

**NHS DORSET CLINICAL COMMISSIONING GROUP  
GOVERNING BODY MEETING**

**16 MARCH 2016**

**PART ONE – PUBLIC MINUTES**

A meeting of Part 1 of the Governing Body, of the NHS Dorset Clinical Commissioning Group was held at 14:00hrs on 16 March 2016 at Queen Elizabeth's School, Wimborne Minster.

**Present:**

- Forbes Watson, Chair (FW)
- Chris Burton, Secondary Care Consultant Member (CB)
- Rob Childs, Locality Lead for North Dorset (RC)
- Colin Davidson, Locality Lead East Dorset (CD)
- Paul French, Locality Lead for East Bournemouth (PF)
- Tim Goodson, Chief Officer (TG)
- David Haines, Locality Lead for Purbeck (DH)
- Teresa Hensman, Audit and Quality Chair (TH)
- David Jenkins, Deputy CCG Chair/Public Engagement Member (DJ) (Part)
- Karen Kirkham, Locality Lead for Weymouth and Portland and Assistant Clinical Chair (KK)
- Tom Knight, Locality Lead for North Bournemouth (TK)
- Mary Monnington, Registered Nurse Member (MM)
- Jacqueline Swift, Joint Primary Care Commissioning Committee Chair (JPCCC) (JS)
- Stephen Tomkins, Locality Lead for Christchurch (ST) (by proxy)
- Paul Vater, Chief Finance Officer (PV)
- Simon Watkins, Locality Lead for Poole Central (SW)

**In attendance:**

- Conrad Lakeman, Governing Body Secretary and General Counsel (CGL)
- Steph Lower, Executive Assistant (SL)
- Phil Richardson, Director of Design and Transformation (PR)
- Ben Sharland, Deputy Locality Lead for Central Bournemouth (BS)
- Sally Shead, Director of Nursing and Quality (SSh)
- Charles Summers, Director of Engagement and Development (CS)
- Mike Wood, Director of Service Delivery (MW)
- 4 members of the public

### 1. Apologies

- 1.1 Peter Blick, Locality Lead for Central Bournemouth  
Jenny Bubb, Locality Lead for Mid Dorset  
David Richardson, Locality Lead for Poole North  
Andy Rutland, Locality Lead for Poole Bay

### 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 Drs Forbes Watson, Colin Davidson, Teresa Hensman, David Jenkins, Karen Kirkham and Mary Monnington declared an interest in item 9.8 - Update on the CCG Governing Body Elections and Other Appointment Processes.

### 4. Minutes

- 4.1 The minutes of the meeting held on 20 January 2016 were **approved** for signature by the Chair as a true record.

### 5. Matters Arising

- 5.1 9.2.8 CAMHS – The Governing Body was not assured with the information provided and requested further information including the trends over the past year. The issues were actively being managed through the contracts and the Director of Service Delivery was directed to share the Action Plan with Governing Body members.
- 5.2 There was concern regarding the Red 2 response performance for the South West Ambulance Service NHS Foundation Trust (SWASFT). The Chief Finance Officer assured the Governing Body that discussions were taking place in the South West area and a Quality Summit was shortly to be held with SWASFT, chaired by NHS England.
- 5.3 Regarding consideration of a Joint Safeguarding Adults Board and a Joint Safeguarding Children's Board, the Chair had received a joint acknowledgement letter from the three local authorities advising that a review was to be undertaken and this would be one of the considerations. The Governing Body noted that a national review of Children's Safeguarding Boards was underway and it would seem sensible to await the outcome of that review to inform the Dorset position.

MW

5.4 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 Update.

6.2 This would be the last meeting for Chris Burton, Rob Childs, Paul French and Andy Rutland. The Chair thanked all for their contributions to the Governing Body and to the CCG in their individual roles.

6.3 The Governing Body **noted** the Update of the Chair.

## **7. Chief Officer's Update**

7.1 The Chief Officer introduced his Update.

7.2 The Dorset and Bournemouth and Poole Health and Wellbeing Boards would be updating their three year strategies. Dorset CCG had input into the process and there was agreement that both strategies should have similar headline statements and be aligned to the system wide Sustainability and Transformation Plan for Dorset (STP).

7.3 The final outcome of the December 2015 assurance meeting was awaited from NHS England. The annual assurance meeting had taken place and was currently being moderated. Overall the meeting had been positive with a focus on the challenging financial position, increases in activity and delivery of the main constitutional targets.

7.4 The Governing Body **noted** the Update of the Chief Officer.

## **8. Strategy**

### **8.1 Operational Plan 2016-17**

8.1.1 The Director of Engagement and Development introduced the report on the Operational Plan 2016-17.

8.1.2 The Operational Plan was currently draft and supported the delivery of the Five Year Forward View and the developing STP.

8.1.3 The Governing Body was concerned at the lack of reference to the CCG Strategy and it directed that the wording be more explicit.

8.1.4 The Governing Body **approved** the report on the Operational Plan 2016-17 and delegated to the Chair authority to endorse the final submission due on 11 April 2016.

## 8.2 **Engagement and Communications Framework update**

8.2.1 The Director of Engagement and Development introduced the Engagement and Communications Framework update.

8.2.2 Nine public locality-based events had been planned for late March/early April to seek views on ideas to make local services work better together.

8.2.3 There were a number of variations across primary care that the CCG would need to address when it became fully delegated from 1 April 2016, including public/patient engagement at practice level which appeared uneven across Dorset.

8.2.4 The Governing Body **noted** the Engagement and Communications Framework update.

## 8.3 **Organisational Development Framework update**

8.3.1 The Director of Engagement and Development introduced the Organisational Development Framework update.

8.3.2 He referred to a system-wide Partnership in Transformation Conference to be held on 9 June that would bring workforce, trades unions and system leaders together to discuss the workforce transformation plan required.

8.3.3 The Governing Body **noted** the Organisational Development Framework update.

## 9. **Delivery**

### 9.1 **Quality Report**

9.1.1 The Locality Lead for East Bournemouth introduced the Quality report.

9.1.2 There had been a report in the Daily Mail following a whistleblowing incident. SWASFT had commissioned an external investigation into the allegations (which had been approved by Monitor).

9.1.3 The CQC had recently visited SWASFT in response to the whistleblower and the report was awaited.

- 9.1.4 The latest mortality data showed that Dorset County Hospital NHS Foundation Trust (DCHFT) was above the upper control limit. The Trust had commissioned an independent review and had received the final draft report but the CCG had not yet received a copy.
- 9.1.5 Following the CQC visit to Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust (RBCHFT), a report had been received with an overall rating of 'Requires Improvement'. An action plan was in place.
- 9.1.6 The Governing Body noted that Providence Surgery had received the first primary care 'outstanding' CQC report.
- 9.1.7 Paragraph 1.7 (Section A) detailed the CAMHS areas being addressed by Dorset Healthcare (DHUFT). The January data had now been received and showed a deterioration in performance. More detailed information would be reported to the next CCC.
- 9.1.8 Concerns regarding repeat dispensing had been raised with both the Local Pharmaceutical Committee (LPC) and NHS England. Both supported repeat dispensing and the Health and Social Care Information Centre (HSCIC) was organising training for pharmacies.
- 9.1.9 The Governing Body **noted** the Quality Report.
- 9.2 **Performance Report**
- 9.2.1 The Chief Finance Officer introduced the Report on Performance.
- 9.2.2 All providers were achieving the 18 week referral to treatment target in the main but there were concerns regarding the backlog at Poole Hospital NHS Foundation Trust (PHFT) relating to earlier transfers in year regarding Ear Nose and Throat.
- 9.2.3 The CCG had agreed a remedial action plan with RBCH regarding diagnostics. There had been a slight improvement in January and it was expected improvements would continue through to June 2016.
- 9.2.4 Cancer standards - there had been a backlog in Urology in both RBCH and DCH. Additional clinics had been arranged throughout January – March that would impact reported performance.

SSh

- 9.2.5 A&E had been challenging for all acute providers. This was starting to impact on cancellations and capacity in day case and elective care areas.
- 9.2.6 There was concern regarding the Quality Premium measure 1 - Reducing Premature Mortality. The Chief Finance Officer said this was a difficult area to report as it was a wider Public Health issue, but agreed to provide a post meeting note with further details to reflect the information in the Performance report. The CCG directed additional information regarding mortality rates across the county be reported through to the Primary Care Commissioning Committee, through the Public Health network.
- 9.2.7 It was noted that there were inconsistencies in the reporting periods which made the information difficult to understand. The Chief Finance Officer and Director of Service Delivery were directed to agree a standardised approach for the reporting periods.
- 9.2.8 Concern was raised regarding the bed days lost as a result of Delayed Transfers of Care (DTC). The Director of Service Delivery said there had been focused attention on DTC and Dorset County Council had received support from the Local Government Association to produce an action plan to reduce them. All partners had agreed that a system plan would be beneficial so the brief had been extended accordingly.
- 9.2.9 The SWASFT Red 1 target appeared to be prioritized over the other areas of SWASFT performance, and there was concern at the apparent delay in addressing the issue as the position was the same as that reported at the last Governing Body meeting.
- 9.2.10 The Chief Finance Officer said there was a process of engagement underway and a Quality Summit would be held on 23 March 2016 with SWASFT and NHS England (to include the national Clinical Director for Urgent Care). An executive to executive would also be held.
- 9.2.11 Dementia diagnosis numbers had risen more than in previous years, but Dorset CCG's diagnosis rates had not improved to reflect this increase. This concern had been raised with NHS England.
- 9.2.12 A number of activities were underway to identify patients who may not be on the system, including a nursing home pilot and a data harmonisation exercise that had identified a further 200 patients.

PV

PV

9.2.13	The Locality Lead for East Bournemouth was directed to provide an update to the next Clinical Commissioning Committee.	PF
9.2.14	The Governing Body <b>noted</b> the Performance Report.	
9.3	<b>Finance Report</b>	
9.3.1	The Chief Finance Officer introduced the Report on Finance.	
9.3.2	He said the CCG was on track to achieve a surplus position.	
9.3.3	There was concern at the rising GP Prescribing budget that was showing an overspend of £3.2M and the Governing Body directed that more information be provided, including a breakdown of spend. It was noted a detailed report would be taken to the next PCCC meeting on 6 April 2016.	PV
9.3.4	The work in year to manage the CHC processes had resulted in a favourable financial position as at the end of January 2016.	
9.3.5	Yeovil District Hospital NHS Foundation Trust (YDHFT) had not been exceptionally reported in the Finance report and the Governing Body directed that it be included as a standard item in future reports.	PV
9.3.6	The Governing Body <b>noted</b> the Finance Report.	
9.4	<b>Assurance Framework</b>	
9.4.1	The Director of Nursing and Quality introduced the Assurance Framework report.	
9.4.2	The Governing Body <b>noted</b> the Assurance Framework.	
9.5	<b>Annual Review of Governance documents</b>	
9.5.1	The Governing Body Secretary and General Counsel introduced the report on the Annual Review of Governance documents.	
9.5.2	There was a requirement to appoint an additional GP to the membership of the Primary Care Commissioning Committee. As there was no confirmed nominee, a temporary member would be required on 6 April 2016 to ensure quoracy.	
9.5.3	The Director of Service Delivery said discussions had taken place with a number of GPs regarding the 6 April 2016 meeting and he would liaise with the Governing Body	MW/CGL

Secretary accordingly regarding attendance.

9.5.4 The Governing Body **approved:-**

- (a) The changes to the Terms of Reference for the Joint Primary Care Commissioning Committee and its renaming as the Primary Care Commissioning Committee;
- (b) Deferment of the appointment of a GP to the membership of the Primary Care Commissioning Committee until after its meeting on 6 April 2016 and delegated authority to appoint both a temporary and permanent member to the CCG Chair;
- (c) Confirmation of the membership of the Primary Care Commissioning Committee as Jacqueline Swift – Chair, David Jenkins, the GP (to be appointed) and the relevant postholders as set out in the Terms of Reference;
- (d) The changes to the Audit and Quality Committee Terms of Reference;
- (e) The consequential changes to the Scheme of Delegation to facilitate operation of Primary Care delegation.

9.5.5 The Governing Body **approved** changes in the report on the Annual Review of Governance documents.

9.6 **Annual Review of Declarations of Interest**

9.6.1 The Governing Body Secretary and General Counsel introduced the report on the Annual Review of Declarations of Interest.

9.6.2 The Governing Body **noted** the report on the Annual Review of Declarations of Interest.

9.7 **Transformation**

9.7.1 **Transformation Update**

9.7.1.1 The Director of Design and Transformation introduced the Transformation Update.

9.7.1.2 He said the NHS Stage 2 CSR assurance meeting would be held on 8 June 2016.

9.7.1.3 The System Leadership Team was now the pan-Dorset leadership team covering what was Better Together, the Better Care Fund, Vision 2020 and the CSR. The first meeting would be held on 22 March 2016 and the Chief Officer, Chair and Director of Design and Transformation would represent the CCG.

CGL

9.7.1.4 The Governing Body **noted** the Transformation Update.

#### 9.7.2 **Mental Health Services Review**

9.7.2.1 The Director of Service Delivery introduced the report on the Mental Health Services Review.

9.7.2.2 The briefing outlined the key issues from two national Mental Health reports published in February 2016 that could have significant impact on prioritisation and potential investment requirements.

9.7.2.3 The Locality Lead for East Bournemouth said much work would be required to achieve the new targets and requirements for mental health.

9.7.2.4 The Patient and Public Involvement lay member had attended a recent meeting in Bridport for mental health users and their carers and said there was strong message of a lack of engagement with mental health users regarding development of the services. The Locality Lead for East Bournemouth said recent public engagement work had been positive and the CCG was working hard to involve them.

9.7.2.5 The JPCCC Chair declared a conflict of interest regarding her Mental Health Manager role at DHUFT. She asked what was being done with local authorities to address the delays occurring for patients unable to access Section 117 care (appropriate housing and packages of supports). The Locality Lead for East Bournemouth said work was ongoing regarding Section 117 care and agreed to ensure a more detailed report was provided to the next Governing Body.

PF (MW)

9.7.2.6 The Governing Body **noted** the report on the Mental Health Services Review.

#### 9.8 **Update on the CCG election process**

9.8.1 Forbes Watson, Karen Kirkham, Colin Davidson, Mary Monnington, David Jenkins and Teresa Hensman declared an interest. Given the non-contentious nature of the matter, members would not be required to withdraw from the meeting apart from David Jenkins who withdrew from the meeting for the discussion in paragraph 9.8.5 below. None could participate in the decision regarding their own appointment.

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9.8.2 The Governing Body Secretary and General Counsel introduced the Update on the CCG election process.

- 9.8.3 He confirmed the results of the locality elections as set out in paragraph 2.2 of the report and advised that separately from the locality elections, Dr Nick Evans had been appointed to replace Dr Andy Rutland as the Locality Lead for Poole Bay.
- 9.8.4 The Governing Body **approved**:-
- (a) The appointment of Dr George Thomson as Secondary Care Consultant Member for a maximum period of three years from 1 April 2016;
  - (b) The re-appointment of Mary Monnington as Nurse Member for the period 1 April 2016 to 30 June 2016 (Mary Monnington did not participate in the decision);
  - (c) The re-appointment of Teresa Hensman as a Lay Member for Governance and Audit and Quality Committee Chair for a maximum period of three years from 1 April 2016 (Teresa Hensman did not participate in the decision);
  - (d) The re-appointment of David Jenkins as Lay Member for Patient and Public Involvement for a maximum period of three years from 1 April 2016 (David Jenkins did not participate in the decision);
  - (e) Re-appointment of Charles Buckle as independent Lay Member serving the Audit and Quality Committee for a maximum period of three years from 1 April 2016;
  - (f) Appointment of the Locality Leads as set out in paragraph 2.2 of the report and Dr Nick Evans as Locality Lead for Poole Bay (no Locality Leads participated in his/her own appointment).
- 9.8.5 He said the term of the Deputy CCG Chair had erroneously been set at a one year term (for a maximum of three years) in the Standing Orders and sought approval from the Governing Body to amend to a three year term (for a maximum of three terms). He explained this had occurred at the inception of the CCG due to the creation of an Assistant Clinical Chair position (with a one year term).
- 9.8.6 The Governing Body **approved** the amendment set out in 9.8.5 and reappointment of David Jenkins as Deputy CCG Chair for a maximum period of three years from 1 April 2016.
- 9.8.7 David Jenkins returned to the meeting and took the Chair for the appointment of Dr Forbes Watson as CCG Chair for a maximum period of three years from 1 April 2016.
- 9.8.8 The Governing Body **approved** the appointment of Dr Forbes Watson as CCG Chair for a maximum period of three years from 1 April 2016 (Dr Watson did not participate in the

CGL

decision).

## 10. Wider Healthcare issues

### 10.1 Systems Resilience Update

- 10.1.1 The Director of Service Delivery introduced the Update on Systems Resilience.
- 10.1.2 He said Delayed Transfers of Care continued to receive considerable additional focused work as a result of ongoing poor performance.
- 10.1.3 There had been effective management of the Junior Doctor strikes which had been largely conducted through the Emergency Planning processes.
- 10.1.4 Planning for the Easter period was underway with lessons learnt from the winter period being used effectively to inform the preparedness for the Easter period.
- 10.1.5 An independent consultant who had a depth of understanding of both health and social care had conducted a review of the Delayed Transfers of Care in respect of the Bournemouth system.
- 10.1.6 A focus of the report was the disconnect between Better Together, the Better Care Fund and Systems Resilience processes. Members were keen to see the outcomes of the report and the Director of Service Delivery was directed to circulate to Governing Body members.
- 10.1.7 Ownership of individual accountabilities would be crucial to enable a whole system approach.
- 10.1.8 The Governing Body **noted** the Update Report on Systems Resilience.
- ### 10.2 Better Together Programme/Better Care Fund update
- 10.2.1 The Director of Service Delivery introduced the report on the Better Together Programme/Better Care Fund update.
- 10.2.2 The two key areas of focus for the Better Care Fund were emergency admissions and delayed transfers of care and discussions were underway to align the Better Care Fund more closely to these.
- 10.2.3 The Governing Body **noted** the Better Together Programme/ Better Care Fund update.

MW

## **11. Committee Reports, Minutes and Urgent Decisions**

### **11.1 Reports**

11.1.1 There were no Reports.

### **11.2 Minutes**

11.2.1 There were no draft Minutes to note.

### **11.3 Urgent Decisions**

11.3.1 There were no Urgent Decisions.

## **12. Questions from the Public**

12.1 The Chair introduced the Public Questions item.

12.2 Mr Philip Jordan referred to agenda item 9.2 (paragraph 2.21) which incorrectly referred to a 'Dorset unitary authority' and said it was important in public documents that wording was accurate.

12.3 He asked that such communications with the public be clear and suggested an overall timetable of events taking place during the year would be helpful.

12.4 The Director of Engagement and Communications said the communications referred to nine events taking place over the coming weeks and had been widely publicised to ensure maximum attendance.

12.5 Mr Jordan referred to the wording 'sustainable development and sustainability' which was regularly used and raised his concern regarding the impact of traffic on services.

12.6 The Director of Design and Transformation said the Sustainability and Transformation Plan (STP) for Dorset was sustainability in the fullest sense. Discussions had been held with Public Health Dorset regarding the wider health agenda, including transport.

What was increasingly recognised was that transport, housing and education could not be separate to health.

It was noted that road safety was also dealt with within the Health and Wellbeing Boards.

## **13. Any Other Business**

### **13.1 Audit Panel**

The Governing Body approved the appointment of Teresa Hensman, David Jenkins, Charles Buckle, Roger Davies and Andrew Gladwell to an Audit Panel to evaluate the tenders for the external audit contract.

## **14. Date and Time of the Next Meeting**

14.1 The next meeting of the Governing Body of NHS Dorset Clinical Commissioning Group will be held on 18 May 2016 at Vespasian House at 14.00hrs.

## **15. Exclusion of the Public**

It was resolved that representatives of the Press and other members of the public were excluded from the remainder of this meeting having regard to the confidential nature of the business transacted, publicity of which would be prejudicial to the public interest.

DRAFT