

**NHS Berkshire West Clinical Commissioning Group  
Governing Body Meeting in Public: Tuesday 12 June 2018**

<b>Minutes of the meeting of the NHS Berkshire West CCG Governing Body Meeting in Public, 12 June 2018</b>			
Present:	Abid Irfan Wendy Bower Geoffrey Braham Sam Burrows Saby Chetcuti Andy Ciecierski Rebecca Clegg Maureen McCartney Dr Raju Reddy Debbie Simmons Katie Summers Cathy Winfield	(CCG Chair) Newbury & District GP Locality Lead Lay Member, PPE Lay Member, Governance Director of Strategy Lay Member (Governance) GP Locality Lead, North & West Reading (Acting) Chief Finance Officer Operations Director (North & West Reading) Secondary Care Consultant Nurse Director Operations Director and CIO (Wokingham) Chief Officer	AI WB GB SB SC AC RC MM RR DS KS CW
In attendance:	Lynn Casey-Sturt Will Beacham Aparna Balaji	Governing Body Secretary (Minutes) (Deputy) GP Locality Lead (Wokingham) (Deputy) GP Locality Lead (South Reading)	

Item No.	Agenda	
1	<p><b>Welcome and Apologies</b> The CCG Chair, Abid Irfan welcomed everyone to the Berkshire West Clinical Commissioning Group (BW CCG) Governing Body meeting.</p>	
2	<p><b>Apologies for Absence</b> Apologies were received from:</p> <ul style="list-style-type: none"> <li>• Shairoz Claridge, Operations Director (Newbury &amp; District)</li> <li>• Debbie Milligan, GP Locality Lead, Wokingham</li> <li>• Kajal Patel, GP Locality Lead, South Reading</li> <li>• Sarah Garner, (Interim) Director of Joint Commissioning</li> </ul>	
3	<p><b>Declaration of Interest</b> AI reminded Governing Body members of their obligation to declare any interest they may have on any issue arising at governing body meetings that might conflict with the business of Berkshire West CCGs.</p> <p>The following update was received at the meeting: With reference to the business to be discussed at this meeting, Dr Andy Ciecierski, GP Locality Lead declared that he is a GP at a neighbouring practice to Priory Avenue Surgery. Agenda Item 10 (Locality Update).</p> <p><b>Declaration of Gifts &amp; Hospitality</b> AI reminded Governing Body members of their obligation to declare any offer of gifts and hospitality whether accepted or declined and the reason for accepting or declining such offers. None declared.</p>	

4	<p><b>Minutes of the meeting held on 8 May 2018 (in-private)</b> The minutes of the meeting held on 8 May 2018 were agreed as a true record of that meeting.</p>	
4a	<p><b>Matters Arising/Action Log: May 2018</b> Action log from the meeting on 10 April 2018: Updated.</p>	
5	<p><b>Chief Officer's Report (April 2018)</b> The Chief Officer provided an update on key areas of work and assurance on matters of constitution reserved to the CO. Key points as summarised:</p> <p><b>Integrated Care System</b> The ICS continues to work on the delivery of our strategic priorities and will go live in 2018/19 following operation in shadow form since 2017/18. Work is continuing with our ICS partners to identify areas of clinical and back office transformation to meet shared objectives, improve services and provide value for money. A meeting of the ICS unified executive took place on the 10 May 2018 with discussion focusing on the following priorities: Population Health Management; agreeing strategic priorities for the year ahead; our system based approach to managing the Quality function for the ICS; BOB STP; the proposal to shift current injection-based treatments from acute to primary care.</p> <p>NHS England and NHS Improvement have written to all three ICS partners and summarised the main discussion points and agreed next steps. BW ICS is strengthening its links with Frimley ICS in areas such as specialised commissioning, population health management and the digital agenda.</p> <p>The Governing Body noted that NHS E's proposal to establish an NHS Assembly to help deliver a ten-year plan for the NHS; Berkshire West CCG (as one of the ICS's) will be asked to contribute to this process.</p> <p><b>Buckinghamshire, Oxfordshire and Berkshire West (BOB) STP</b> The STP continues to strengthen with the main focus for this month has been our local bid for capital money to support improvements to infrastructure in our system. The STP also continues its discussion with NHS E about the alignment of local resource to STP programmes. A full time project manager for health management has been identified, and Berkshire West is leading this programme.</p> <p><b>BW10 integration programme</b> A workshop took place on 24 May 2018 identifying further opportunities for joint working. Senior Managers from all of the member organisations focused on improving delivery against the eight recommended 'High Impact Actions' and the BW10 Delivery Group will monitor delivery against this programme of work. The Group will also continue to work with the Local Government Association in order to improve performance with regard to Delayed Transfers of Care. Members were informed that the national DToC target was met by the Berkshire West system and that this achievement is a testament to health and social care working together.</p> <p><b>GP Provider Alliance (PCA)</b> Dr Jim Kennedy has now formally been appointed as Chair of the GP Provider Alliance, also chair of the Wokingham GP Alliance. All initial organisational structures and</p>	

	<p>Terms of Reference are now in place with monthly meetings to be attended by the GP Chairs of other GP Alliances in Newbury, South Reading and N &amp; W Reading. The Berkshire West PCA continues to work alongside ICS partners to support the delivery of the ICS priorities; this includes the proposal for implementing 7 day working.</p> <p><b>Changes to GP Practices</b></p> <p>It was noted that Circuit Lane surgery has successfully transferred to Western Elms Practice. The process to close Priory Avenue and transfer patients to new practices is now under way. This is to be managed closely to ensure that all patients are successfully transferred to a new practice with additional resource being agreed for receiving practices. A public meeting took place on 29 May 2018 where patients appreciated the opportunity to ask questions and receive further clarity and assurances.</p> <p><b>Communications and Engagement</b></p> <p>On the 1 July 2018 the ICS-wide Communications and Engagement service will be developed and hosted by The Royal Berkshire Hospital Foundation Trust. This will be led by a Director, Victoria Parker who joins our system from Essex NHS.</p> <p><b>Policies</b></p> <p>The following Policies were reviewed by the Management Team on behalf of the CCG; copies are available upon request: Freedom of Information Action; Standards of Business Conduct; Statutory and Mandatory Training; Health and Safety.</p> <p><b>The Governing Body received the Chief Officer's Report and noted the updates provided</b></p>	
6	<p><b>Risk Management and Assurance</b></p> <p>To provide for review and agreement the updated May Governing Body Assurance Framework (GBAF), the related Summary Risk Profile, and the red-rated risks from the corporate risk register. RC advised members:</p> <ul style="list-style-type: none"> <li>• There is one rise in the register this month: <i>2 d. The CCG does not engage with key "seldom heard" groups in our community to ensure that their needs are addressed.</i></li> <li>• There are four falls in the register this month: <ul style="list-style-type: none"> <li><i>3 b. The CCG cannot commission the services as currently provided within the financial allocation.</i></li> <li><i>4 a. National tariff, spending policies and priorities do not support local system sustainability.</i></li> <li><i>4 b. In year unplanned financial pressures will be created due (for example) to contractual over performance or lack of QIPP delivery.</i></li> <li><i>4 e. Failure to use technology to best effect will inhibit our ability to meet the needs of the future and also potentially make a complex system even more complex.</i></li> </ul> </li> </ul> <p>As discussed at its May meeting, the Primary Care Team is to review Risk PrC2a and PrC2ciii at its PCCC meeting on the 13 June 2018 as it was considered the risks are not adequately captured within the description.</p>	

	<p>In May, the total number of risks on the register fell by two. The risks reported as red fell by one overall. Changes to red-rated risks from last month are:</p> <p><b>Newly downgraded from red:</b>  UC1 A&amp;E 4 hour performance (<i>reduced in light of significantly improved performance for both Type 1 attendances and the system in May 2018</i>)</p> <p>DS asked whether the risk framework should be more explicitly aligned to ICS priorities. RC replied that work would take place to update the Governing Body Assurance Framework (which is based around our strategic priorities), and that it would make sense for this to be done around the ICS priorities.</p> <p><b>The Governing Body noted the level of compliance with quality and performance targets and supported the actions being taken to improve performance where necessary</b></p>	
7	<p><b>M12 Quality and Performance Report</b></p> <p>To inform the Governing Body of the performance against CCG Clinical Indicators for Governing Body's information. DS summarised key areas of note as follows:</p> <p><b>Patient Safety</b></p> <ul style="list-style-type: none"> <li>• Falls: RBFT reported one case for March.</li> <li>• Pressure ulcers: RBFT reported one case in March.</li> <li>• Clostridium Difficile: RBFT reported three cases during March, 23 cases reported YTD.</li> <li>• MRSA: Zero cases reported for all Providers for March; 2 cases YTD.</li> <li>• Mixed sex accommodation: RBFT has reported a total of 279: Guidance has now been received from NHS England and will be discussed with the Clinical Assurance Group on Thursday 14 June 2018. It was noted that BW CCG may wish to align their processes with other CCGs as BW are the only Trust who count breaches in the observation area.</li> </ul> <p><b>Clinical Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Safeguarding training (Children Level 1): Training compliance has been discussed with CCG safeguarding leads and is assured of Trust actions taken.</li> <li>• Safeguarding Adults (All Staff): RBFT reporting 89.6% against a target of 90%.</li> </ul> <p><b>RBH Maternity dashboard summary</b></p> <ul style="list-style-type: none"> <li>• MLU: The percentage of births on the Midwifery Led Unit (MLU) fell below target for March 2018 (17%).</li> <li>• Home Births: March figures reporting 1.30% against a target of 4%.</li> <li>• Maternity: A QA visit to the Delivery Suite (RBFT) is taking place on 14 June 2018.</li> </ul> <p><b>SCAS</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Training (Children): At the end of Q4, SCAS have maintained their high performance with Safeguarding Children training.</li> <li>• Number of serious incidents: Zero cases reported in March.</li> <li>• Sis: Zero cases reported in March.</li> </ul> <p><b>SCAS 999</b></p> <ul style="list-style-type: none"> <li>• Falls: Performance is still an issue. Reporting 53.5% against a target of 95%. A CPN was issued in January 2017 and a resolution is being sourced.</li> <li>• Conveyance of patients detained under a Section 136: Reporting 55.3% against a target of 90%.</li> </ul> <p><b>Urgent Care</b></p> <ul style="list-style-type: none"> <li>• A&amp;E (4 hour target): The 95% standard was not achieved in March 2018 and the</li> </ul>	



	<p>to A&amp;E Delivery Board) within the Quality Report. Spring to Green is a project designed to focus improvement in achieving the 4 hour A&amp;E waiting time target.</p> <p><b>The Governing Body discussed and Approved the Quality Report</b></p>	
<p>8</p>	<p><b>2018/19 Financial Plan</b>  The (Acting) Chief Finance Officer presented the financial plan, giving an overview of the main outcomes included in the 30 April 2018 financial submission.</p> <p>The CCG has confirmed to NHSE that all major financial business rules are complied with and that the CCG Plans to achieve their break even control total. In order to achieve this, an efficiency target of £16.9m has been identified.</p> <p>As part of the annual planning processes, RC provided a summary of how the CCG has performed against a number of criteria:</p> <ul style="list-style-type: none"> <li>• NHSE and NHSI have approved the CCGs financial plans</li> <li>• Carrying a 2% surplus for the CCG £12m carrying forward into the new year</li> <li>• Achieved Net Risk position of Nil</li> <li>• Running cost envelope not exceeded so achieved</li> <li>• Growth in investment in Mental Health services achieved</li> <li>• Investment in BCF in line with national recommendations</li> <li>• Although one of the lowest funded CCGs in the Country, the CCG has achieved its financial duties</li> </ul> <p>A 2018/19 M2 report will be available for review at the 10 July Governing Body meeting. It was noted that for the NHS Staff Pay Award, a 1% reserve (normal level) has been put aside. Depending on how the pay award is calculated, the CCG may receive additional allocation from NHSE.</p> <p>The Acting Chief Finance Officer and her Team were congratulated on achieving a break even position following a challenging financial year.</p> <p><b>The Governing Body noted the financial plan summary paper</b></p>	
<p>9</p>	<p><b>Q4 Operational Plan Review</b>  To provide the Governing Body with an update on progress in delivering the CCG's 2017/19 Annual Operational Plan. The Plan sets out how the CCG will deliver against local objectives as well as the requirements of the Five Year Forward View and national 'must dos'.</p> <p>Members noted the good work achieved within the CCG localities with those areas requiring further work summarised as follows:</p> <ul style="list-style-type: none"> <li>• Increase the number of known hypertensives to 14,288 by March 2018 (SR)</li> <li>• To support the reduction in activity rate targets in place to increase number of referrals which include: Eat4Health; smoking cessation; hypertension; cancer screening; promoting Mind Ed, School Link &amp; Emotional Health Academy (NWR)</li> <li>• Improve the update of diabetic patients who have received structured education. It was noted that with correct coding, information received suggested that the year-end figure will exceed 15% (ND)</li> </ul> <p><b>The Governing Body discussed and noted the annual Operational Plan</b></p>	

<p>10</p>	<p><b>Locality Update</b></p> <p>To update the Governing Body on matters arising in the Berkshire West CCG localities (South Reading, North &amp; West Reading, Wokingham and Newbury &amp; District). Members from the four Berkshire West CCG localities provided a brief verbal update on the key points of note.</p> <p><b>Newbury &amp; District</b></p> <ul style="list-style-type: none"> <li>• Community integrated teams and MDT working: The first MDT pilot took place on 24 May at Strawberry Hill Surgery. This was an opportunity to resolve any technology issues.</li> <li>• Health &amp; Wellbeing Board: The local Mental Health Action Group gave a presentation on the role of village agents and the 'your way' peer support.</li> <li>• 7 Day Working: The CCG has agreed a format with Practices to start delivering 7 day services across the locality from October 2018.</li> <li>• NHS 70<sup>th</sup> Birthday Summer Ball at Newbury Racecourse to raise money for the Rosemary Appeal.</li> <li>• Development of the GP Alliance: A draft business plan has been submitted for feedback.</li> </ul> <p><b>North &amp; West Reading</b></p> <ul style="list-style-type: none"> <li>• Integrated MDT Care Planning: To agree to pilot care planning at a multi-disciplinary level to commence in August and run for 6 months.</li> <li>• Circuit Lane Surgery: Western Elms took over the provision of primary care services at Circuit Lane.</li> <li>• Priory Avenue Surgery: Patients have been formally written to and told that the surgery will close from 30 June 2018. Patients will be required to re-register with a practice and two information events took place on 29 May and 6 June 2018.</li> <li>• Western Elms Surgery Premises development: Work has commenced to increase the space of the premises and is expected to complete by the end of the year.</li> <li>• Berkshire West Alliance bid to support recruitment of Clinical Pharmacists has been approved at regional level, national decision is awaited.</li> </ul> <p><b>South Reading</b></p> <ul style="list-style-type: none"> <li>• Integrated MDT Care Planning: To agree to pilot care planning at a multi-disciplinary level to commence in August and run for 6 months.</li> <li>• 7 day working: An approach to 7 day working is likely to be agreed with the CCG and implemented from October 2018.</li> <li>• GDPR: Alliances are looking to deliver GDPR at scale and offer to support GP Practices with compliance.</li> <li>• TB: The locality was in the acceptable range for its new entrant latent TB screening targets at year end.</li> <li>• Cancer: The Macmillan funded project to raise the signs and symptoms of cancer has completed its first full year and made significant progress.</li> </ul> <p><b>Wokingham</b></p> <ul style="list-style-type: none"> <li>• A new model of delivery for the Community Navigator scheme is being developed which will provide direct patient access to the scheme and allow the service to manage the challenge of recruitment and retaining volunteers.</li> <li>• Community Health and Social Care (CHASC): Going live at the end of June 2018.</li> <li>• Shinfield, Arborfield and Swallowfield Practices: Discussions taking place with Wokingham Borough Council in order to prepare an options appraisal for the</li> </ul>	
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	<p>Shinfield and Arborfield population.</p> <ul style="list-style-type: none"> <li>• TIPS (Training for Improving Patient Services): The successful event took place on 9 May 2018 arranged by the Wokingham GP Alliance.</li> <li>• 7 Day Working: Following feedback received from Practices, the Alliance is seeking to develop a workable model based around each locality cluster.</li> </ul> <p><b>The Governing Body received the Locality Reports</b></p>	
11	<p><b>360 Degree Survey Results and Action Plan</b></p> <p>The CCG 360° Stakeholder Survey is conducted each year by IpsosMori on behalf of NHS England. The results of the survey contribute to NHS England’s statutory annual assessment of CCGs, and are a tool for CGs to evaluate their progress and inform future development.</p> <p>The 2017/18 survey was conducted between 15/01/18 and 28/02/18. The four predecessor organisations to Berkshire West CCG were treated as one, in anticipation of their merger. As this is the first year in which the four CCGs were treated as one, no trend data is provided by IpsosMori.</p> <p>The survey shows that the CCG need to improve communication about our plans and priorities, explain our commissioning decisions more effectively and overcome scepticism that we will act on concerns raised about quality of services.</p> <p><b>The Governing Body noted the survey results and that they will be published on the CCG website</b></p>	
12	<p><b>Delegated Committees’ Chairs’ Report</b></p> <p>To provide the Governing Body with an update on matters considered, decisions made and assurance that the Committee is discharging its responsibilities in line with the Terms of Reference and CCG Constitution.</p> <ul style="list-style-type: none"> <li>• Finance Committee</li> <li>• Audit Committee</li> <li>• BW Quality Committee</li> <li>• PCCC</li> </ul> <p>RC advised that the external audit process has now been completed and that the CCG was issued an unqualified audit opinion for 2017/18. The Annual reports and accounts have been published to the BW CCG website and are available for the public to view.</p> <p><b>The Governing Body received and noted the Chairs’ Reports</b></p>	
13	<p><b>Public &amp; Patient Engagement/Communications Report</b></p> <p>To update Governing Body members on engagement activities by the CCG. Members agreed that going forward matters relating to PPE Engagement would be addressed (only) in the PPE Report and not the BW CCG Localities Update; as this will avoid any further duplication arising.</p> <p><b>The Governing Body noted the PPE Communications Report</b></p>	

14	<b>Any Other Business</b> None.	
15	<b>Questions submitted by the Public</b> Three questions had been submitted for answers, which will be responded to in writing after the meeting has taken place. Members read through the Q&As for members of the public in attendance providing clarification on the answers provided. <i>(Q&amp;As will be published on the CCG website with the minutes of the meeting)</i>  <i>(Post meeting note: Two further questions have been submitted for answer and these too will be published on the CCG website).</i>	
16	<b>Questions from the floor</b>  Q1. In response to the query relating to the issue of two public meetings (BW CCG Governing Body & PCCC) both taking place in the same month on consecutive days and whether the CCG would consider staggering the meetings going forward; Members agreed that the dates for the September meetings are to be reviewed to allow for a sufficient gap between both meetings.  Q2. In reply to concerns raised in relation to the closure of Priory Avenue and Circuit Lane and whether the CCG has taken on board lessons learnt, and has an action plan been put in place to deal with any similar situations if they arose again in Berkshire West; CW advised that during the period leading up to the closure the CCG was assured that patients were not at risk and that all procedures and systems had been followed and put in place during this time. If a similar situation were to arise in future, the CCG would put an action plan in place at that time, appropriate to that specific situation, but incorporating the learning from this experience. The CCG is confident in its abilities to maintain sustainability across the Practices in future.  Q3. On matters relating to CCG engagement with the Voluntary Sector and the CCGs commitment to work together in co-producing a working strategy by next year; CW advised that the CCG is fully committed and hopes the co-production of a working strategy will be delivered earlier than expected.  Q4. In response to the questions relating to students and whether the CCG had considered ways of communicating with Reading University to inform on local services; Members advised that Chancellor House Surgery, Reading is available to all students and offers many years' experience in student health with a current Practice list size of 30k.	<b>Action: LCS</b>
	<b>Meeting Closed: 11:30 am</b>	