCP) and what it might mean for them. These will be promoted to member practices.</p> <p><b>CCG 360° Stakeholder Survey update</b> PP confirmed that the CCG 360° stakeholder survey 2017/18 is being conducted by Ipsos MORI on behalf of NHS England from 15 January to 23 February 2018. All Governing Body members are asked to support the completion of the survey.</p>	

	<p><b>Acknowledged</b> the Chief Officer and Chair's Report.</p>	
<p>GB 18/010</p>	<p><b>Update on tender for Home Based Care and Support services</b></p> <p>PP welcomed Jane Cashmore (JCa), Commissioning Manager for Nottinghamshire County Council to the Governing Body</p> <p>JCa explained that the update had been received by the Adult Social Care and Public Health Committee in November 2017 and was being presented to the Governing Body to highlight the impact to the CCG.</p> <p>The new model for Home Based Care Services has been designed to prevent, delay or reduce people's social care needs and Nottinghamshire County Council has invested £1.6 million to support this. This has been done in a context where there is an increasing demand for social care services along with people having more complex needs.</p> <p>An open book exercise has taken place to establish the pay rate for home care services. It was found that the current cost to providers for the delivery of home care services has increased since the original contract was awarded. Payment will be changed to a model based on outcomes of service users rather than a time and task model.</p> <p>Terry Allen (TA) queried the split of the core service and the outcome and performance element of the financial model, JCa explained that the split between the core payment and the payment for the outcomes and performance ensured that the providers would be able to pay a reasonable wage to its staff.</p> <p>Janet Champion (JC) queried why the decision was made to move away from the time and task payment model, JCa explained that the payment model was restrictive and it is expected that the new approach would allow staff to be more flexible and offer care better suited to people's needs. In response to a query raised by Jonathan Bemrose (JB), JCa confirmed that the Home Based Care Team would monitor time spent with patients against the outcomes and performance.</p> <p>PP challenged how the quality of care provided would be monitored. JCa explained that the service users and carers will co-design the care package with the help of the team and a random sample will be reviewed to ensure that quality is maintained. There are 12 carefully selected indicators that will be measured and audited.</p> <p>In response to a question raised by RS in relation to the responsibilities of the lead provider. JCa confirmed that responsiveness of all providers will be monitored within a four hour target. Dr Caitriona Kennedy (CK) queried if the continuity of staff visiting service users would be supported as</p>	

	<p>part of the service offering. JCa confirmed that this would be and it will be monitored.</p> <p>The Governing Body:</p> <p><b>Acknowledged</b> the update on the tender for Home Based Care and Support services</p>	
<b>FINANCE AND PERFORMANCE</b>		
GB 18/007	<p><b>Finance Update</b></p> <p><b>Financial Position and Financial Recovery Plan Update</b></p> <p>JB presented the financial position for the period ending the 31<sup>st</sup> October and highlighted the following points;</p> <p>The forecast RAG rating for the key financial duties is green with the exception on the achievement of the control total.</p> <p>£2 million in additional non recurrent funding has been received from NHS England for Greater Nottingham. JB confirmed that a proportion of the funding is to support winter resilience at NUH.</p> <p>Pressures continue to be seen in the Acute, Community and prescribing budgets which has resulted in a forecast deficit of £5.3m.</p> <p>TA noted that the pressures seen in the prescribing budget were due to the national issue of No Cheaper Stock Available and the Medicines Management team had met their QIPP target. JB confirmed that the impact for the south CCGs was £2.3 million and this had been declared to NHS England.</p> <p>PP provided challenge on what action was being taken to mitigate the risk in relation to the overspend in Continuing Health Care. JB confirmed that weekly meetings were held and packages of care were reviewed.</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> </ul> <p><b>Activity Report</b></p> <p>JB presented the Activity Report for November 2017 and highlighted the following points;</p> <p>Ordinary elective admissions were lower than the same period for the previous year.</p>	

	<p>Emergency admissions had seen an increase of 4%.</p> <p>An increase in emergency admissions from GPs of 13% had been reported however it appeared that they were driven mostly by NEMS.</p> <p>JB requested an update on the member practice visits that had taken place. Dr Elaine Maddock (EM) confirmed that there has been a focus on Whyburn Medical Practice and Torkard Hill Medical Centre due to their size and levels of activity. CK confirmed that she has been working with Park House Medical Centre, Daybrook Medical Practice and Highcroft Surgery and improvements have been achieved at Highcroft Surgery.</p> <p>The Governing Body:</p> <p><b>Acknowledged</b> the Activity Report for April – September 2017</p>	
GB 18/014	<p><b>Procurement Policy</b></p> <p>PP welcomed Tracy Duggan (TD); Head of Commissioning.</p> <p>TD presented the Procurement Policy to the Governing Body and highlighted the following points;</p> <p>The policy reflected the new procurement legislative requirements including the new light touch regime that was detailed in Appendix B of the policy.</p> <p>TD confirmed that all commissioning decisions will continue to be logged on the Register of Procurement Decisions and a checklist will be signed off by the Director of Commissioning.</p> <p>TD confirmed that legal advice had been sought.</p> <p>TA noted that it was a robust document and challenged why it was for the south CCGs and not Greater Nottingham. TD explained the policy was written based on the Nottingham City CCG Procurement Policy but reflected the difference between Nottingham City and Nottinghamshire County. TD confirmed that the consolidation of the policies would take place in the near future.</p> <p>The Governing Body:</p> <p><b>Approved</b> the Procurement Policy</p>	
GB 18/008	<p><b>Performance Report - January 2018</b></p> <p>Hazel Buchanan (HB) provided an update on the performance of the Greater Nottingham health system following the declaration of a system wide Opel Level 4.</p> <p>HB confirmed the initiation of Opel Level 4 was not isolated to</p>	

	<p>A&amp;E performance but an unprecedented level of activity across the whole health and social care system.</p> <p>There had been an increase in the number of patients with a higher acuity during December which had resulted in the slowing of the flow of patients out of hospital and fewer beds available for emergency admissions. In response, in order to increase flow, 95 additional beds have been spot purchased. City Care and County Local Partnerships had been very responsive in sourcing additional capacity.</p> <p>An agreement was made that the Nottingham City and Nottinghamshire County service boundaries were not enforced and patient choice may not have been an option if an appropriate bed was available. RS noted that a shared risk register with the Local Authorities has been implemented to manage any concerns on quality of care and to ensure appropriate safeguarding.</p> <p>JB confirmed that the additional beds were not part of a block payment and payment to providers would be made upon utilisation only.</p> <p>The Governing Body</p> <p><b>Acknowledged</b> the performance update.</p>	
GB 18/009	<p><b>Finance Information Group (FIG) - Highlight Report 15 January 2018</b></p> <p>TA provided an update from the FIG and highlighted the following points;</p> <p>The group had received a report detailing the contract challenges that had been raised during 2017/18; TA confirmed that as of month 8 there had been £15 million of contract challenges of which £4 million had been successfully recovered.</p> <p>TA explained that the FIG had raised concerns in relation to how sepsis was being coded as it had resulted in an increased cost of £3 million. Technical guidance had been released that confirmed that there should be no financial pressure to the CCGs.</p> <p>PP noted that a 30% success rate on contract challenges had been achieved and queried the unsuccessful challenges; TA explained that the Acute Hospitals were able to legitimise the coding.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Finance Information Group Highlight Report 15 January 2018.</p>	
<b>QUALITY AND PATIENT SAFETY</b>		

GB 18/011	<p><b>Quality and Risk Committee - Highlight Report 09 November 2017</b></p> <p>RS presented the Quality and Risk Committee Highlight Report and highlighted the following points;</p> <p>An Internal Audit review undertaken by 360 Assurance on Personal Health Budgets had provided limited assurance. RS confirmed that an action plan was in place to address the recommendations and the Committee received an updated demonstrating significant progress.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Quality and Risk Committee- highlight report 09 November 2017.</p>	
GB 18/012	<p><b>Nottinghamshire Safeguarding Children Board - Highlight Report 06 December 2017</b></p> <p>RS presented an update from the Nottinghamshire Safeguarding Children Board and confirmed that there were no items to escalate to the Governing Body.</p> <p>PP noted that there had been an increase in deaths by apparent suicide and queried if this was across Nottinghamshire as a whole or in a specific area. RS confirmed that she would request the detail.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> Nottinghamshire Safeguarding Children Board-highlight report 06 December 2017.</p>	RS
GB 18/013	<p><b>Proposal to Extend the Existing Contracts with Care Homes in Nottinghamshire</b></p> <p>RS presented the proposal to extend the existing contracts with Care Homes in Nottinghamshire for two years and explained that the proposal was across Greater Nottingham.</p> <p>TA challenged that the detail in the report was limited in relation to the scale of the challenge within Nottinghamshire. RS provided assurance that the Quality and Patient Safety Team had a tight grasp on the quality within Care Homes and there were good relationships established.</p> <p>The Governing Body;</p> <p><b>Approved</b> Proposal to extend the existing contracts with Care Homes in Nottinghamshire</p>	
GB 18/014	<b>Provision of Integrated Out of Hospital Community Services</b>	

	<p><b>– Procurement Outcome Update</b></p> <p>RS confirmed that the contract for NHS Nottingham City services has been awarded to Nottingham CityCare Partnership CIC. The contract will commence on the 1<sup>st</sup> July for a period of 6 years and 9 months.</p> <p>The Governing Body:</p> <p><b>Acknowledged</b> the procurement outcome.</p>	
<b>COMMUNICATIONS AND ENGAGEMENT</b>		
GB 18/016	<p><b>Patient and Participant Involvement Committee – Highlight Report 09 January 2018</b></p> <p>JC confirmed that a detailed discussion around urgent care and what urgent care means to patients had taken place.</p> <p>A productive discussion took place on the over the counter medications that highlighted that the majority of patients were in agreement with proposals. JC confirmed that the PPI Team had visited all member practices to engage with patients on Self Care. CK confirmed that their practice had saved circa £8k by changing how over the counter medication was prescribed.</p> <p>JC confirmed that there were no items to escalate to the Governing Body.</p> <p>The Governing Body:</p> <p><b>Acknowledged</b> the Patient and Participant Involvement Committee – Highlight Report 09 January 2018</p>	
GB 18/017	<p><b>Clinical Cabinet - Highlight Report 19 December 2017</b></p> <p>PP presented the Clinical Cabinet highlight report and confirmed that there were no items to escalate to the Governing Body.</p> <p>PP confirmed that reports had been received that provided detail on the financial position and current activity levels of the CCG.</p> <p>The Clinical Cabinet terms of reference had been reviewed as part of their annual review.</p> <p>The Clinical Cabinet provided approval for a non-specific cancer symptoms pathway. EM highlighted that due to capacity within the Acute Hospital the pathway had not been implemented.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Clinical Cabinet Highlight Report 19 December 2017</p>	

<b>CORPORATE GOVERNANCE</b>		
GB 18/018	<p><b>Audit and Governance Terms of Reference</b></p> <p>TA presented the Audit and Governance terms of reference for approval and confirmed that they were reviewed by the Audit and Governance Committee in October as part of their annual review. No changes had been proposed.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Audit and Governance Terms of Reference</p>	
GB 18/019	<p><b>Audit and Governance Committee Highlight Report 17/01/18</b></p> <p>TA provided an update on the Audit and Governance Committee and explained that a Committee in Common was held for the south CCGs. There is the ambition that the next committee meeting would be for the Greater Nottingham CCGs and would therefore include Nottingham City CCG.</p> <p>TA confirmed that an update on the Internal Audit reviews undertaken by 360 Assurance were received and all of the recommendations had been implemented. The conflict of interest terms of reference had been received and the audit would be taking place imminently.</p> <p>TA confirmed that 360 Assurance were supporting the Greater Nottingham CCGs in the establishment of the aligned governance arrangements.</p> <p>TA confirmed that the External Audit Plan for 2018/19 had been received and approved. KPMG have started the 2017/18 audit.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Audit and Governance Highlight Report 17 January 2018</p>	
GB 18/020	<p><b>Information Governance Management Technology (IGMT) Highlight Report – December 2017</b></p> <p>Hazel Buchanan (HB) presented the IGMT highlight report confirmed the following points:</p> <p>The General Data Protection Regulation would come into force on the 25<sup>th</sup> May 2018. HB confirmed that a risk based approach was being applied and the CCGs were on track to meet the requirements.</p> <p>An update on the progress of the cyber security action plan was received and HB confirmed that 360 Assurance are undertaking</p>	

	<p>an audit of the action plan to ensure that it was complete and embedded.</p> <p>PP queried if assurance had been received by NHIS that the systems in place were robust and an attack of that magnitude would not be faced again. HB explained that systems had been strengthened to mitigate potential risks and due to the nature of cyber-attacks, not all risks could be fully mitigated but were being better managed.</p> <p>The Governing Body;</p> <p><b>Acknowledged</b> the Information Governance Management Technology (IGMT) Highlight Report –December 2017</p>	
GB 18/021	<p><b>Risk Assurance Framework</b></p> <p>HB presented the Risk Assurance Framework and outlined that the discussions in the confidential session of the Governing Body may result in changes to the proposed amendments.</p> <p>Risk 03 – following a push nationally and at STP level, there is a maintained focus on the ACS. The presence of the STP had become more apparent and had influenced how the CCG would operate; it was proposed that the risk score was reduced to 10.</p> <p>Risk 10 – The short term goals of the CCG were the predominant focus as the financial year end approached, there were no changes to the risk score proposed.</p> <p>Risk 05 – It was proposed that likelihood and impact scores were incorrect and should be scored as impact 5 and likelihood 2.</p> <p>Risk 08 and 09 – HB explained that the CCG was strategically impacted by the scale of change within the health and social care system and the internal CCG alignment; it was proposed that Governing Body consider increasing the likelihood score for risk 09.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Risk Assurance Framework subject to the outcome of the discussions taking place in the confidential session.</p>	
GB 18/022	<p><b>Information Governance Toolkit Review and Framework</b></p> <p>HB presented the Information Governance Toolkit Review and Framework and confirmed that it was being managed the same as in previous years.</p> <p>The completion of the IG Toolkit is an annual requirement and each year 360 Assurance carry out an audit on a selection of the indicators.</p>	

	<p>As SIRO, HB requested delegated authority to approve and sign off the Information Governance Toolkit prior to its submission on the 31<sup>st</sup> March 2018.</p> <p>The Governing Body:</p> <p><b>Approved</b> delegated authority to HB for the approval and sign off of the toolkit submission and acknowledged the framework.</p>	
GB 18/023	<p><b>Clinical Cabinet Terms of Reference</b></p> <p>PP presented the Clinical Cabinet Terms of Reference and explained that they have been reviewed as part of the annual process. Changes to the Local Authority representation and the inclusion of a standard agenda item for financial recovery have been included.</p> <p>PP confirmed that the terms of reference would be reviewed again in line with the Greater Nottingham CCG alignment and proposed governance arrangements.</p> <p>The Governing Body;</p> <p><b>Approved</b> the Clinical Cabinet Terms of Reference</p>	

**DOCUMENTS**

GB 18/024  
**Minutes**

<b>Minutes Presented to the Governing Body</b>	<b>Status</b>	<b>Next meeting</b>
Clinical Cabinet	Minutes from 22/11/17	24/01/18
Finance and Information Group	Minutes from 13/11/17	12/02/18
Patient and Public Involvement Committee	Minutes from 20/11/17	13/03/18
Audit and Governance Committee	Minutes from 24/05/17 received previously	28/03/18
Primary Care Commissioning Committee	Highlight Report received previously	01/02/18
Information Governance, Management and Technology Committee	Minutes from 22/09/17	12/03/18
Quality and Risk Committee	Minutes from 10/08/17	14/02/18
Nottinghamshire Safeguarding Committee	Minutes from 20/09/17	30/01/18
Nottinghamshire Safeguarding	Minutes form	14/03/18

Childrens Board	20/09/17	
Nottinghamshire Safeguarding Adults Board	Highlight Report received previously	12/04/18
Nottinghamshire Health and Wellbeing Board	Summary received previously	Currently Reviewing

The Governing Body reviewed the table that showed the dates of committee meetings and when minutes will be presented to the Governing Body. JH invited members of the Governing Body to ask questions or make comment on the minutes and the Health and Wellbeing Board Report, no further questions or comments were raised.

The Governing Body;

**Acknowledged** the minutes received.

#### **CLOSING ITEMS**

GB 18/025	<b>Have The Public Questions Been Answered</b> There were no questions raised by members of the public.	
GB 18/026	<b>Risk identified during the course of the meeting</b> No new risks were identified during the course of the meeting.	
GB 18/027	<b>Any Other Business</b> No other business was raised by Governing Body members.	

#### **Date, Time and Venue of Next Meeting**

Chappell Room, Civic Centre, Arnot Hill Park, Nottingham

20<sup>th</sup> March 2018

#### **Confidential Motion**

Closed at 15:30

The Chair invited the Governing Body to adopt the following resolution:

“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.