

Nottingham North and East

Clinical Commissioning Group

NHS Nottingham North and East Governing Body
UNRATIFIED Minutes of the meeting held on 15 May 2018, 1:30 – 14:30
 Committee Room, Gedling Civic Centre, Arnot Hill Park

Present with voting rights:

Dr James Hopkinson	Clinical Lead
Terry Allen	Lay Member – Financial Management & Audit
Jonathan Bemrose	Chief Finance Officer – Great Nottingham CCGs
Dr Ian Campbell	GP Representative
Janet Champion	Deputy Chair – Lay Member PPI
Dr Caitriona Kennedy	GP Representative
Dr Elaine Maddock	GP Representative
Rebecca Stone	Deputy Director of Nursing and Quality
Sam Walters	Accountable Officer - Greater Nottingham CCGs
Gary Thompson	Chief Operating Officer
Mike Wilkins	Lay Member Primary Care
Dr Ben Teasdale	Secondary Care Consultant

Present with speaking rights:

Andy Hall	Director of Outcomes and Information
Sharon Pickett	Locality Director

In Attendance:

Lucy Branson	Corporate Director
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Apologies:

Nichola Bramhall	Chief Nurse and Director of Quality
Dr Paramjit Panesar	Assistant Clinical Chair

Cumulative Record of Members Attendance (2018/19)					
Name	Possible	Actual	Name	Possible	Actual
Dr James Hopkinson	1	1	Dr Paramjit Panesar	1	0
Terry Allen	1	1	Dr Caitriona Kennedy	1	1
Jonathan Bemrose	1	1	Dr Elaine Maddock	1	1
Dr Ian Campbell	1	1	Nichola Bramhall	1	Deputy
Janet Champion	1	1	Sam Walters	1	Deputy
Mike Wilkins	1	1	Dr Ben Teasdale	1	1

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Introductory Items

- GB 048/18** **Welcome and apologies for absence**
Dr James Hopkinson welcomed everyone to the open meeting of the Governing Body.
There was one member of the public present.
Apologies were noted as above
- GB 049/18** **Confirmation of quoracy**
It was confirmed that the meeting was quorate.
- GB 050/18** **Declarations of interest for any item on the agenda**
No areas of interest were declared in relation to any item on the agenda. The Chair reminded members of their responsibility to highlight any interests should they transpire as a result of discussions during the meeting.
- GB 051/18** **Management of any real or perceived conflicts of interest**
As no conflicts of interest had been identified, this was not necessary for the meeting.
- GB 052/18** **Questions from the Public**
No questions from the public had been received
- GB 053/18** **Minutes of the meeting held on 20 March 2018**
Minor amendments were identified for correction.

It was agreed with this amendment that the minutes were an accurate record of the meeting and would be signed by the Chair.
- GB 054/18** **Action log and matters arising from the meeting held on 20 March 2018**
There was one action outstanding:
GB 18/034 Finance Update Investigation into why the outpatient radiology service was overspent and was this being generated via primary care or outpatients that would be covered covered on the agenda.

All other actions were noted as completed and there were no further matters arising.

Strategy and Leadership

- GB 055/18** **Accountable Officer Report**
Gary Thompson presented the report in Samantha Walters' absence. The following key points were highlighted:
- a) The annual 360° stakeholder survey, commissioned by NHS England, provided a snapshot of how local stakeholders and partners viewed their working relationship with the CCG and their level of engagement in local commissioning. The results for Nottingham Nottingham North and East CCG were overall positive. The percentage of stakeholders responding positively to questions around overall engagement and involving the right individuals and organisations in commissioning had reduced from the previous year, this could be systematic of moving towards a Greater Nottingham alignment. The results were being analysed in order to

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identify any themes and required actions emerging from the survey results. The results of this work would be presented to the Greater Nottingham Joint Commissioning Committee in July.

- b) On 25 May 2018 new legislation known as EU General Data Protection Regulation (GDPR) would replace the Data Protection Act 1998. The GDPR brought a greater emphasis on accountability and transparency. Gary Thompson commented that the Greater Nottingham CCGs were already performing well against the GDPR requirements.
- c) NHS England (NHSE) and NHS Improvement (NHSI) were working together to:
 - Integrate and align national programmes and activities, operating through single teams where appropriate.
 - Integrate NHSE and NHSI regional teams, to be led in each case by one Regional Director, working for both organisations, and move to seven regional teams to underpin this new approach.

Gary Thompson reported that NHSE and NHSI had written to CCGs asking for their views about their proposals.

- d) Conflicts of interest needed to be completed online by 31 May 2018. NHS England was expecting at least 90% completion rate. Previous communications to Governing Body members provided details about how the training modules could be accessed.

ACTION

All GB members to complete the training by 31 May 2018.

The Governing Body **NOTED** the Accountable Officer Report.

GB 056/18

Greater Nottingham CCGs' Integrated Governance Arrangements – Update

Gary Thompson welcomed Lucy Branson Corporate Director to present this item. The following points were highlighted:

- a) The Greater Nottingham Joint Commissioning Committee (GNJCC) had held its first meeting and formally received the Terms of Reference and associated governance documents. The following changes had been proposed:
 - Local Authority Chief Executives be removed from the voting membership as their nominated deputies were to attend in their place. The deputies would be named as co-opted advisors to the GNJCC, with speaking rights at meetings.
 - The GP Advisor (formerly known as 'the fifth GP') would become a voting member of the GNJCC, as opposed to being a co-opted advisor.
 - The standing orders would be amended to allow the Chief Nurse/Director of Quality to nominate a suitable deputy to attend

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meetings of the GNJCC that they were unable to attend, to speak and vote on their behalf.

- b) The GNJCC had approved terms of reference for the sub-committees Quality and Performance Committee and Finance Committee. Both committees would be chaired by one of the Lay Members of the GNJCC, with the remaining membership being drawn from across the four CCGs' Governing Bodies and the newly aligned staffing structure.
- c) Consideration was also being given to the development of two further sub-committees; one to support the evaluation, scrutiny and quality assurance of business case proposals and a clinical forum, with strategic ownership of pathway and referral guidelines.
- d) A Clinical Commissioning Executive Group was also proposed in order to support the development of commissioning strategies and plans.
- e) The existing Clinical Forums and Patient/Public Forums in place within the Greater Nottingham CCGs would continue to support the work of the GNJCC and its sub-committees.
- f) The GNJCC would present quarterly reports to Governing Body to provide assurance that it was effectively discharging its delegated responsibilities. The format of the quarterly assurance reports was currently being developed. Input from the members was welcomed.
- g) The independent chair of the GNJCC would attend at least one Governing Body meeting per year.

The following points were raised in discussion:

- b) A formal review should take place after 6 months which the Governing Body Members and GP Member Forums could contribute to. A sub-committee review should also be included.
- b) To have sight of an annual work programme
- d) Further detail was requested around the roles and responsibilities of the Clinical Executive Group.
- e) Section 6.5 – Clinical Cabinet quorum needed to be reviewed due to merger of 2 practices.
- e) The formal evaluation of the patient representative groups and how this would be conducted
- f) The quarterly assurance report needed to be comprehensive to ensure provide significant assurance.

ACTION

Gary Thompson to give a verbal update on the Clinical Executive Group at the next meeting.

The Governing Body:

- **APPROVED** the proposed amendments to the terms of reference for the Greater Nottingham Joint Commissioning Committee.
- **APPROVED** the proposed terms of reference for the Remuneration

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Committee, Audit and Governance Committee and Corporate Assurance Committee.

- **APPROVED** the proposed amendment to the quoracy requirements for the Clinical Cabinet.
- **APPROVED** the proposed schedule of Governing Body meetings.
- **APPROVED** the proposed terms of reference for the Strategic Safeguarding Group.
- **APPROVED** the proposed arrangements for ratification of the CCGs organisational policies and procedures.
- **SUPPORTED** the ongoing to work to fully establish and embed the new integrated governance arrangements across the Greater Nottingham CCGs.

GB 057/18

2018/19 Operational Plan Refresh

Gary Thompson resented the 2017/19 Operational Plan Refresh paper; the paper had been reviewed by the GNJCC at its meeting on 25 April 2018 and was endorsed for approval by the Governing Body.

The following points were highlighted:

- a) Each Greater Nottingham CCG submitted an individual Operational Plan for 2017-19 in December 2016; all plans followed a common format and responded to the same core priorities from NHS England, with many similarities in content.

The Governing Body **APPROVED** the 2017/19 Operational Plan Refresh

Quality and Performance

GB 058/18

Quality and Risk Committee Annual Report 2017/18

Mrs Stone presented the Quality and Risk Committee Annual Report 2017/18 which included details of meeting attendance, quoracy and progress against the 2017/18 work programme.

- a) The Quality and Risk Committee was disestablished after the last meeting on 30 April 2018 and would be replaced with a Joint Greater Nottingham Quality and Performance Committee

Last annual report, quoracy and TOR. Well attended Who attended. Identifies progress of work pro. Log of EQIA – key piece of working during year to build. Safeguarding, CQC, SEND, quality and prevalence groups.

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The Governing Body **ACKNOWLEDGED** the Annual Report 2017/18

Corporate Assurance

GB 059/18 Audit and Governance Committee 10 May 2018

Terry Allen presented the minutes of the Audit and Governance Committee meetings held on 29 March and 10 May 2018. It was reported that the Committee had met prior to the Governing Body where the Annual Accounts were approved and adopted.

In relation to Capita – there was a long standing issue which Jonathan Bemrose was raising nationally.

GB 060/18 Clinical Cabinet Highlight Work Report 21 March 2018

CC

The following was discussed:

- The Greater Nottingham alignment structure update
- Financial Recovery position
- Activity reports - outpatients appointments were lower than previous year
- Clinical variation curve was positive

GB 061/18 Patient and Public Involvement Committee 29 March 2018

Information Items

GB 18 062 Finance and Information Group 12 March 2018

The minutes were noted

GB 18 063 Patient and Public Involvement Committee 9 January 2018

The minutes were noted

GB 18 064 Audit and Governance Committee 29 March 2018

The minutes were noted

GB 18 065 Primary Care Commissioning Committee 1 February 2018

The minutes were noted

GB 18 066 Information Governance, Management and Technology Committee Minutes 23 March 2018 and Annual Report

The minutes and highlight report were noted

The Annual Report highlighted examples of how the committee had discharged their duties. Terry Allen had been welcomed to attend as a member.

GB 18 067 Quality and Risk Committee Minutes 14 February 2018 and Highlight Work Report 30 April 2018

The minutes and highlight report were noted

GB 18 068 Nottinghamshire Safeguarding Children's Board Minutes 6 December 2017 and Highlight Work Report 14 March 2018

The minutes and highlight report were noted

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GB 18 069 Nottinghamshire Safeguarding Adults Board Minutes 11 January 2018 and Highlight Work Report 12 April 2018
The minutes and highlight report were noted

GB 18 070 Strategic Safeguarding Group Highlight Work Report 6 April 2018
The highlight report was noted

GB 18 071 Nottinghamshire Health and Wellbeing Board 7 March 2018
The minutes were noted

Closing Items

GB 072/18 Any other business

- Dave Pearson was retiring shortly, what that meant for the STP was being looked at in terms of risk
- A risk was identified with head and neck surgery and capacity. The 2 wk wait activity was affected. A quality summit was to be held Monday 21 May 2018 with NHS England, daily calls monitoring situation had been put in place.

There was no other business to be discussed.

GB 073 18 Risks identified during the course of the meeting
No risks were identified to add to the risk register

GB 074 18 Date of next meeting:
17 July 2018, 1:30-13:30
Chappell Room Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU

Confidential Motion

The Joint Commissioning Committee resolved that representatives of the press and other members of the public were excluded from the remainder of this meeting on the basis that, having regard to the confidential nature of the business to be transacted, publicity would be prejudicial to the public interest. (Section 1[2] Public Bodies [Admission to Meetings] Act 1960).

SIGNED **Chair**

DATE