

NHS Dorset Clinical Commissioning Group Governing Body

17 July 2013

Minutes – Part 1

A meeting of the Governing Body, Part 1, of NHS Dorset Clinical Commissioning Group was held at 14:00 on 17 July at Vespasian House, Bridport Road, Dorchester, Dorset, DT1 1TS.

Present:

- Forbes Watson, Chair (FW)
- Jenny Bubb, Locality Chair for Mid Dorset (JB)
- Rob Childs, Locality Chair for North Dorset (RC)
- Paul French, Locality Chair for East Bournemouth (PF)
- Tim Goodson, Chief Officer (TG)
- Teresa Hensman, Lay Member (TH)
- David Jenkins, Lay Member (DJ)
- Richard Jenkinson, Locality Chair for Christchurch (RJ)
- Karen Kirkham, Locality Chair for Weymouth and Portland (KK)
- Carol Linnard, Locality Chair for North Bournemouth (CL)
- Chris McCall, Locality Chair for Poole North (CM)
- Blair Millar, Locality Chair for West Dorset (BM) - (Part)
- Andy Rutland, Locality Chair for Poole Bay (AR)- (Part)
- Patrick Seal, Locality Chair for Poole Central (PS)
- Christian Verrinder, Locality Chair for Purbeck (CV)

In attendance:

- Alan Betts, Deputy Director of Performance and Contracting (AB)
- Conrad Lakeman, Governing Body Secretary (CGL)
- Jane Pike, Director of Service Delivery (JP)
- Sally Shead, Deputy Director of Quality and Outcomes (SSh)
- Richa Singh, Deputy Locality Chair for West Dorset (RS)
- Charles Summers, Director of Engagement and Development (CS)

		Action
1.	Apologies	
1.1	Chris Burton, Secondary Care Member (CB) Colin Davidson, Locality Chair East Dorset (CD) Mary Monnington, Nurse Member (MM) Paul Vater, Chief Finance Officer (PV)	
2.	Quorum	
2.1	It was agreed that the meeting could proceed as there was a quorum of members present.	

3. **Declarations of Interest**

- 3.1 The Chair reminded the Governing Body that it was very important to keep the members up to date with any Declarations of Interest.

4. **Minutes**

- 4.1 The minutes for Part 1 of the meeting held on 15 May 2013 were approved for signature by the Chair as a true record, subject to the following amendments:

- 4.2 8.2.2 The last sentence replace the Director of Quality with Deputy Director of Quality Outcomes.

- 4.3 9.1.4 The full title of the hospital, Winterborne View Hospital, should be stated.

5. **Matters Arising**

The Locality Chair for Poole Bay joined the meeting.

- 5.1 The Director of Engagement and Development updated the Governing Body on the Whistle blowing statement for NHS Dorset CCG.

- 5.2 The Governing Body **noted** the Report of the Chair on matters arising from the Part 1 minutes of the previous meeting.

6. **Chair's Update**

- 6.1 The Chair introduced his Verbal Update.

- 6.2 He told the Governing Body that Carol Linnard would be resigning from her role as Locality Chair for North Bournemouth and an election process would start to determine her successor.

- 6.3 A replacement appointed Governor would be needed at Royal Bournemouth Hospital Foundation Trust (RBH), he would keep the Governing Body updated.

- 6.4 The Chair requested the approval of the appointment of Dr Peter Blick as Locality Chair for Central Bournemouth, succeeding Piers Wilde who had resigned.

The Governing Body **approved** the appointment of Peter Blake and noted the appointment of the Locality Chair for

Central Bournemouth.

6.5 The Governing Body **noted** the Report of the Chair.

7. Chief Officer's Update

7.1 The Chief Officer introduced his Report.

7.2 He said that the Stakeholder engagement events had been very successful with circa 300 people attending two events.

7.3 He said that the NHS 111 Dorset service was now meeting national standards.

The Locality Chair for Poole Central joined the meeting.

7.4 The Chief Officer said that the Competition Commission (CC) had reached a provisional finding stating that any merger between Royal Bournemouth Hospital Foundation Trust (RBH) and Poole Hospital Foundation Trust (PHFT) would mean a 'significant lessening of competition' (SLC) in a number of specialties for local patients.

The conclusion was available to view on the CC [website](#).

7.5 He said that the CCG had been asked to attend a CC hearing in London on Friday 26 July to advocate its views.

He said that the Director of Service Delivery had been requested by the CC to join him, and the Locality Chair for Poole North would also attend.

7.6 He said that the two Trusts had lobbied strongly in support of this issue and the Dorset CCG would reflect on this at the hearing.

7.7 He asked the Governing Body to note item 2.4 the Integration Pioneers Bid in his report.

7.8 The Governing Body **noted** the Report of the Chief Officer.

8. Strategy

8.1 Engagement – Developing a Health Involvement Network

8.1.1 The Director of Engagement and Development introduced his Report on Developing a Health Involvement Network for the CCG.

8.1.2 He requested support from the Governing Body Members in

attending the membership events listed under item 2.7 in his report.

8.1.3 The Governing Body expressed its concern regarding the low number of individuals represented by the network and that this may not be a true representation of the people of Dorset. The Director of Engagement said that the Health Involvement Network represented one aspect of the CCGs public engagement and noted the development of specific public discussions in the work of Clinical Commissioning Programmes.

8.1.4 The Governing Body directed that there should be public and patient involvement in the refinement of the CCG Strategy currently underway.

CS

8.1.5 The Governing Body **approved** the Report of the Director of Engagement and Development and its proposal.

9. Delivery

9.1 Annual Delivery Plan (ADP)

9.1.1 The Director of Service Delivery introduced her Report on ADP.

9.1.2 She said that future reports would include more narrative to provide easier understanding and an overview.

9.1.3 She said the RBH and PHFT merger remained a high risk area.

9.1.4 She assured the Governing Body that the CCG was researching ways to improve Dementia Diagnosis rates.

9.1.5 She said that a multi agency review had been established to consider Winterborne View Hospital issues, in a local context.

9.1.6 The Governing Body directed that patient involvement should be part of pathway redesign.

JP

9.1.7 The Director of Quality said that Dementia remained a top priority.

9.1.8 The Chair requested a report showing the risks to the delivery of the ADP, locality by locality, and directed that a report be presented regularly at the Clinical Commissioning Committee meeting.

JP

9.1.9 The Governing Body **noted** the Report of the Director of

Service Delivery on ADP.

9.2 Quality

9.2.1 The Deputy Director of Quality and Outcomes introduced her Report on Quality.

9.2.2 She said that Dorset County Hospital (DCH) had three C-difficile cases which had not been isolated quickly enough and one MRSA case. She said this incident had potential to affect the Quality Premium.

9.2.3 She said that the Internal Governance Review by Deloitte at Dorset Healthcare University Foundation Trust had now been sent to DHUFT and it would be shared with the CCG shortly.

9.2.4 She said that PHFT had a new Lead Nurse.

9.2.5 She said that PHFT had had three serious Neo Natal incidents in and the Local Area Team would investigate.

9.2.6 She reported that because of RBH's high mortality rates at weekends the Care Quality Commission (CQC) had said that RBH would be one of six Trusts to be reviewed. The high rates may be related to Palliative Care figures but as the rates were higher at weekends, further investigation would take place.

9.2.7 She confirmed that the RBH had released a statement regarding the high mortality rates.

9.2.8 The Governing Body directed the Deputy Director of Quality and Outcomes to prepare a press statement regarding the CCG's comment on the higher mortality rates at RBH.

SSh

9.2.9 She said that an advertisement had been posted to recruit an Adult Safeguarding Lead and a Children Safeguarding Lead.

9.2.10 She said that a system would be rolled out in September for GP's to report Quality issues.

9.2.11 There had been two Information Governance issues which were currently being investigated.

9.2.12 The Governing Body **noted** the Report of the Director of Quality on Quality.

9.3 Finance

- 9.3.1 The Deputy Director of Performance and Contracting introduced his report on Finance including a CHC update.
- 9.3.2 He said that the CCG remained on target to deliver the control surplus.
- 9.3.3 He said that prescribing data would be available in August.
- 9.3.4 The Governing Body **noted** the Report of the Deputy Director of Performance and Contracting on Finance.

9.4 Performance

- 9.4.1 The Deputy Director of Performance and Contracting introduced his Report on Performance.
- 9.4.2 He said that RBH was having 18 week issues relating to some specialties, general surgery and neurology.
- 9.4.3 He said the number of patients waiting at trusts had increased.
- 9.4.4 Stroke target performance had improved and now met the 90% target. RBH and PHFT had met access target.
- 9.4.5 Performance against targets cancer was strong. He said that patient choice would affect the waiting time figures as some patients were being offered appointments that they wished to defer.
- 9.4.6 The Governing Body directed the Director of Service Delivery to produce a hand out for GP's to give patients explaining the fast track system. JP
- 9.4.7 The Governing Body **noted** the Report of the Deputy Director of Performance and Contracting on Performance.

9.5 Quality Premium

- 9.5.1 The Deputy Director of Performance and Contracting introduced his Report on Quality Premium Performance.
- 9.5.2 He said that in order to qualify for the Quality Premium there needed to be very limited quality issues highlighted during the year. There were four national and four local measures against which performance was measured. Providers needed to meet the targets commissioned by the CCG for the Quality Premium to be payable.
- 9.5.3 The Governing Body directed that information on performance JP

against Quality Premium Indicators needed to be fed back to locality level through a briefing note so that there was a clear understanding.

- 9.5.4 The Governing Body **noted** the Report of the Deputy Director of Performance and Contracting on Quality Premium Performance.

9.6 Engagement and Development

- 9.6.1 The Director of Engagement and Development introduced his Report on the work of the directorate.

- 9.6.2 He said that accommodation changes were underway at both Canford House and Vespasian House.

- 9.6.3 Work was being done to reset HR process and ensure a simplified process.

- 9.6.4 The Governing Body **noted** the Report of the Director of Engagement and Development on the work of the directorate.

The Locality Chair for Poole North (CM) left the meeting for item 9.7.

9.7 Assistant Clinical Chair

- 9.7.1 The Chair introduced his Report on the appointment of the Assistant Clinical Chair.

- 9.7.2 He said that the role of Assistant Clinical Chair needed to be filled by a Clinician/Locality Chair and that further work was required with regard to the Job Description and the existing Job Description included in the papers would be withdrawn.

- 9.7.3 The role would start on 1 August 2013 for a 12 month period.

- 9.7.4 The Chair, Deputy Chair (David Jenkins), and the Assistant Chair would work closely together to determine the scope of the role.

- 9.7.5 The Chair said this would come back to the Governing Body for further discussion.

- 9.7.6 The Governing Body **approved** the Report of the Chair and the appointment of (CM) the Assistant Clinical Chair.

The Locality Chair for Poole North (CM) re-joined the meeting.

10. Monitoring

10.1 Risk Management Process

10.2 The Deputy Director of Quality and Outcomes introduced her Report on the Risk Management Process.

10.3 She said that the quarterly Assurance Framework was reported to the Audit and Quality Committee. The Governing Body would see the full Assurance Framework annually although it was always available on the Board Portal. This would enable the Governing Body to focus solely on the important, strategic risks.

10.4 The Governing Body **approved** the Report of the Deputy Director of Quality and Outcomes and the Risk Management Process.

11. Committee Reports, Minutes and Urgent Decisions

11.1 Reports

11.1.1 There were no reports.

11.2 Minutes

The Governing Body **noted** the following minutes:

11.2.1 Draft Minutes of the Clinical Commissioning Committee – 22 May 2013.

11.3 Urgent Decisions

11.3.1 The Governing Body noted the Urgent Decision regarding a change in the Standing Financial Institutions to facilitate E-tendering.

12. Any Other Business

12.1 There was none.

13. Date and Time of the Next Meeting

13.1 The next meeting of the Governing Body of NHS Dorset Clinical Commissioning Group will be held on 18 September 2013 at Canford House at 14:00.