

NHS Dorset Clinical Commissioning Group Governing Body

18 September 2013

Minutes

A meeting of the Governing Body, Part 1, of NHS Dorset Clinical Commissioning Group was held at 14:00 hrs on 18 September 2013 at Canford House, Discovery Court Business Centre, 551-553 Wallisdown Road, Poole, Dorset, BH12 5AG.

Present:

- Forbes Watson, Chair (FW)
- Jenny Bubb, Locality Chair for Mid Dorset (JB)
- Chris Burton, Secondary Care Member (CB)
- 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)
- Chris McCall, Locality Chair for Poole North (CM)
- Blair Millar, Locality Chair for West Dorset (BM)
- Mary Monnington, Nurse Member (MM)
- Andy Rutland, Locality Chair for Poole Bay (AR)
- Patrick Seal, Locality Chair for Poole Central (PS)
- Paul Vater, Chief Finance Officer (PV)
- Christian Verrinder, Locality Chair for Purbeck (CV)
- Piers Wilde, Locality Chair for Central Bournemouth (PW)

In attendance:

- Tom Knight, Acting Locality Chair for North Bournemouth (TK)
- Conrad Lakeman, Governing Body Secretary (CGL)
- Jane Pike, Director of Service Delivery (JP)
- Suzanne Rastrick, Director of Quality (SR)
- Ben Sharland, Deputy Locality Chair for Central Bournemouth (BS)
- Charles Summers, Director of Engagement and Development (CS)

1. Apologies

- 1.1 Peter Blick, Locality Chair for Central Bournemouth (PB)
- Rob Childs, Locality Chair for North Dorset (RC)
- Colin Davidson, Locality Chair East Dorset (CD)

2. Quorum

- 2.1 It was agreed that the meeting could proceed as there was a quorum of members present.

Action

3. Declarations of Interest

- 3.1 The Chair reminded Members of the need to consider Declarations of Interest carefully.
- 3.2 No additional Declarations of Interest were declared.

4. Minutes

- 4.1 The minutes of the meeting held on 17 July 2013 were approved for signature by the Chair as a true record, subject to the following amendments:
- 4.2 Dr Peter Blick was incorrectly listed as Dr Peter Blake.

CGL

5. Matters Arising

- 5.1 9.4.6 – The Director of Service Delivery said that a meeting would take place on 18 September 2013 to discuss the Fast Track system leaflet. She said the leaflet would be prepared shortly and would be distributed to GPs.
- 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 The Chair said that Dr Peter Blick had been appointed as Locality Chair for Central Bournemouth and Dr Ben Sharland would be Deputy Locality Chair for Central Bournemouth.
- 6.3 Dr Carole Linnard had stepped down as Locality Chair for North Bournemouth at the end of August, and Dr Tom Knight was "Acting" Locality Chair for North Bournemouth pending an election.
- 6.4 Dr Christian Verrinder would step down from the role of Locality Chair for Purbeck and take on the Deputy role. Dr David Haines had been elected the new Locality Chair for Purbeck.
- 6.5 He said that Dr Christian Verrinder had been appointed as Clinical Commissioning Programme Chair (CCP) for Musculoskeletal (MSK) and Trauma.

The Chair thanked Dr Chris McCall for his leadership and handover of the MSK and Trauma CCP to date.

6.6 He said that interviews would take place in the near future for the roles of CCP Chair for Mental Health and Learning Disabilities and Chair for PAN Dorset CCP.

6.7 The Governing Body **noted** the Verbal Update of the Chair.

7. Chief Officer's Update

7.1 The Chief Officer introduced his Report.

7.2 He said that Quality issues would be covered later in the Agenda by the Director of Quality.

7.3 He said that further to David Nicholson's Call to Action announcement, a £30billion re-alignment of resources was required to maintain services. He said the CCG was in a process of public engagement.

7.4 He said that the Chief Finance Officer would talk further on Integration funding in part two of the Governing Body meeting. This would need to be jointly approved by the Health and Wellbeing Board. As this would impact on local authorities. He said plans were still being put in place regarding governance and that this would be in place for 2015-2016.

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

8. Strategy

8.1 There were no items of Strategy.

9. Delivery

9.1 Performance Report

9.1.1 The Chief Finance Officer introduced his Report on Performance.

9.1.2 He said plans were in place to bring Royal Bournemouth Hospital NHS Foundation Trust (RBH) back on course with General Surgery and Urology.

9.1.3 Poole Hospital NHS Foundation Trust (PHFT) performance had dipped due to one cardiac patient.

9.1.4 South Western Ambulance Services NHS Foundation Trust (SWASFT) had failed to reach the eight minute response target.

9.1.5 The Governing Body directed the Chief Finance Officer to carry out further benchmarking work against other ambulance providers in the country regarding performance and report to the next

PV

Governing Body meeting.

- 9.1.6 The Director of Service Delivery said that, to address the issues of operating in a predominately rural environment SWAST had invested in First Responders who were now being deployed.
- 9.1.7 The Governing Body directed the Director of Service Delivery to seek further information on the First Responders and the investment made, and their suitability to deliver service.
- 9.1.8 The Governing Body **noted** the Report of the Chief Finance Officer.

JP

9.2 **Quality Premium Report**

- 9.2.1 The Chief Finance Officer introduced his Report on Quality Premium.
- 9.2.2 He said that the Domains changed on a monthly basis. The CCG was still in the early stages of Quality Premium reporting and that the forecast would change as the CCG got further into this financial year.
- 9.2.3 He said that “Domain 1 – Reducing potential years of lives lost through amenable mortality” may become an issue due to the greater life expectancy in Dorset.
- 9.2.4 The Locality Chair for Poole Central said that individual nursing staff were being introduced on wards to aid Dementia diagnoses.
- 9.2.5 The Chief Finance Officer said that signs were encouraging that the Quality Premium forecast could be sustained in the winter. He said that it would be monitored closely and an audit would be carried out on the Quality Premium.
- 9.2.6 The Governing Body **noted** the Report of the Chief Finance Officer.

9.3 **Quality Report**

- 9.3.1 The Director of Quality introduced her Report on Quality.
- 9.3.2 She highlighted that on the first report there was a narrative on each provider regarding the Friends and Family Survey, which should clarify the issues of Dorset’s results for this survey.
- 9.3.3 The Care Quality Commission (CQC) had found issues with staffing, record keeping and pharmacy security at Dorset County Hospital NHS Foundation Trust (DCH). She said DCH was putting a response together regarding the accuracy of CQC’s draft findings.

- 9.3.4 The CQC had sent a further notice to Dorset Healthcare University NHS Foundation Trust (DHUFT). The notice related to care and welfare provided at Blandford Hospital.

The notice had been posted on the CQC's website - <http://www.cqc.org.uk/statement/13/315206>

- 9.3.5 She said that as a consequence the board members could be removed. In addition Monitor had imposed additional conditions on their operating licence to ensure effective governance of Boards and Committees.

- 9.3.6 Poole Hospital NHS Foundation Trust (PHFT) had a number of patients (Adult Safeguarding) moved to pathway 4. Poole Borough Council was leading on this matter.

- 9.3.7 The CQC had selected RBH for investigation, under the Keogh formula, due to their high mortality rates.

- 9.3.8 A Care Home conference was being organised, which would involve Regulatory Lawyers and Registered Nurses from Care Homes.

- 9.3.9 The Locality Chair for Purbeck said that the Medical Director position at DHUFT had not been widely advertised. The Governing Body directed the Director of Engagement and Development to place this vacancy in the weekly CCG Bulletin.

CS

- 9.3.10 The Governing Body directed the Director of Quality to obtain and report on data on 999 calls coming from Care Homes.

SR

- 9.3.11 The Chief Officer said DHUFT was under pressure and the CCG was having regular meetings with the provider. The position could deteriorate before improving.

- 9.3.12 The Governing Body noted that the Audit and Quality Committee had previously noted that the pace of change at DHUFT had not been fast enough.

- 9.3.13 The Governing Body **noted** the Report of the Director of Quality.

9.4 **Finance**

- 9.4.1 The Chief Finance Officer introduced his Report on Finance.

- 9.4.2 He said that Finance had received data for Quarter one from providers.

- 9.4.3 Planned Care and Emergency Care were on target but there had been strong growth in Outpatients in East Dorset. Continuing

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| | Health Care (CHC) remained an area of concern. | |
| 9.4.4 | He said he would provide a clearer picture at the next Governing Body meeting. | PV |
| 9.4.5 | The Governing Body noted the Report of the Chief Finance Officer. | |
| 9.5 | Engagement Update | |
| 9.5.1 | The Director of Engagement and Development introduced his Report on Engagement Update. | |
| 9.5.2 | Whilst the report was forward thinking; it reflected that some engagement had taken place but not all. | |
| 9.5.3 | The team would be examining how the engagement team would work with Locality Chairs. Engagement had taken place but had not been well documented. | |
| 9.5.4 | A Statement of Involvement would be published soon. This would address some of the Governing Body's concerns. | |
| 9.5.5 | The Locality Chair for Poole North noted that the CCP Chairs were getting patient groups together as part of the engagement process. | |
| 9.5.6 | The Governing Body noted the Report of the Director of Engagement and Development. | |
| 9.6 | Adult Safeguarding Report | |
| 9.6.1 | The Director of Quality introduced her Report on Adult Safeguarding. | |
| 9.6.2 | She said this was a Statutory Duty of the CCG. | |
| 9.6.3 | The Governing Body directed the Director of Quality to report further with benchmarking and to confirm the period of time with regard to section 5.1 of the report. | SR |
| 9.6.4 | The Director of Quality said that the Adult Safeguarding Nurse Specialist was investigating the limited number of referrals in the report of Learning Difficulty and Mental Health, particularly in the East. | SR |
| 9.6.5 | The Governing Body noted the Report of the Director of Quality. | |
| 9.7 | Children's Safeguarding Report | |
| 9.7.1 | The Director of Quality introduced her Report on Children's Safeguarding. | |

- 9.7.2 She said that the Designated Nurse Consultant for Children, had visited all providers.
- 9.7.3 There had been issues attracting applicants for the Children's Safeguarding role and she would welcome feedback from Governing Body members to assist in making the role more attractive to applicants. All
- 9.7.4 The Governing Body directed the Director of Quality to ensure that the number of meritable referrals was clearer in future reports. SR
- 9.7.5 The Governing Body **noted** the Report of the Director of Quality.
- 9.8 **Annual Delivery Plan (ADP)**
- 9.8.1 The Director of Service Delivery introduced her Report on ADP.
- 9.8.2 She highlighted the District Nurse and Proactive Management targets. She said that after a meeting between the Locality Chairs and the Deputy Director of Review Design and Delivery East, DHUFT would use the resources provided by the CCG before being considered for additional funding.
- 9.8.3 She said that the CCG was now receiving data regarding vacancy rates by area. She said the problem areas could now be monitored against spending.
- 9.8.4 The Governing Body directed the Director of Service Delivery to provide a detailed update regarding Community Nursing Services. JP
- 9.8.5 The Governing Body **noted** the Report of the Director of Service Delivery.
- 9.9 **Locality Update**
- 9.9.1 The Director of Service Delivery introduced her Report on Locality Updates.
- 9.9.2 She said that Principal Locality Leads had been successfully employed:
- Rob Payne – East Dorset
Maggie Hardy – Mid Dorset
Hannah Nettle – West Dorset
- 9.9.3 There would now be more resource per head of population than prior to this process taking place.

9.9.4 The Governing Body **noted** the Report of the Director of Service Delivery.

9.10 **Scheme of Delegation (SOD)**

9.10.1 The Chief Officer introduced the Report on Scheme of Delegation.

9.10.2 He said that the HR delegation sought related solely to employment of staff and that the opening budgets would still go to the Governing Body. Remuneration would remain with the Remuneration Committee.

9.10.3 The Governing Body **approved** the Report of the Chief Officer and the delegation of all Business Continuity and Emergency Planning and HR Policies to the Chief Officer.

9.10.4 The Chief Officer reminded members of the open invitation to all Members of the Governing Body to attend the Directors Meetings.

9.11 **Standards of Business Conduct**

9.11.1 The Governing Body Secretary and General Counsel introduced his Report on Standards of Business Conduct.

9.11.2 He said the report followed an audit in which further information was required for the Standards of Business Conduct document. This document set out the standards of behavior expected of CCG staff.

9.11.3 The Governing Body **approved** the Report of the Chief Officer and the Standards of Business Conduct Policy, subject to a minor amendment to ensure continuity with the Disciplinary Procedure.

CGL

10. **Committee Report, Minutes, and Urgent Decisions**

10.1 **Reports**

10.1.1 There were no Reports.

10.2 **Minutes- Clinical Commissioning Committee**

10.2.1 The Governing Body **noted** the Minutes of the Clinical Commissioning Committee from 31 July 2013.

10.3 **Urgent Decisions**

10.3.1 There were no Urgent Decisions

11. Any Other Business

- 11.1 The Director of Quality proposed the appointment of Dr Jenny Bubb as Caldicott Guardian for the CCG.
- 11.2 The Governing Body **approved** the applicant of Dr Jenny Bubb as Caldicott Guardian for the CCG.
- 11.3 The Governing Body noted that Dr Ros Maycock would be retiring and recorded its thanks to her for the support she had provided to the CCG during transition and as PEC Chair in the Bournemouth and Poole PCT.

12. Date and Time of the Next Meeting

- 12.1 The next meeting of the Governing Body of NHS Dorset Clinical Commissioning Group will be held on 20 November 2013 at Vespasian House at 14:00 hrs.

13. Withdrawal of Public and Press

The Governing Body directed that the press and other members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest.