

NHS NORTH CUMBRIA CLINICAL COMMISSIONING GROUP
MINUTES OF GOVERNING BODY MEETING
Wednesday 3 April 2019
Conference Room, Oval Centre, Salterbeck Drive,
Salterbeck, Workington CA14 5HA

Present:	Jon Rush	Lay Chair (Chair) (JR)
	Carole Green	Lay Member – Quality and Performance (CG)
	Denise Leslie	Lay Member – Public Engagement (DL)
	Colin Patterson	GP Lead for Primary Care (CP)
	Peter Rooney	Chief Operating Officer (PR)
	Anna Stabler	Director of Nursing & Quality (Governing Body Registered Nurse) (AS)
	Charles Welbourn	Chief Finance Officer (CW)
	John Whitehouse	Lay Member – Finance & Governance (JW)
	Kevin Windebank	Governing Body Secondary Care Doctor (KW)
Observer:	Sue Stevenson	Healthwatch Cumbria
In Attendance:	Robin Talbot	Chair, Cumbria Partnership Foundation Trust (CPFT) (RT)
	Ramona Duguid	Director of Integration, NCUHT (RD)
	Christine Harrison	Primary Care & Integrated Care Communities Development (CH)
	Eleanor Hodgson	Director of Children’s & Families (EH)
	Caroline Rea	Director of Primary Care & Integrated Care Communities Development (CR)
	Brenda Thomas	Governing Body Support Officer (BT)

GB 17/19

AGENDA ITEM 01: Chairs Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from David Rogers, Interim Accountable Officer/Medical Director and Amanda Boardman GP Lead for Safeguarding, Maternity, Children, Mental Health & Learning Disability (AB).

GB 18/19

AGENDA ITEM 02: Declarations of Interest

The Chair reminded Members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of NHS North Cumbria Clinical Commissioning Group.

Interests declared by member of the Governing Body are listed in the CCG’s Register of Interests. The register is available either via the Governing Body Support Officer or the CCG website at the following link:

<http://www.northcumbriaccg.nhs.uk/about-us/how-we-make-decisions/declaration-of-interests/index.aspx>

Declarations made at this meeting:

Anna Stabler re-affirmed her Non-Financial Professional Interest in Agenda Item 11, Quality Exceptions Report, due to being on secondment with the CCG from North Cumbria University Hospital Trust (NCUHT).

GB 19/19

AGENDA ITEM 03: Minutes of the Governing Body Meeting held on 6 February 2019

Resolved: The above minutes of the meeting were agreed as a true record.

Action Log: 6 February 2019

Resolved: There were no outstanding issues on the action log.

GB 20/19

AGENDA ITEM 04: Summary of written questions from Members of the Public on items on this agenda

The Chair advised that written questions could be submitted by members of the public present at the meeting. These would be received and then answered under the relevant agenda item. At the end of the meeting another chance would be offered for members of the public to ask for clarity on any item discussed on the agenda. See Appendix 1 for details.

GB 21/19

AGENDA ITEM 05: Chair & Accountable Officer Report

JR presented the report highlighting the following key areas:

Maternity and Paediatrics

It was noted that media coverage had stated that the current services at West Cumberland Hospital, Whitehaven had been saved. However, The Independent Review Group (IRG) chaired by Bill Kirkup was still to report back its findings on the long term sustainability of the service. The CCG's Governing Body will hold a public meeting to consider these finding either in July or August 2019.

Trust Merger

A six week period of engagement had commenced to gather views on the merger between Cumbria Partnership Foundation Trust (CPFT) and North Cumbria University Hospital Trust (NCUHT) due to take place in October 2019. This would include the opportunity to have a say on the naming of the new merged Trust from the options shortlisted by CPFT's Governors (as detailed in the report).

System Values

Staff from across three organisations, the CCG, CPFT & NCUHT had developed a set of system values. These would guide the way the system works, from board to ward, to ensure that services were the best they can be for patients, communities and workforce.

Full Council of Members

At its meeting on 14 March 2019, the Membership approved the extension of the

Interim Accountable Officer and the Chair roles from 1 April 2019 to 31 March 2020. This was due to fact that it would not be prudent to recruit to either of these posts on a permanent basis due to changes across the system as the Integrated Health and Care System (IHCS) continues to develop at pace.

Same Day Health Centre

It was confirmed that the Same Day Health Centre at West Cumberland Hospital was now open.

Fellview Healthcare – West Cumbria

It was confirmed that the formal process to secure a provider for the provision of GP services currently provided by Fellview Healthcare, West Cumbria, was now underway.

Better Health at Work

It was confirmed that the CCG had won a non-clinical award from the System for achieving a bronze status in the Better Health at Work Scheme. Robin Talbot congratulated the Better Health at Work Team.

Resolved: The update be noted.

GB 22/19

AGENDA ITEM 06: 2019/2020 Operational & Financial Plan Update

CW presented the report advising that the formal operating and financial plan had to be submitted to NHS England on 4 April 2019. He also confirmed that whilst the CCG and each Trust had separate plans, these had been developed as a system and common narrative had been used. It outlined the key areas of work over the next 12 months, including the implementation of the Healthcare for the Future outcomes and a refreshed strategy aligned to the NHS 10 Year Plan. CW also advised that the plan was being translated into a specific “OGIM” (objectives, goals, initiatives & milestones) across the system following a standard methodology and this approach would be followed in the CCG’s internal team work-planning for 2019/20.

CW advised that the impact of the new GP contracts had not been factored into the plan at this point, as this was still unknown. However the new contracts were the biggest changes to general practice since 2004. Funding for this had been devolved and it was anticipated that this would be sufficient to deliver. However there were still one or two areas for which clarification was being sought on.

CW also highlighted the key operational issues and financial issues highlighted on page two and three of the report.

PR confirmed that this plan captures and crystalised the intent across the system and the CCG over the next 12 months and represents year one of the five year strategy.

DL thanked everyone involved in preparing the plan as it was a good clear plan. In terms of workforce age issues identified, there needed to be work undertaken now to sort.

In response to a question from the Chair, PR advised that this plan was a really good piece of work but it carries significant risks and a lot of challenges. The Regulators will continue to challenge on this and the system would work through the challenges as they were raised.

Proposed by Carole Green, seconded by John Whitehouse;

Resolved: The Joint Operational Plan 2019/20 be approved for submission to NHS England on 4 April 2019.

GB 23/19

AGENDA ITEM 07: Modern Slavery & Human Trafficking Statement

AS presented the report advising that there had not been any major changes since the Governing Body last agreed the above statement. DL commended the work to produce this document, especially in light of the convictions of some car wash owners in Cumbria which had taken place under the modern slavery and human trafficking act.

Resolved: The Modern Slavery & Human Trafficking Statement was unanimously ratified by all Member of the Governing Body.

GB 24/19

AGENDA ITEM 08: Equality Delivery System (EDS2)

CH presented the report outlining that whilst this was still a CCG report, it detailed the system wide approach that was being undertaken. She also confirmed that Kate North, Head of Workforce Futures and Inclusion, CPFT would be responsible for producing the system wide report in the future.

CH also advised that there had been some issues in the last 12 months around translation services which were still being worked through but should not be an issue going forward.

PR thanked CH for her work in this area advising it was very important that the Governing Body was focused on ensuring the CCG meets its requirements of this legislation. He also stated that it was important when welcoming people from war torn areas, that the right facilities were in place to ensure that they could access NHS services with the correct translation facilities in place.

CG questioned the assessment and grading and asked why there had not been a lot of changes since the last assessment. Clarification was sought as to whether there was an action plan in place around workforce.

Proposed by John Whitehouse, seconded by Kevin Windebank;

Resolved:

1. The Equality & Diversity Report be approved and published on the CCG website as required by the Public Sector Equality Duty; and
2. It was agreed that future reports would be on a system wide basis with one report covering both provider trusts and the CCG.

Action: Establish if there is an action plan in place around workforce.

AGENDA ITEM 09: Review of the Committees Performance, Training Requirements, Terms of Reference (ToRs) and Frequency of Meetings

The Chair presented the report advising that in line with good practice the Governing Body and its committee's had reviewed its working requirements, terms of reference, frequency of meetings etc. Members were also reminded that in October 2018 the Governing Body agreed to stand down its Outcomes & Quality Assurance Committee and use a system wide committee, North Cumbria System Quality Assurance Committee, to provide its assurance around quality issues. The final terms of reference for the said committee were attached as Appendix 1 for information.

With the exception of the Executive Committee all other committee's terms of reference were attached for approval in Appendix 2 of the report. The Executive Committee felt that its current terms of reference were no longer fit for purpose and that further work was needed prior to approval being sought. Therefore they would be revised and be presented in June 2019 for approval.

The Chair also advised that the Northern Joint CCG Committee was also in the process of reviewing its terms of reference and would be brought to the Governing Body once finalised.

JW advised that the Audit Committee was in the process of assessing its training needs and that the CCG's governance arrangements had been audited and received significant assurance around its processes (this was the highest level of assurance possible).

Proposed by John Whitehouse, seconded by Carole Green;

Resolved:

1. It was noted that a review had been undertaken of the Governing Body and its Committees in line with national guidance, relevant codes of conduct/good governance and practice specified in the report; and
2. The Committee Terms of Reference attached in Appendix 2 of the report be approved.

AGENDA ITEM 10: NHS North Cumbria CCG Functions

PR presented the report advising that it was being brought today to update the Governing Body on the continued development of proposals to change the way the CCG fulfils its statutory functions. He also confirmed that it built on earlier discussions which had been held with the Membership and the Governing Body.

In response to a question PR confirmed that the CCG would not have less functions but it would have less people in it and some of its functions would be discharged by partner organisations. It was anticipated that these changes were likely to coincide with the Trusts merging in October 2019.

SS advised that whilst this paper was welcomed and was being open and transparent about the changes, the public needed to know that patient services would not be impacted by a smaller workforce. PR confirmed that the Membership and the

Governing Body would need to be provided with assurance that where services were to be provided by partnership organisations, then the CCG would still deliver on its responsibilities.

Resolved: The ongoing development of partnership arrangements relating to the delivery of CCG Functions be noted.

GB 27/19

AGENDA ITEM 11: Quality Exceptions Report

AS presented the report highlighting that there had been a number of concerns raised by GPs that the two week urgent cancer referral requirement was not being met (as raised by Bernard Courtney under Item 4, Questions from Members of the public present). The CCG had ascertained what the issues were and it had been established that there had not been any detrimental impact to patients. It was also confirmed that the Trust had put a robust recovery plan in place and the CCG was monitoring this.

AS advised that the Child and Adolescent Mental Health Services (CAMHS) at CPFT remained challenged due to vacancies, maternity leave and sickness. Northumberland Tyne & Wear NHS Foundation Trust (NTW) continued to provide support and oversight across the service. It was also noted that CAMHS Crisis and Intervention Service (CAIS) have put specific measure in place to respond to young people presenting in crisis in A&E, on paediatrics and medical wards, with assurance being provided that a full service would be available from April 2019.

It was confirmed that there was a 12 month backlog of Learning Disability Mortality Reviews (LeDer) due to lack of reviewers and AS was working through the risk to the CCG with NHS England.

AS confirmed there was a lot of work being undertaken to improve care in Care and Residential Homes. It was noted that there had been some improvements seen in the this area and further work was planned including two Care Home conferences to be held in April/May to engage further with homes.

Resolved: The update be noted.

GB 28/19

AGENDA ITEM 12: Performance Report

PR presented the report reminding Members that it had been considered in detail at the March 2019 Finance & Performance Committee. He ran through the key performance issues highlighted on page one and two of the report. He confirmed that the prime risks were that the CCG continued to fall short of certain constitution standards, most significantly Cancer and Referral to Treatment Times (RTT). The operational planning target of no increase in patients on the waiting list at 31 March 2019 compared to 31 March 2018 and, the recent cancer performance and associated capacity constraints had increased risks regarding cancer performance.

Discussion ensued and it was confirmed that extra clinics were being put on to reduce the Cancer waiting times and there was also ongoing initiatives to recruit breast clinicians.

Resolved: The update be noted.

GB 29/19

AGENDA ITEM 13: Finance Report

CW presented the report reminding Members that this report had been presented to the Finance & Performance Committee in March 2019. He confirmed that the CCG had delivered its control target of a £4 million surplus with the overall position stabilized in the last four to five months. CW also advised that the CCG was looking at its Continuing Health Care (CHC) packages and how it sets its systems and processes and the reflected growth projected as the CCG ensures that people get the right packages of care.

Resolved: The update be noted.

GB 30/19

AGENDA ITEM 14: Minutes of:

Executive Committee:

- 31 January 2019

Finance & Performance Committee:

- 16 January 2019

Implementation Reference Group:

- 12 December 2019

Primary Care Committee:

- 09 January 2019
- 22 February 2019
- 01 March 2019

Outcomes & Quality Assurance Committee:

- 07 December 2019
- 11 January 2019
- 01 February 2019

Resolved: The minutes of the above meeting be received for information.

GB 31/19

AGENDA ITEM 15: Wider System Meeting Minutes

Northern Joint CCG Committee:

- 10 January 2019

System Leadership Board:

- 10 January 2019

Resolved: The minutes of the above meeting be received for information.

GB 32/19

AGENDA ITEM 16: Any other urgent items of business

There were no other formal urgent items of business. However, the Chair advised that David Rogers, Interim Accountable Officer/Medical Director was still off sick and

that NHS England had agreed that in his absence Peter Rooney, the Chief Operating Officer would be the Acting Accountable Officer in his absence.

GB 33/19

AGENDA ITEM 17: Questions from members of the public present

Questions from members of the public and the answers are contained in Appendix 1.

GB 34/19

AGENDA ITEM 18: Date and time of next meeting approved:

Wednesday, 5 June, 2019, 13:00, Botcherby Community Centre, Victoria Road, Carlisle. CA1 2UE.

The meeting closed at 15:19

Questions & Answers from Members of the Public – Agenda Item 4

Bernard Courtney

Agenda Item 5 – Chair & Accountable Officer Report

I would like to thank all those involved in improving the situation specifically on Maternity and Paediatrics and the same day access centre. I know there is a lot more to do but the progress to date is very good.

Agenda Item 11 – Quality Exceptions Report – Urgent Referrals

GPs in Copleand are telling Patient Participation Groups (PPGs) that there are significant delays for urgent referrals – they are taking several months only to be delayed again. What is the reason and what action is being taken to rectify this problem.

This question was addressed under Agenda Item 11 – please see GB 27/29 in the body of the minutes above.

Neil Hughes

Will the newly appointed PPG representatives in Integrated Care Communities (ICCs) have a vote? If not why not?

CR advised that this had not been formalised yet in the ICCs. This will be developed in the next six to 12 months and will be done by a consensus of opinion, rather than voting.

Bernard Courtney advised that he was a PPG representative for Copeland and that everyone has a voice and is included. Therefore there had never been any issues around this.

Could I please request that whilst the Governing Body is going paperless, could a small number of copies be made available for members of the public?

The Chair advised that there would continue to be a small number of copies printed for the public and this would be reviewed as part of the Governing Body's year end performance review 2020.

Questions & Answers from Members of the Public - Agenda Item 17

Bernard Courtney

Agenda Item 6 – 2019/20 Operational & Financial Plan Update

In regards to the challenges that the regulators are making, how much work will it cause you and detract you from delivering on the plan?

PR advised that this happens most years when the regulators look at plans across the country and then make late requests for things to be reconsidered in some areas. To date that has not happened on this plan. It may be that they consider some areas under ambitious and others over ambitious and therefore they may seek further information. It was also acknowledged that there would be continued challenge around the financial position. However, despite this, the system would continue to implement the plan.

Agenda Item 11 – Quality Exceptions Report – Urgent Referrals

Thank you for the response under the above agenda item but what reasons did you find had caused the delays in Urgent Referrals?

AS advised that there were capacity, pathways and workforce issues.

Have these delays been happening in areas other than Copeland?

AS confirmed that this had been happening in other areas of North Cumbria.

The Trust has assured you that this has not been impacting on patient care. What evidence can PPGs see on this?

AS confirmed that the CCG had had access to the Trusts Board reports.

Action: Establish what reports can be presented to the Patient Participation Group to provide assurance that the issues around delayed Urgent Referrals are being managed.

Sue Gallagher

Agenda Item 12 - Performance Report

In the Referral to Treatment Time, Members of the Public looking at the report can see no mention of ophthalmology. For example people waiting for a cataract operation are not shown and yet their lives are impacted whilst they are waiting.

PR advised this was very unusual in ophthalmology as these services were commissioned from two hospitals but there are some real blockages at the moment. As a result there has been a review around the pathways and work is ongoing which should impact in this financial year.

SG asked if the review include all of ophthalmology or just cataract operations?

AS advised that there was a national issue in relation to delays in ophthalmology.

SG stated that there was a lack of communication around the delay to services and there needed to be more communication around this especially in relation to ophthalmology.

Evelyn Bitcon

Agenda Item 6 – 2019/20 Operational & Financial Plan Update

EB raised concerns relating to the lack of availability of Personal Health Budgets (PHBs) compared to the rest of the Country as people do not know what they are entitled to. There needs to be more transparency around this.

AS provided assurance that work was ongoing to produce a policy to support the wider offer of PHBs across North Cumbria. AS advised that she was happy to have a further discussion with EB outside of the meeting.

Agenda Item 11 – Quality Exception Report – Learning Disability Mortality Reviews

Understand the pressures surrounding mortality reviews however there are other ways of improving.

AS advised that there was an action plan around improving these reviews.

Mental Health Services – Integrated Care Communities (ICCs)

There is no information about where Mental Health Services fit in the ICCs.

RT advised that there was a communication going out to stakeholders which would give a much clearer picture of where Mental Health Services would sit with the ICCs.