BaNES CCG Board Meeting held in public
Thursday 12 January 2017
1100 – 1300 hrs
Somerdale Pavilion, Keynsham

Minutes

Members Present
Dr Ian Orpen (Chair) Clinical Chair, BaNES CCG
Tracey Cox (TC) Chief Officer, Banes CCG
Dr Ruth Grabham (RG) Medical Director, BaNES CCG
Dawn Clarke (DC) Director of Nursing & Quality, BaNES CCG
Dr Liz Hersch (EH) GP Board Member, BaNES CCG
Dr Jonathan Osborn (JO) GP Board Member, BaNES CCG
John Holden (JSH) Lay Member, Audit & Governance & Vice Chair, BaNES CCG
Suzannah Power (SP) Lay Member, Patient & Public Involvement, BaNES CCG
Myles Taylor (MT) Secondary Care Consultant, BaNES CCG
John Ridler (JR) Deputy Chief Financial Officer (part)

In Attendance
Corinne Edwards (CE) Head of Commissioning Development, BaNES CCG
Julie-Anne Wales (JAW) Head of Corporate Governance & Planning, BaNES CCG
Jane Shayler (JAS) Director Adult Care & Health Commissioning, BaNES CCG / B&NES Council
Mike Bowden Strategic Director People & Communities, B&NES Council
Rebecca Reynolds (RR) Consultant in Public Health
Zoe Veal (ZV) NHS Care Maker
Caroline Coles (CC) Board Secretary, BaNES CCG – Minute taker

Apologies
Helen Harris (HH) Practice Manager Board Member, BaNES CCG
Dr Jim Hampton (JH) GP Board Member, BaNES CCG
Sarah James (SJ) Chief Financial Officer, BaNES CCG
Bruce Laurence (BL) Director of Public Affairs, B&NES Council
Daisy Curling (DC) GP Board Member (Maternity Leave)

Item  Topic  Action

The order of the minutes is as per the agenda not the order of discussion

1.  Opening Business
   1.1 Chair Welcome and Apologies
   The Chair welcomed all to the BaNES CCG Board meeting held in public particularly to the members of the public and to Rebecca Reynolds who was attending on behalf of Bruce Laurence, Director of Public Health and John Ridler who was attending on behalf of Sarah James, Chief Financial Officer.
Also in attendance was Zoe Veal, an NHS Care Maker who had shadowed the Nursing team to obtain a better understanding of the role of the CCG within the healthcare system. The Chair invited Zoe to explain the role of a Care Maker.

1.2 Declaration of Interests
There were no declaration of interests received on any issues arising at the meeting which might conflict with the business of BaNES CCG in addition to those already declared on the Interests of Declarations register.

The meeting was declared as quorate.

1.3 Minutes of Meeting 10 November 2016
The minutes of 10 November 2016 were approved as a true and accurate record of the meeting.

1.4 Action List and Matters Arising
The action list was noted.

1.5 Questions from the Public
There were two questions received from the public; one the Chair read out, from Parkinson’s UK, around the provision of specialist service provided to people with Parkinson’s disease and the re-procurement of community health services within the BaNES area; and another that was of a personal nature which had been dealt with outside the meeting.

The question and response from Parkinson’s UK can be found on the CCG’s website.

2. Overview Reports
2.1 Chair’s Report
Ian Orpen, Clinical Chair presented the report with one additional comment to report a visit to Paulton Hospital on 11 January 2017. The visit was to review the temporary additional capacity created within the maternity unit to manage the current high levels of demand within the local health and care services.

The Board noted the report.

2.2 Chief Officer’s Report
Tracey Cox, Chief Officer presented the report and highlighted:

- The update on performance which had improved to Christmas, however; since the New Year period the RUH and other providers within the region had declared an escalation status of Level 3 (not Level 4 as stated in the report). The CCG was working across the system to facilitate movement of
patients with the unprecedented step to change a maternity unit into beds for frail older people.

- The Sustainability and Transformation Plans (STP) update in particular the publication of the Bath and North East Somerset, Swindon and Wiltshire (BSW) footprint emergent Plans on 14 December 2016. The next step was a period of further local engagement and communications.
- The CCG’s Operational Plan which had been submitted on 23 December 2017 in line with the national deadline. The CCG had also signed contracts with key providers.
- The submission of an application for delegated commissioning of Primary Care.
- The two public engagements on the proposed changes to prescribing policies; gluten free and over the counter (OTC) medicines.
- Confirmation that the CCG had been declared ‘substantially compliant’ against the Emergency Preparedness, Resilience & Response (EPRR) core standards.
- The joint CCG and Council Away Day which focussed on Health inequalities.
- The opportunity to bid for potential new source of funding to support service improvements. The CCG had submitted bids where appropriate.

The Chair confirmed that the low risk elderly patients who were temporarily in the post-natal, Paulton Hospital were very comfortable and well cared for. The Head of Commissioning added that routine surgery had also been impacted. The Director of Nursing & Quality acknowledged the work of frontline staff who have pulled out all the stops to ensure patient safety and thanked them for their hard work and commitment during challenging times. It was also noted that despite enormous pressures the RUH have had no ambulance delays or patients on trolleys for 12 hours, a tremendous credit to all staff concerned.

John Holden, Lay member asked if the BSW’s STP will manage the finances as expected by NHSE and when would they be delivered. The Chief Officer replied that the STP outlined high level plans, however, it was recognised that further work was necessary in terms of deliverability over a five year period.

John Holden, Lay member asked when the transformational funding would start. The Chief Officer replied in 2017/18.

The Board noted the report.

2.3 Clinical Led Update

Dr Ruth Grabham, Medical Director gave a verbal update on the activity in BaNES with regard to Diabetes and highlighted: -
• A Diabetes bid had been submitted for the transformational fund.
• Diabetes virtual clinics have been rolled out across BaNES that supported primary care with increasingly complex patients and improved knowledge base to prevent complications. These would continue in 2017/18.
• Diabetes was the topic at the GP Forum and Cluster meetings.
• The Lead Diabetes Consultant at the RUH was an advocate.

The Board noted the update and acknowledged that BaNES is well placed to deal with this expanding area.

3. Strategy & Development
3.1 Risk Management Strategy
Julie-Anne Wales, Head of Corporate Governance & Planning presented the updated Risk Management Strategy and highlighted the main revisions which included some process changes and a risk strategy statement which outlined the CCG’s tolerance of risk. The Audit Committee had reviewed the strategy and recommended it to the Board for approval.

Dr Liz Hersch, GP representative proposed that the risk appetite statement required further development to reflect the exceptional times the system is under. Dr Ian Orpen, Chair, replied that at the December 2016 Board Seminar a draft set of principles had been established but recognised that further discussion was required on risk appetite at a Board Seminar.

The Board approved the Risk Management Strategy.

3.2 your care, your way Update
Jane Shayler, Director Adult Care & Health Commissioning gave a verbal update on the progress of your care, your way recommissioning of community health and social care services.

The programme had moved into mobilisation and transition phase which included the safe transfer of services. Following the initial joint Steering Group on 22 December 2016 and subsequent meetings and communications, Virgin has assessed their Due Diligence process and highlighted a number of key priority areas that required provision of information which included people/workforce lists, finance and assets.

Much of the required information had now been provided and the risk associated with slippage in Virgin’s ability to complete their Due Diligence had now significantly reduced.

A workshop had been arranged between Virgin and commissioners to map out the scope and principles of co-commissioning and financial planning.
The Chair asked when contracts would be signed. Jane Shayler, Director Adult Care & Health Commissioning confirmed the date as end February 2017.

The Board noted the update.

3.3 Annual Director of Public Health Report and Health Protection Annual Report
Rebecca Reynolds, Consultant Public Health presented two reports however focussed on the Health Protection Annual Report which provided assurance in terms of the plans and processes in place to protect the population’s health. The presentation covered:

- The six areas of responsibility
- Progress on priorities which included a rag rated self-assessment
- Details of the priorities rated amber and red
- The priorities identified for 2016/17

Dr Liz Hersch, GP representative asked what had been the interface with primary care to deliver the six priorities. Rebecca Reynolds, Consultant Public Health replied that there had been various actions involving practices, however the majority of work had been carried out by the commissioners, NHS England.

The Board noted the reports.

4. Quality – Patient Safety, Effectiveness & Experience
4.1 Child & Adult Safeguarding Annual Report
Children Safeguarding Annual Report 2015-16
Dawn Clarke, Director of Nursing & Quality presented the report which provided assurance that safeguarding children activity had met national and local safeguarding standards and demonstrated a model of continual improvement.

Suzannah Power, Lay member reported that the Quality Committee received a high level of assurance from a competent team with excellent collaboration with Council colleagues and engagement with GPs. Mike Bowden, Strategic Director People & Communities confirmed this statement from a Council’s perspective.

Adult Safeguarding Annual Report 2015/16
Dawn Clarke, Director of Nursing & Quality presented the report which provided assurance that safeguarding adult activity undertaken during 2015/16 met statutory duties and operated within the parameters of the Care Act 2014.

The Chief Officer asked for an update on the Liquid Logic issues as reflected in the Integrated Quality & Performance Report. Jane Shayler, Director Adult Care & Health Commissioning replied that although there was no solution as
yet in providing timely and accurate reports however a resolution was being sought as quickly as possible and reassured the Board that this was not high risk in terms of harm to individuals.

It was noted that safeguarding was subject to monthly reporting to the Serious, Incident Complaints and Safeguarding Committee and quarterly to the Quality Committee.

The Board noted the reports.

4.2 Your Health, Your Voice Report
Suzannah Power, Lay member presented the report which outlined the feedback received from the 1 December 2016 Your Health, Your Voice meeting which included a self-assessment exercise and follow up with Virgin Care.

Dr Liz Hersch, GP representative asked what progress had been made on Patient Participation Groups. Suzannah Power, Lay member responded that two meetings had already taken place and each meeting was being tailored for individual practices.

The Chair wished to convey his thanks to both Suzannah Power, Lay member and Barry Grimes, Communications Manager for their hard work in making sure that the people of BaNES felt valued and listened to.

The Board noted the report.

5. Performance
5.1 Finance & QIPP Report
John Ridler, Deputy Chief Financial Officer presented the Finance Report for month 8 (November 2016) and highlighted:

- The CCG reported an over spend of £154k above plan for the year to date but aimed to deliver its target surplus for 2016/17.
- The CCG reported an unmitigated risk to the surplus position of £3,100k in assessing its potential outturn cases. The main driver for this excess risk was the delivery of the QIPP savings and RUH contract outturn agreement.
- The current forecast of QIPP delivery was 50% against plan. As some of the schemes started later in the year the benefit would be seen in 2017/18
- The cash position was challenging and an escalation process had been put in place through the Finance & Performance Committee to increase control of managing the cash position.

John Holden, Lay member asked if any resolution will materialise through QIPP to resolve the end of year financial position. The Deputy Chief Financial Officer replied that QIPP is continuously being reviewed to manage the level of financial pressure and risk identified. The Chief Officer added that the extreme
urgent care system pressures experienced during the winter period were costs that had not been anticipated.

5.2 Integrated Quality & Performance Report
Tracey Cox, Chief Officer presented the Integrated Quality & Performance report and highlighted:-

- The pressures in the system were reflected by the performance around planned care
- The positive impact of changes within the Urgent Care Centre however, there had been challenges over the Christmas and winter period which has been supported by BDUC
- The dementia diagnostic rate target continued to prove challenging despite the efforts to identify further patients.
- The reablement review and the extensive work being carried out to reduce blockage in the system.

Myles Taylor, Secondary Care Consultant representative asked about the lack of a maternity report. The Chief Officer replied that the maternity report was presented on a periodical basis.

The Director of Nursing & Quality highlighted the list of vacancy rates showing reds and emphasised that this did not mean safety was being compromised but highlighted pressures in the system. An implementation of a consistent target had been discussed at STP level as each provider had individual internal targets. The Chair added that the quality of service remained good despite the pressures which were also confirmed by the lack of complaints.

The Board noted the report.

6. Governance
6.1 Risk Register
Julie-Anne Wales, Head of Corporate Governance & Planning presented the newly formatted corporate risk register. It was noted that the full risk register is currently under review.

John Holden, Lay member requested to see the risk register in its entirety once the review has been completed.

Action: Head of Corporate Governance & Planning JAW

The Board noted the report.

7. Sub-Board Committees
The sub-Board committee reports were presented with no further comments.
John Holden Lay member requested future on-going consideration of the membership of the sub-board committees to ensure there is no overlap between the Board and its responsibilities.

The Board noted the reports.

8. Closing Business
8.1 Any Other Business
There were no further items of business.

The next BaNES CCG Board meeting held in public will take place on Thursday 30 March 2017 at the Somerdale Conference Centre, Keynsham