

Approved 2 May 2017

Minutes of a Meeting of NHS Blackpool Clinical Commissioning Group Governing Body Held in Public on Tuesday, 7 March 2017 in the Boardroom, Blackpool CCG

Part I

- Present: Mr R Fisher, CCG Chairman
Dr A Doyle, Chief Clinical Officer
Mr D Bonson, Chief Operating Officer
Mr A Harrison, Chief Finance Officer
Mrs H Williams, Chief Nurse
Mr DG Edmundson, Lay Member (up to GB32/17b)
Mr C Brown, Lay Member
Mrs C McKenzie-Townsend, Lay Member
Dr M Martin, GP Member
Dr S Singh, GP Member
Dr L Rudnick, GP Member
Dr S Green, GP Member
Dr S Fairhead, GP Member
Dr M Williams, GP Member
Dr A Rajpura, Director of Public Health
- In Attendance: Mrs J Barnsley, Director of Performance and Delivery
Mr G Molyneux, Healthwatch Representative (up to GB35/17)
Mr J Bridge, Communications and Engagement Manager
Miss L J Talbot, Secretary to the Governing Body.
Mrs J Harrop, Senior Commissioning Manager (for GB35/17)
Mrs M Ashton, Senior Commissioning Manager (for GB35/17)
Mrs K Jackson, Commissioning Projects Manager (part of GB35/17)
- Public Attendees: Mr M Cullinan, Non-Executive Director, Blackpool Teaching Hospitals NHS FT
Mr P White, Non-Executive Director, North West Ambulance Service NHS Trust
Mr K Gray, Boehringer-Ingelheim
Mr D Parker, Kyowa Kirin International PLC

GB26/17 Apologies for Absence

Apologies for absence had been received from Dr Augustine, Mr Alizai, Mrs Rispin and Mr Cain.

GB27/17 Declarations of Interest/Conflicts of Interest Relating to the Items on the Agenda

RESOLVED: That the interests declared by members of the Governing Body as listed in the CCG's Register of Interests be noted. The Register is available either via the Secretary to the Governing Body or the CCG website at the following link:
<http://blackpoolccg.nhs.uk/about-blackpool-ccg/who-we-are/managing-conflicts-of-interest/>

Mr Bonson declared an interest in respect of the discussion relating to the Community Health Services of Blackpool Teaching Hospitals NHS FT as his partner Liz Holt is Director of Adult Community Services and Long Term Conditions.

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GB28/17 Minutes/Notes of Meetings

RESOLVED: That the minutes of the meeting held on 17 January 2017 be approved as a correct record.

GB29/17 Matters Arising

- (a) **GB04/17 – Lucentis** – It had previously been discussed that there had been a large increase in out-patient procedures and a response was awaited from the Trust as to the reasons why. Mrs Barnsley informed members that a meeting would be held with clinicians regarding the pathway in order for discussions to be held on the way forward.
- (b) **GB08/17 Revised Managing Conflicts of Interest Policy (incorporating Gifts and Hospitality)** – The Secretary confirmed that the actions arising out of the recently approved policy had been implemented and further actions would be undertaken throughout the year in respect of training awareness. The Chairman conveyed his thanks to both the Head of Programme Management and Corporate Business and the Secretary to the Governing Body for the work that they had undertaken relating to the revised policy. The Secretary confirmed that all registers had been published on the CCG's website.
- (c) **GB12/17 Pan Lancashire Care and Treatment (CTRR) Policy** – The Secretary had included a post meeting note into the previous minutes as there appeared to be a further revised policy due to be covered by NHS England which was imminent. Mrs Lammond-Smith and Mrs Williams were awaiting the final version and following which they would then clarify the information sharing agreement and governance issues. The latest document was awaited and members would be provided with an update when available. ACTION: HLS/LJT
- (d) **GB14/17(a)(iii) Risk Management Strategy** – The Secretary confirmed that the minor amendments had been made to the Risk Management Strategy 2017 and that it had been published on the CCG's website.
- (e) **GB14/17(d) (iii) Amendment to the CCG's Scheme of Delegation** – The Secretary confirmed that the amendments had been made and the latest version of the CCG's Scheme of Delegation had been published on the CCG's website.

GB30/17 Chairman's Communications

- (a) **Chief Nurse** – The Chairman informed members that Mrs Williams, Chief Nurse would be retiring from the CCG/NHS on 31 March 2017. This was her final Governing Body meeting as Chief Nurse. Mrs Williams has worked in the NHS for 37 years and the Chairman thanked her for her continued commitment, dedication and involvement and the work undertaken for the CCG and previous organisations. Dr Singh commented that Mrs Williams had brought a wealth of experience and this was echoed by members. Members wished Mrs Williams well in her retirement. Mrs Williams thanked colleagues for their kind comments.

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GB31/17 Finance and Performance as Reported to the Finance and Performance Committee

(a) Financial Position – Month 10 - Mr Harrison spoke to a circulated report and highlighted the following:

- The CCG is behind its planned surplus at Month 10 – the target surplus of £1.175m for the year was at risk. Mr Harrison was confident however, that the position would achieve by year end and that the forecast will have improved when reporting to the next meeting of the Finance and Performance Committee. Mr Harrison conveyed his thanks to colleagues involved in the work undertaken in achieving this anticipated position. He recognised that there continued to be further work to be undertaken during 2017/18 and 2018/19.
- The CCG had met its planned financial targets.
- Reserves - £3.522m remaining which included 1% headroom, £2.76m (uncommitted).
- QIPP Position:
 - Target of £6.4m net and reported £4.5m achieved year to date.
 - £5.3m forecast for full year.
- Running costs were on plan.
- Better Payment Practice Code – NHS 99.5% and non-NHS 99.5% by number of invoices.

Mr Harrison took members through the finance dashboard and the key risks:

- The acute contract was over performing at Month 10.
- The CHC and FNC price and volume increases – FNC 40% price increase.

The net risk position for the CCG was zero and Mr Harrison was confident that we would achieve the £1.175m surplus. Mr Edmundson commented that when the net risk position was reported to the Finance and Performance Committee he had asked what the position was elsewhere. Twelve months ago, NHS England was monitoring the CCG very carefully and Blackpool CCG was being monitored to deliver the plan. At this point, it is likely that the CCG will deliver the plan and colleagues should be congratulated on this position. He further commented that the shift of work from secondary care into primary care was good and we had come through this very well. The Chairman agreed with the comments made and reminded members that a lot of work had been undertaken by colleagues and GP practices in putting a financial process and plan in place to achieve the position. A message would be conveyed to staff thanking them for the work undertaken. Mr Harrison commented that it had been recognised that we had worked hard in the planning and implementation of the plan however, the hard work was to sustain this and ensure that there are positive changes for patients. A communication would be sent out to GP practices thanking them for their continued support.

RESOLVED: That members approve the report.

(b) 2016/17 QIPP Programme – Mrs Barnsley spoke to a circulated report that had been submitted to the Finance and Performance Committee and provided an update on the 2016/17 QIPP Programme.

Mrs Barnsley reminded members that in the CCG's approved 2016/17 Financial Plan, the net QIPP savings requirement at year end was £6.4m. In the CCG's latest financial submission to NHS England based on data as at month 9 (November) the forecast QIPP saving at 2016/17 year end was £5.33m which was an increase of £0.23m when compared to the previous month. Mrs Barnsley further reported that data was currently being collated and the month 9 position was forecasting over £6m of savings.

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RESOLVED: That members approve the 2016/17 QIPP Programme position noting the verbal update on the month 9 position.

- (c) **Performance Summary – Month 9** – Mrs Barnsley spoke to a circulated document which was a performance summary for Governing Body members. She highlighted some additional information which would be included in future reports. The Executive Summary was shown in circular format – outer ring showed the year to date performance unless otherwise stated and the inner ring showed the in- month performance. The information was also RAG rated. Mrs Barnsley informed members that the Executives and Deputies Team review the report prior to it being submitted to the Finance and Performance Committee. It was recognised that the latest data is not always available however, positive steps were being made to improve the reporting timescales.

RESOLVED: That members receive the Performance Summary.

- (d) **Contracts Dashboards – Month 9** – Mrs Barnsley spoke to the circulated report that had been submitted to the Finance and Performance Committee. Mr Edmundson made reference to the pressures and asked whether we were back on track. Mrs Barnsley commented that elective work continued to be cancelled (six weeks of routine cancellations). She clarified that we were back on track for February however, there had been enormous pressures the previous day. Dr Doyle commented that the month 9 performance had deteriorated. She commented that whilst the A&E numbers and volume had not significantly increased, the issues related to patient flow that had contributed to this additional pressure. Members noted that work continued to try and improve the position.

RESOLVED: That members receive the contract dashboard.

- (e) **GP Referrals – Month 9** – Mrs Barnsley spoke to a circulated report as discussed at the Finance and Performance Committee and the information was noted.

RESOLVED: That members receive the GP referrals report.

GB32/17 Financial Planning 2017/18 as Reported to the Finance and Performance Committee

- (a) **Financial Planning Report 2017/18** – Mr Harrison spoke to a circulated report and reported that the CCG is to receive £289m in 2017/18 and £293m in 2018/19. He took members through the business rules which highlighted:

- 1% surplus
- 0.5% contingency reserve
- 1% headroom of which half can be committed by the CCG
- Mental health parity of esteem – Mental health will receive the same level of growth that other services receive.
- GP Five Year Forward View

Mr Harrison took members through the allocation assumptions:

- Excludes
 - Seven day access £1.031m
 - GP software £44,000
 - Care navigators £30,000
 - 2017/18 market rate £280,000
 - Capital

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- These are not in the current baseline

Mr Harrison took members through the financial planning, budget setting approach and the budget summary along with BTH contracts and other budgets and contracts. He commented that the individual smaller providers had requested an uplift which had been looked at on an individual basis. He explained that it is important we make sure we put our proposals out early so that providers are aware of what to expect the year after.

Mr Harrison then made reference to QIPP and the major financial risks.

RESOLVED: That members approve the report as recommended by the Finance and Performance Committee.

- (b) **QIPP Programme 2017/18** – Mrs Barnsley spoke to a circulated report that had been submitted to the Finance and Performance Committee and provided an update on the QIPP Programme for 2017/18. She explained that completion of the financial plan for 2017/18 which aligned the expected funding allocation with the planned expenditure commitment for the year had identified a savings requirement of £6.5m. In addition to the ask for 2017/18, a further £5.7m was required to meet the funding requirements for 2018/19 giving a total recurrent saving of £12.2m required over the next two years.

The Finance and Performance Committee had agreed that we target the full £12.2m of QIPP savings required over the next two years commencing from now.

Mr Edmundson left the meeting.

Mrs Williams commented that continuing healthcare is a high risk area which continues to be monitored.

RESOLVED: That members receive the QIPP Programme 2017/18 noting the recommendation to commence the £12.2m required savings.

GB33/17 Quality Premium as Reported to the Finance and Performance Committee

- (a) **Quality Premium Award 2015/16** - Mrs Barnsley spoke to a circulated report that had been submitted to the Finance and Performance Committee on 31 January 2017. The report provided background information on the Quality Premium and summarised NHS England's rationale not to award Quality Premium funding to Blackpool CCG pertaining to the financial year 2015/16. Mrs Barnsley commented that a lot of effort had been put into attempting to receive some Quality Premium funding and this was disappointing. The reason that NHS England had not awarded Blackpool CCG any Quality Premium funding was due to the failure to achieve the planned surplus for the financial year ending 2015/16. Members were disappointed at this decision.

RESOLVED: That members receive the report.

- (b) **Quality Premium 2017/18 and 2018/19 – Approve Committee Chairman's Action** – Mrs Barnsley spoke to a circulated report informing members that the technical guidance for the Quality Premium for 2017/18 and 2018/19 had been published in November 2016. The report as presented to the Finance and Performance Committee summarised the latest data and recommended the indicators for selection. Due to timings of meetings and in order to meet the submission deadline, a Chairman's

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Action had been undertaken to approve the baseline data at the meeting on 31 January 2017 with a recommendation to the Governing Body for ratification.

Mrs Barnsley informed members that discussion had also been held at the CCG's Clinical Leadership Team and they had endorsed the indicator selection as follows:

- Cancer Diagnosis at an early stage (17%)
- Overall experience at making a GP appointment (17%)
- NHS Continuing Health Care (17% equally split across both parts)
- Mental Health – Out of Area Placements
- Reducing gram negative blood stream infections and inappropriate antibiotic prescribing in at risk groups (17% - Part A and B 45% each, Part C 10%)
- Local indicator – RightCare (15%) - The local indicator in respect of high risk AF patients on anticoagulation drug therapy was the preferred indicator set at 3% improvement at 78.28% based on the RightCare data.

RESOLVED: That members approve the Chairman's Action and approve the report.

GB34/17 Governing Body Assurance Framework

Mr Bonson spoke to a circulated report which provided members with information on:

- An Executive Summary which highlighted the discussions held at recent meetings and the changes made to the document.
- The Governing Body Assurance Framework schedule for risks scoring 12 and above.
- CCG Risk Heat Map.

Mr Bonson explained to members that the Executives and Deputies Team had reviewed the Governing Body Assurance Framework and Risk Register and a reporting process had been implemented for the Finance and Performance Committee and the Quality and Engagement Committee to review the Governing Body Assurance Framework and Risk Register on a bi-monthly basis. This would then be reviewed by the Executives and Deputies Team for submission to the Governing Body for risks scoring 12 and above.

Mr Bonson explained that there had been a reduced risk score (CCG033) on the delivery of the financial surplus and management of financial risks.

Mr Bonson explained that a new Governing Body Assurance Framework/Risk Register would be drawn up for 2017/18 and discussions would take place with Executives and Deputies regarding the levels of risk appetite suggested by the owners. Mr Brown commented that as an organisation we need to decide what is an acceptable level of risk and this was noted. Mr Bonson was mindful of this comment which would be taken on board for the new version going into 2017/18.

RESOLVED: That members receive the Governing Body Assurance Framework, Corporate Risk Register and Heat Map and continue to support the risk management arrangements for the CCG.

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GB35/17 New Models of Care

Mrs Harrop, Mrs Ashton and Mrs Jackson gave a presentation on the New Models of Care which covered the following:

- The Fylde Coast Model
- New Models of Care
- Vanguard Proposition 1 – Extensive Care
- Vanguard proposition 2 – Enhanced Primary Care
- Enhanced Primary Care Staffing
- Neighbourhood Hub
- Enhanced Primary Care Update
- Current Issues being identified
- Vanguard Proposition 3 – Enhanced Primary Care
- Blackpool Care Home Model
- Assisted Technology in Care Homes

Dr Rajpura provided some background information on community orientated primary care.

Mr Molyneux and Mrs Jackson left the meeting.

Dr Rudnick made a comment regarding social care and the referral of a patient. Mrs Harrop commented that when a referral is sent to the hub they need to state if the patient requires social care in order that the patient can be triaged and then the social worker would be able to see the patient.

Dr Rajpura commented that there is a lot being undertaken around new models of care and he made reference to a public enquiry the previous week which was very positive.

It was commented that the Community EMIS IT is an issue that needs to be addressed and this was recognised.

Thanks were conveyed to colleagues for the work being undertaken in respect of new models of care.

The Secretary would send the presentation to members.

ACTION: LJT

Patient stories relating to Enhanced Primary Care and Integrated Working were tabled for information.

Mrs Ashton and Mrs Harrop left the meeting.

GB36/17 Minutes/Action Notes of Meetings and Associated Documents

(a) Finance and Performance Committee

- i) Ratified Minutes of the meeting held on 20 December 2016**
- ii) Ratified minutes of the meeting held on 31 January 2017**

RESOLVED: That members receive the minutes of the meetings.

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iii) Information Governance Handbook and Subject Access Procedure – The Secretary informed members that the Information Governance Handbook and Subject Access Procedure had been submitted to the Finance and Performance Committee meeting on 31 January 2017. There were minor changes to the IG Handbook for 2016/17 and a relatively major review would be completed in 2017/18. There were no changes made to the Subject Access Procedure. The changes to the IG Handbook related to:

- IT
- Mobile Devices
- Use of NHS net on personal devices

The Finance and Performance Committee had approved the IG Handbook and Subject Access procedure to be ratified for a further 12 months.

Mr Harrison provided some detailed information in respect of the use of NHS net on personal devices and the risks around downloading papers to non-NHS devices. He had also strengthened the issue with regard to taking NHS devices out of the country and explained the Data Protection Act security issues. There is a requirement in the future for any requests to take NHS devices out of the country to be made via the CCG's Senior Information Risk Officer, Mr Harrison and the CSU IG Support Officer, Mrs Alexander. Access would need to be changed to the device during the period of time it is out of the country.

It was commented that information can be lost if IOS updates are undertaken. Mr Harrison would raise this with IT colleagues.

ACTION: AH

Members were informed that from 1 April 2017, Mrs Anderson-Hadley, Deputy Chief Nurse would be the CCG's Caldicott Guardian.

RESOLVED: That members approve the Information Governance Handbook and Subject Access Procedure noted that these were ratified for a further 12 months.

iv) Update from the meeting held on 28 February 2017 - The Secretary informed members that in line with requirements from the Managing Conflicts of Interest Policy, a standard report would be taken to future meetings of the Finance and Performance Committee in respect of contract variations and procurement decisions.

The Secretary informed members that a Committee Effectiveness/Self-assessment of the Finance and Performance Committee had been undertaken, facilitated by Mersey Internal Audit Agency. The Secretary confirmed that actions had been addressed also resulting in amendments to the Committee Terms of Reference and Membership. The report was approved by the Committee and would be submitted to the Audit Committee for recommendation to the Governing Body in due course.

RESOLVED: That members receive the update from the meeting held on 28 February 2017.

(v) Review of Committee Terms of Reference and Membership - The Secretary spoke to a circulated report which provided highlighted proposed amendments to the Terms of Reference and Membership of the Finance and Performance Committee as discussed at recent meetings and in light of the Committee Effectiveness/Self-assessment report.

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RESOLVED: That members approve the Terms of Reference and Membership of the Finance and Performance Committee.

(b) Quality and Engagement Committee

- i) **Update from the meeting held on 24 January 2017** – Mr Brown confirmed that the agenda items arising out of the meeting had been submitted to the Governing Body. The Secretary also reported that the Committee Effectiveness/Self-assessment Report, drawn up by Mersey Internal Audit Agency would be submitted to the Quality and Engagement Committee meeting on 14 March 2017 for recommendation to the Audit Committee and then to the Governing Body.

RESOLVED: That members receive the update from the meeting held on 24 January 2017.

- ii) **Equality and Inclusion Strategy 2017/21** – Mrs Williams spoke to a circulated report which had been submitted to the Quality and Engagement Committee and the PPI Forum. Comments had been gathered and the strategy was presented for approval.

RESOLVED: That members approve the Equality and Inclusion Strategy 2017/21 noting that the Secretary would make arrangements for the strategy to be published on the CCG's website.

ACTION: LJT

(c) Primary Care Commissioning Committee

- i) **Update from the meeting held on 7 March 2017** – The Chairman reported that a meeting had been held earlier in day and discussion had been held relating to the GP Plus specification for 2017/18. Other items were available on the CCG's website.

RESOLVED: That members receive the update from the meeting.

(d) Joint Committee of CCGs

- i) **Update from the meetings held on 2 February 2017 and 2 March 2017** - Dr Doyle commented that there were a number of administrative arrangements currently being undertaken. Presentations had been given at the meetings from West Lancashire CCG and Pennine Acute regarding their Local Delivery Plans.

RESOLVED: That members receive the update from the Joint Committee of CCGs meetings.

GB37/17 Any Other Business

There were no issues.

GB38/17 Date, Time and Venue of Next Meeting

The next meeting would be held on Tuesday, 2 May 2017 at 1.00 pm in the Boardroom, Blackpool CCG.

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EXCLUSION OF THE PUBLIC

“That representatives of the press and other members of the public be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest”.

(Section 1(2) Public Bodies (Admission to Meetings) Act 1960).

The meeting closed.

Minutes approved as a correct record.

CCG Chairman

Date