

## NHS Berkshire West Clinical Commissioning Group Governing Body Meeting in Private: Tuesday 13 November 2018

<b>Minutes of the meeting of the NHS Berkshire West CCG Governing Body Meeting in Private 13 November 2018</b>			
Present:	Abid Irfan Wendy Bower Geoffrey Braham Sam Burrows Saby Chetcuti Andy Ciecierski Shairoz Claridge Rebecca Clegg Debbie Milligan Maureen McCartney Dr Kajal Patel 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 Operations Director, (Newbury & District) Chief Finance Officer GP Locality Lead, Wokingham Director (North & West Reading) GP Locality Lead, South Reading Secondary Care Consultant Nurse Director Operations Director (Wokingham) Chief Officer	AI WB GB SB SC AC SC RC DM MM KP RR DS KS CW
In attendance:	Lynn Casey-Sturt Jo Duffield (Item 7) Sally Murray (item 8)	Governing Body Secretary (Minutes) Associate Director of Contracting Head of Children's Commissioning	
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: Katrina Anderson, (Interim) Direct or Joint Commissioning.</p>		
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 CCG. The following update was received at the meeting: With reference to business to be discussed at this meeting, Dr Andy Ciecierski, GP Locality Lead, North &amp; West Reading declared an interest in respect of Item 7: Tier 2 and AQP contracts.</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. The following update was received at the meeting: Rebecca Clegg, Chief Finance Officer declared the offer of a £20 Book Voucher in gratitude for speaking at an event, which was accepted. The CCG is satisfied that the acceptance of this gift does not compromise the organisation in any way.</p>		

4	<p><b>Minutes of the meetings held on 9 October 2018</b> The minutes of the meetings held on 9 October 2018 were agreed as a true record of that meeting.</p>	
5	<p><b>Matters Arising/Action Log: 9 October 2018</b> Action log from the meeting on 9 October 2018: Updated.</p>	
6	<p><b>Chief Officer's Report</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> Work with the Kings Fund continues, providing OD support to assist Programme Boards and Corporate Teams in ICS working. Positive feedback has been received so far, and this will provide a strong platform for joint working and greater delivery for project and strategic priorities.</p> <p>A meeting of the ICS Unified Executive took place on the 11 October 2018, focusing on key priorities and next steps. An ICS Q2 Assurance meeting was held on 22 October 2018 with prearranged discussion taking place on Berkshire West ICS progressing to a "Level 3 Self Assuring System".</p> <p>Berkshire West has been chosen to be one of the test ICSs for the Population Health Management offer from NHS E, who have commissioned PWC and Optum to deliver it. It comprises twenty weeks of free consultancy, and will help with resourcing our strategic planning exercise and ensuring our transformation plans are grounded in a really thorough understanding of our population health needs.</p> <p>NHSE /I has jointly published a letter setting out the expected shape of planning guidance; the ICS will take a collective view on how to respond, aspiring to build on the ICS Plan which was submitted for 18/19.</p> <p>The first BW ICS Stakeholder Event was held at Reading University on 29 October 2018. Stakeholders provided valuable feedback and this will be built on at our next workshop scheduled for 4 December 2018.</p> <p><b>Berkshire West 10</b> A joint workshop is taking place on 19 November 2018 to examine joint working opportunities and how these can be best progressed. The CQC is currently undertaking a 'System Review' for Reading Borough Council and is likely to formally conclude that the governance which underpins our joint working with health and local government can be streamlined and improved.</p> <p><b>Buckinghamshire, Oxfordshire and Berkshire West (BOB) STP</b> The STP held its first OD workshop which forms part of the PWC / Optum programme. Discussion on the role and function of the STP is to be taken forward to the next meeting of the Group on 8 November 2018.</p> <p><b>Primary Care Enhanced Access</b> Pre-bookable and on-the-day appointments are now available to patients across Berkshire West from 6.30-8pm Monday-Friday and on Saturdays, Sundays and Bank</p>	

	<p>Holidays. With patient consent GPs will be able to access other Practices' clinical records where required.</p> <p>Members discussed enhanced access in more detail and felt that the IT systems within our practices (including Westcall) were not functioning fully, and that some staff members may require further training. <b>Action:</b> KS to provide an update on IT issues and that Helen Clark, Director of Primary Care, provide an update on the 100 day Action Plan for review at the next CCC meeting.</p> <p>To assist in ensuring that members of the public are informed on the options open to them; particularly those cohorts of people who through work, are unable to see a GP during standard working hours, the public are signposted via GP Surgeries and their websites, posters/banners, hospitals (including A&amp;E), and that information is included within winter communications, as well as nationally.</p> <p><b>Care Quality Commission review</b> Feedback received from the CQC will provide helpful support to the system to enable the CCG to align its strategies across the Berkshire West system and make a clearer connection to each locality's strategy. The leadership community will be exploring next steps including how we embed and use Population Health Management.</p> <p><b>The Governing Body received the Chief Officer's Report and noted the updates provided</b></p>	<p><b>Action: KS</b> <b>Action: HC</b></p>
7	<p><b>Tier 2 and AQP contracts – (Commercial in Confidence)</b> A number of contracts (referred to as "Tier 2 and AQP contracts") are due to expire in 2019 and 2020. The Governing Body is requested to consider the benefits and risks of each recommendation presented for each contract.</p> <p>These contracts have been discussed at Primary Care Programme Board, Finance Recovery Group and Finance Committee in respect of the Carpal tunnel contract only.</p> <p>The recommended options are as follows:</p> <ul style="list-style-type: none"> <li>• Physiotherapy (16 local providers)</li> <li>• Carpal Tunnel Injections and Surgery (Independent Health Group)</li> <li>• Non-obstetric ultrasound (Physiological Measurement Ltd)</li> <li>• MSK Injections (Brookside Group)</li> <li>• ENT Services (Binfield Surgery, Emmer Green Surgery)</li> <li>• Berkshire West Community Endoscopy</li> <li>• Audiology (Specsavers – lead commissioner Buckinghamshire CCG)</li> <li>• AQP podiatry (BHFT – proposed lead commissioner East Berkshire CCG)</li> </ul> <p>A commercially confidential discussion was held regarding the recommendations put forward and the <b>Governing Body: Approved the recommended Option 1 and noted the recommended options 2, 3, 4, 5, 6, 7 and 8.</b></p>	
8	<p><b>Children and Young People ASD and ADHD wait list update</b> To provide the Governing Body with assurance about the management of the increasing wait times and associated risk for children seeking assessment and support for Autism (ASD) and Attention Deficit Hyperactivity Disorder (ADHD).</p>	

	<p>Sally Murray, for the (Interim) Director of Joint Commissioning guided members through the headline messages and key points of the report. Discussion focused on the CCG and Berkshire Healthcare Foundation Trusts' (<i>"The Trust"</i>) commitment in reducing waiting lists and the review that is currently underway on the Autism pathway. Discussion has started on completing similar work for ADHD, with Berkshire East CCG leading on this.</p> <p>Concern was expressed at the 6-month timescale given for completing the review and felt that this should be questioned, with a view to reducing the timescale as it was considered too long. It was noted that Berkshire East (BE) had recently commissioned a similar review and members felt that the learning from that review should be taken forward as a good starting point for this review, to save time and avoid unnecessary duplication.</p> <p><b>Action:</b> SM to look at the outcomes from the neighbouring review; the outcomes are discussed at the Task and Finish Group and reviewed/scoped/benchmarked with other areas; a report is to be presented at the CCC meeting on the 27 November 2018 to decide next steps.</p> <p>Reference was made to ADHD and the issues raised around shared care protocols (Berkshire wide) and the availability of parenting courses. <b>Action:</b> SM to liaise with Angus Tallini, GP Lead Mental Health, on how this links in with the ICS.</p> <p>As the report did not provide all the information requested at the October Governing Body; DS and SM agreed to discuss this outside of the meeting.</p> <p><b>The Governing Body noted the Report</b></p>	<p><b>Action: SM</b></p> <p><b>Action: SM</b></p>
9	<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.</p> <p>After one rise last month, the profile has remained static this month. This is not unusual for strategic risks, where changes often take place over a longer timescale. In October, the total number of risks on the register fell by two (one addition and three closures), and the risks reported as red remained the same.</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>	
10	<p><b>M5 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>• Never Events: One case reported at RBFT and two cases reported at GWH.</li> <li>• MRSA: Zero cases reported for all providers for August 2018.</li> <li>• Serious Incidents: HHFT reported 17 Sis in August.</li> </ul> <p><b>Patience Experience</b></p> <ul style="list-style-type: none"> <li>• Mixed Sex accommodation: Reporting has changed to only include the</li> </ul>	

Observation Bay as agreed by the Governing Body. HHFT reported five mixed sex breaches.

- Clinical Concerns: RBH response rate has reduced to 89% in July. BHFT reporting 100%.

**Clinical Effectiveness – looking good, sickness rates all okay**

- Fractured neck or femur: Performance has decreased this month reporting 63.2% against a target of 85% for RBFT.
- Safeguarding training (Children Level 1): 93.6%, just below the compliance target of 95%
- Safeguarding Adults (All Staff): Reporting 92% against a target of 95%. The improvements from last month remain steady.

**Independent providers**

- Safeguarding training (Children and Adults): Circle reporting 60% and Spire reporting 70.5% (children) 73.6% (adults).

**RBFT Maternity dashboard summary**

- MLU: 17% reported for August against a target of 20%.
- Home births: Reporting 3% for August against a target of 4%.
- Methods of Delivery: Caesarean section rates have increased in both July and August. This is to be monitored over the next few months to identify any trends.

**SCAS 999**

- Asthma Care bundles: At 90.9% this is still short of the 95% target.
- Falls: Still require a lot of improvement this stands at 53.3%, well below the target of 95%.

**Urgent Care Performance**

- A&E four hour target: Strong performance.
- ED Streaming: Still remains an issue. A analysis and recovery plan, including trajectory, is to be requested before the matter is escalated to the CEO at the Royal Berkshire Hospital.
- DToC: Performance at RBH has dropped slightly for August compared to previous months.

**Planned care Performance - cancer**

- The 62 day cancer standard: Did not achieve in Q2 but is expected to recover in Q3.

**Quality Premium**

- Cancer diagnosis at early stages: Not achieving, reporting 53.36%.

SC made members aware of a letter received from Steve McManus, CEO Royal Berkshire Hospital saying that the Dermatology Service was running under capacity with only 1 wte (whole time equivalent) and would like to close the service to non-urgent referrals. An urgent meeting is scheduled to take place tomorrow, 14 November where it is hoped a solution can be reached. It was noted that Debbie New, Associate Director of Contracting is working with the Communications Team in the issuing of information.

RR advised that there are companies in the south of England that offer a dermatology service and that he would be willing to make contact with them on behalf of the CCG if required.

**The Governing Body discussed and Approved the Quality Report**

11	<p><b>M6 Finance Report</b></p> <p>The Deputy Chief Finance Officer gave a brief update on M6 Finance reporting. At Month 6 the CCG has reported an in year YTD and Forecast breakeven position, and has consequently achieved its required cumulative surplus position of £6.2m (YTD) and £12.5m (FOT). Key points to note:</p> <ul style="list-style-type: none"> <li>• Financial Performance: Over-performance in Acute contracts and Mental Health placements currently offset by balances brought forward from last year and savings in running costs.</li> <li>• RBFT: YTD indicates that the Trust remains on target to achieve its financial control total for the year</li> <li>• Primary Care: Additional pressures have materialised in prescribing which saw drugs increase by 16%.</li> <li>• Risks and Mitigations: An unmitigated pressure of £2.0m. This relates to Prescribing, MH placements and Community equipment.</li> </ul> <p><b>The Governing Body noted the financial plan summary paper</b></p>	
12	<p><b>Thames Valley Priorities Committee Policy Proposal</b></p> <p>To gain approval from the Governing Body to adopt the following recommendations.</p> <ul style="list-style-type: none"> <li>• TVPC17: Preservation of Fertility</li> <li>• TVPC79: Iron Chelation for Myelodysplastic Syndromes</li> <li>• TVPC2: Treatment for Gender Dysphoria (update)</li> </ul> <p>Raju Reddy, Secondary Care Consultant guided members through the policy outlining the key areas of note.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• Discussed the policy recommendations and associated equality analysis</li> <li>• Agreed the adoption of TVPC79 for CCG implementation</li> <li>• Noted and agreed the TVPC17 and TVPC2 update</li> </ul>	
13	<p><b>BW CCG 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).</p> <p><b>The Governing Body received and noted the Locality Reports</b></p>	
14	<p><b>Terms of Reference: BW Quality Committee</b></p> <p>The Governing Body is asked to review and agree the Berkshire West Quality Committee Terms of Reference as required annually.</p> <p>The Terms of Reference set out the purpose of the Committee, reporting and accountability arrangements, its duties as delegated by the Governing Bodies, relationships with other bodies/committees, membership and responsibilities of the members, frequency of meetings, administrative arrangements and the process for review.</p> <p>DS advised that there had been a few changes made to the TOR in respect of the ICS Quality Group. <b>The Governing Body reviewed the Terms of Reference of the Berkshire West Quality Committee and asked that they are further amended to</b></p>	<p><b>Action: DS</b></p>

	<p><b>include reference to the ICS Committee and brought back to the next Governing Body Meeting for approval.</b></p>	
15	<p><b>Public &amp; Patient Engagement/Communications Report</b> To update Governing Body members on engagement activities by the CCG. WB gave a verbal update in respect of the following:</p> <p><b>Integrated Care System</b></p> <ul style="list-style-type: none"> <li>• A communications and engagement strategy was signed off by the unified executive on 8 November 2018. The dedicated website is ready to go live.</li> <li>• A successful stakeholder event was held on 29 October 2018. A public engagement event is scheduled for 4 December 2018 at Reading Town Hall.</li> <li>• Tim Jones has been appointed ICS Head of Communications and Engagement taking up post at the end of November 2018.</li> </ul> <p><b>North &amp; West Reading and South Reading Localities</b></p> <ul style="list-style-type: none"> <li>• Stoptober: 28 Day Stop Smoking Challenge.</li> <li>• Reading Community Learning Centre: Attended N&amp;WR Patient Voice meeting in October 2018.</li> <li>• South Reading Cancer Steering Group: GPs have identified a cohort of woman in Reading who are not attending cervical screening tests due to cultural belief.</li> <li>• Southcote Community Hub Open Day.</li> <li>• Flu Clinics.</li> </ul> <p><b>Newbury &amp; District Locality</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Wellbeing PPE Group: A stocktake exercise has taken place to review its aims and objectives.</li> <li>• Dementia Survey: Local residents and Carers have been asked to complete a questionnaire to assess services in our local communities.</li> <li>• Articles in Newbury Weekly News: To raise profile of the Health &amp; Wellbeing agenda.</li> <li>• Footfall websites: New websites for GP Practices are being rolled out on the 'Footfall' platform. Four of the 10 Practices are operating the new platform.</li> </ul> <p><b>West Berkshire Vision</b></p> <ul style="list-style-type: none"> <li>• A draft West Berkshire Vision 2036 contains discussion on what the District might want to look like in 2036. Over the next six months the draft will be shaped and amended before adopted by the Health and Wellbeing Board.</li> </ul> <p><b>The Governing Body noted the PPE Communications Report</b></p>	
16	<p><b>Delegated Committees' Chairs' Report</b> 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>• Primary Care Commissioning Committee (PCCC)</li> </ul> <p><b>The Governing Body received and noted the Chairs' Report</b></p>	

14	<b>Any Other Business</b> Members were informed that the SCAS CQC report was very positive with an overall rating of 'Good', with every indicator showing 'Green' (achieved).	
	<b>Meeting Closed: 11:30am</b>	