

NHS Dorset Clinical Commissioning Group Governing Body

20 November 2013

Minutes

A meeting of Part 1 of the Governing Body of the NHS Dorset Clinical Commissioning Group was held at 14:00hrs on 20 November 2013 at Vespasian House, Bridport Road, Dorchester, Dorset, DT1 1TS.

Present:

- Forbes Watson, Chair (FW)
- Peter Blick, Locality Chair for Central Bournemouth (PB)
- Jenny Bubb, Locality Chair for Mid Dorset (JB)
- Chris Burton, Secondary Care Member (CB)
- Rob Childs, Locality Chair for North Dorset (RC)
- Colin Davidson, Locality Chair for East Dorset (CD)
- Paul French, Locality Chair for East Bournemouth (PF)
- Tim Goodson, Chief Officer (TG)
- David Haines, Locality Chair for Purbeck (DH)
- Teresa Hensman, Lay Member (TH)
- Richard Jenkinson, Locality Chair for Christchurch (RJ)
- Karen Kirkham, Locality Chair for Weymouth and Portland (KK)
- Tom Knight, Locality Chair for North Bournemouth (TK)
- 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)

In attendance:

- Conrad Lakeman, Governing Body Secretary (CGL)
- Jane Pike, Director of Service Delivery (JP)
- Suzanne Rastrick, Director of Quality (SR)
- Charles Summers, Director of Engagement and Development (CS)

Action

1. Apologies

1.1 David Jenkins, Lay Member (DJ)

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 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 18 September 2013 were approved for signature by the Chair as a true record subject to the following:
 - 4.2 9.3.9 Insert the word 'Associate' prior to Medical Director.
 - 9.5.4 Insert 'PCT' prior to Statement of Involvement.

5. Matters Arising

- 5.1 9.7.3 The Director of Quality reported that an appointment had been made to one of the Children's Safeguarding roles.
- 5.2 The Governing Body was concerned that the amount of work involved could be too onerous for two Children's Safeguarding 'leads'. The Director of Quality confirmed that additional support would be actively sought if required.
- 5.3 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 reported the appointment of Alistair Ward as the Deputy Locality lead for Purbeck.
- 6.3 He advised that Dr Simon Watkins had been appointed as Chair of the Pan-Dorset Clinical Commissioning Programme (CCP).

7. Chief Officer's Update

- 7.1 The Chief Officer introduced his Report.
- 7.2 He advised that Paul Sly had stood down as Chief Executive of DHUFT.

He and the Chair had recently met Ron Shields, Interim Chief Executive and Sir David Henshaw, Interim Chair, and shared their previous concerns with them.

- 7.3 He said Chris Bown, Chief Executive of PCHFT had signaled his intention to step down during 2014. He was optimistic a successor would be appointed before Mr Bown resigned.
- 7.4 As a number of executives were leaving the Trust, close monitoring would be required to ensure standards were maintained.
- 7.5 The RBCH hospital inspection had taken place. The final outcome was now awaited. Following publication of the outcomes, there was likely to be a Quality Summit to look at the findings.
- 7.6 The 'Keogh' report had now been published and this would require consideration going forward. TG
- 7.7 The Governing Body **noted** the Report of the Chief Officer.
- 8. Delivery**
- 8.1 Performance Report**
- 8.1.1 The Chief Finance Officer introduced his report on Performance.
- 8.1.2 He highlighted a 7% increase in waiting lists compared to the start of the year.
- 8.1.3 Members noted the position with SWAST performance. The Chief Officer asked the Governing Body members to provide examples of any issues they wished to be taken up with SWAST in regular dialogue and contract meetings. All
- 8.1.4 The Governing Body directed the Chief Finance Officer to provide more DHUFT information within the next Performance Report. PV
- 8.1.5 The Governing Body noted with concern the red indicators for Ambulance Handovers. The Director of Service Delivery advised that Dorset benchmarked well in this area.
- 8.1.6 The Governing Body noted the red indicators for Cancelled Operations. The Chief Finance Officer advised that this was due to a small number that were not being managed. The Governing Body directed the Director of Quality to provide further information. SR

- 8.1.7 The Director of Finance said fines were being raised against providers who failed to meet their targets.
- 8.1.8 The Director of Service said the increasing pressure on the emergency system was a national trend and not restricted to Dorset.
- 8.1.9 The Governing Body **noted** the Report of the Chief Finance Officer on Performance.

8.2 **Quality Report**

- 8.2.1 The Director of Quality introduced her Report on Quality.
- 8.2.2 She said the report had been expanded to cover Information Governance.
- 8.2.3 Dorset County Hospital NHS Foundation Trust (DCHFT)
 - 8.2.3.1 DCHFT had received a warning notice in relation to Management of Medicines. Monitor had indicated that as matters had been addressed, a formal investigation would not be launched, and the governance risk rating had returned to green.
 - 8.2.3.2 Regarding the infection control trajectory on safeguarding raised at the last Governing Body meeting, the Director of Quality advised that a contract query had been issued and an action plan was now in place to address the issue.
- 8.2.4 Poole Hospital NHS Foundation Trust (PHFT)
 - 8.2.4.1 The Director of Quality advised that following the Pathway Four safeguarding investigation follow-up meeting, the final report was still awaited.
- 8.2.5 Care Homes
 - 8.2.5.1 The Director of Quality advised that the CCG continued to work closely with the three local authorities to monitor, support and facilitate improvements in care standards. She said the CCG would work with the care homes to help ensure appropriate training for care-home staff was put in place.
 - 8.2.5.2 A conference had been held on 2 November at which all 84 care homes had been represented.

- 8.2.5.3 The Better Together Group had commissioned a task and finish group to look jointly at nursing home issues.
- 8.2.6 Research
- 8.2.6.1 The Locality Chair for Poole North requested clarification of the CCG's position on research activity. The Director of Quality agreed to pick this issue up separately outside of the meeting. SR
- 8.2.7 Secretary of State response to Francis Report
- 8.2.7.1 The Director of Quality updated members on the Secretary of State's response to the Francis Report and highlighted a number of key points.
- 8.2.8 The Governing Body **noted** the Report of the Director of Quality on Quality.
- 8.3 **Finance Report**
- 8.3.1 The Chief Finance Officer introduced his Report on Finance.
- 8.3.2 He said the CCG was on course to meet the financial targets for the year ending 31 March 2014, but that the future financial risks facing the CCG were increasing. Members noted that CHC in particular represented a significant financial risk to the CCG.
- 8.3.3 Looking ahead, there were particular financial pressure points with acute contracts and outpatient treatments.
- 8.3.4 There was concern regarding the CHC forecast-overspend and the impact that this would have on fast tracking. The Director of Service Delivery was directed to investigate and report on the issue. JP
- 8.3.5 She assured members that Dorset's fast track packages and responses were among the best in the country and advised that there had been a genuine increase in the number of cases. The cost of packages were benchmarked and performed well against the whole country.
- 8.3.6 The Governing Body directed the Chief Finance Officer to provide more detail for the next meeting regarding how money is spent on Urgent Care Hubs and the impact of that expenditure on other pressures. PV

8.3.7 The Chief Finance Officer confirmed that as the CCG workforce had now been established, there would be a review to ensure the appropriate levels of staffing in all areas.

8.3.8 The Chief Officer said the Integration Fund would result in resources being allocated to areas other than hospital care, such as social care. This could create a large imbalance with funds for hospital care reducing at the same time as demand increased.

8.3.9 The Governing Body **noted** the Report of the Chief Finance Officer on Finance.

8.4 **Annual Delivery Plan (ADP)**

8.4.1 The Chief Finance Officer introduced his Report on ADP.

8.4.2 The Director of Service Delivery reported that the target for dementia diagnosis was on track and was likely to be exceeded.

8.4.3 She said the NHS 111 Project would be closed as it was in the performance monitoring phase. Members noted the service was held up as one of the best performing NHS 111 services in the country.

8.4.4 The Governing Body **noted** the Report of the Chief Finance Officer on ADP performance.

8.5 **Locality Update**

8.5.1 The Director of Service Delivery introduced her Locality Update.

8.5.2 She said a number of internal recruitments had been successfully concluded for the Project Officer post, Principal Locality Lead posts and the Senior Locality Lead posts. Recruitment was currently underway for the two remaining Locality Administrator posts.

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

8.6 **Proposed Changes to the Remuneration Committee Terms of Reference**

8.6.1 The Governing Body Secretary introduced his Report on the Proposed Changes to the Remuneration Committee Terms of Reference.

- 8.6.2 He said the changes were required to the Remuneration Committee's Terms of Reference to enable the Committee to review severance payments for all staff.
- 8.6.3 As a result of further NHS guidance, approval would only be required for 'special' severance payments beyond the normal statutory or contract requirements. The word 'special' would be added to the Terms of Reference. CGL
- 8.6.4 The Governing body **approved** the Report of the Governing Body Secretary on the Proposed Changes to the Remuneration Committee Terms of Reference in respect of special severance payments. CGL
- 9. Wider Healthcare Issues**
- 9.1 Update on the NHS Constitution**
- 9.1.1 The Director of Quality introduced her Report on the NHS Constitution.
- 9.1.2 She said there was a need to raise the profile of the NHS Constitution both internally and externally.
- 9.1.3 The Director of Quality was directed to provide a copy of the supporting report to the Secondary Care Member. SR
- 9.1.4 The Governing Body **noted** the Report of the Director of Quality on the NHS Constitution.
- 10. Committee Reports, Minutes and Urgent Decisions**
- 10.1 There were no Reports.
- 10.2 Minutes – Clinical Commissioning Committee**
- 10.2.1 The Governing Body **noted** the Minutes of the Clinical Commissioning Committee held on 25 September 2013.
- 11. Urgent Decisions**
- 11.1 There were no Urgent Decisions.
- 12. Any Other Business**
- 12.1 The Governing Body **approved** the Chair's proposal for Paul French, Locality Chair for East Bournemouth, to be appointed to the Audit CGL

and Quality Committee.

13. Date and Time of the Next Meeting

- 13.1 The next meeting of the Governing Body of the NHS Dorset Clinical Commissioning Group will be held on 15 January 2014 at Canford House at 14:00hrs.

14. Withdrawal of Public and Press

- 14.1 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.

DRAFT