

NHS Dorset Clinical Commissioning Group Governing Body

15 May 2013

Minutes

A meeting of the Governing Body, of NHS Dorset Clinical Commissioning Group was held at 14.00 hours on Wednesday 15 May 2013 at Vespasian House, Bridport Road, Dorchester, Dorset, DT1 1TS, Part 1.

Present: Forbes Watson, Chair (FW)
Jenny Bubb, Locality Chair for Mid Dorset (JB)
Chris Burton, Clinical Member (CB)
Rob Childs, Locality Chair for North Dorset (RC) (Part)
Colin Davidson, Locality Chair East Dorset (CD)
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)
Paul Vater, Chief Finance Officer (PV)
Christian Verrinder, Locality Chair for Purbeck (CV)
Piers Wilde, Locality Chair for Central Bournemouth (PW)

In attendance: Linda Burley, Personal Assistant to the Accountable Officer (LB)
Jess Hayes, Personal Assistant to the Accountable Office (JH)
Liz Kite, Deputy Director of Engagement and Communication (LK)
Tom Knight, Deputising for Carol Linnard, Locality Chair for North Bournemouth (TK)
Lawrence Lear, GP Quarterjack Surgery (LL)
Conrad Lakeman, Governing Body Secretary and General Counsel (CGL)
Jane Pike, Director of Service Delivery (JP)
Suzanne Rastrick, Director of Quality and Strategy (SR)
Charles Summers, Director of Engagement and Development (CS)
Simon Watkins, Deputising for Patrick Seal, Locality Chair for Poole Central (SW)

1. Apologies

Patrick Seal, Locality Chair for Poole Central (PS)
Carol Linnard, Locality Chair for North Bournemouth (CL)

2. Quorum

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

3. Declarations of Interest

- 3.1 FW declared the following interests:

Virgin Healthcare Doctors Contract
Local RNLI Chair
Spouse employed by DHUFT

ALL

- 3.1.1 He reminded all members to review their declarations and update as necessary.

4. Minutes

- 4.1 The Governing Body **approved** the minutes of Part 1 of the Shadow NHS Dorset Clinical Commissioning Group meeting held on 20 March 2013.

- 4.2 The Governing Body **approved** the minutes of Part 1 of the Inaugural NHS Dorset Clinical Commissioning Group meeting held on 3 April 2013 subject to the inclusion of Mary Monnington as a member of the Audit and Quality Committee.

CGL

5. Matters Arising

- 5.1 Matters Arising from Part 1 of the meeting held on 20 March 2013 were noted with the following further updates.

11.4 The Chief Finance Officer said that Dr David Phillips, Director of Public Health, was leading the Olympic Legacy Fund from within the Locality Authority.

15.4 The Director of Workforce confirmed that directorate statements of assurance (in relation to the NHS Constitution) had been handed over to the Quality Directorate.

SR

- 5.2 Matters Arising from Part 1 of the meeting held on 20th March 2013 were **noted** by the Governing Body

6. Chief Officer's Update

6.1 The Chief Officer introduced his Report.

6.1.2 He tabled the NHS Dorset Clinical Commissioning Group Strategy 2013-18 booklet and requested that comments be fed back to the Deputy Director of Engagement and Communication. He said that he hoped to circulate a first draft to Stakeholders.

6.1.3 The Chair reported that a number of GP's had been involved with the Staff Engagement Event and that this had been well received and successful.

6.1.4 The Chief Officer reported that NHS 111 had been very busy with Saturday a.m. the busiest period. He said that 1500 calls had been received although the pilot had anticipated 1000, representing a 50% increase. This had led to operational difficulties due to the volume of calls and in particular, answering within the 60 second timeframe.

6.1.5 As a result of abandonment of calls, Dorset was now being seen as a National Outlier.

6.1.6 The Governing Body however noted that ambulance call outs and onward referrals were below the national average.

6.1.7 The Chair directed that Governing Body members be updated on NHS 111 actions regularly.

6.1.8 The Governing Body **noted** the update of the Chief Officer.

7. Strategy

7.1 Engagement Plan

7.1.2 The Governing Body **noted** that the Engagement Plan paper had been deferred to a subsequent meeting.

8. Delivery

8.1 Annual Delivery Plan

8.1.2 The Chief Officer introduced the Annual Delivery Plan following the prioritisation event on 26.04.13.

8.1.3 The Chief Finance Officer was concerned regarding bundling and in particular cardiovascular.

TG

TG

8.1.4 The Director of Service Delivery said that she would review the bundles. She said that the projects had been worked up and prioritised through the CCPs and the top four had already been mobilised.

JP

8.1.5 The Governing Body **approved** the Annual Delivery Plan.

8.2 **Quality of Care**

8.2.1 The Director of Quality introduced the Report on Quality of Care.

8.2.2

She said that there had been a refocus following the Francis Report and that unannounced visits had been made to both PHFT and RBCH, giving only half an hour notice prior to the visit. She said that she had visited the Waterston Unit at

8.2.3

DHUFT that day.

8.2.4 She said that attendance at the monthly Quality Surveillance Group of the Wessex LAT to share intelligence had been very productive.

8.2.5 She said that an Adult Safeguarding Review involving Community Nursing would be completed. She noted that issues at both Forston and Blandford DHUFT sites, that had been covered in the media.

8.2.6 She said that following the recalls to the Breast Clinic at RBCH the Deputy Director of Quality had met with the provider to establish how the review had progressed.

SR

8.2.8 The Director of Quality was directed to review the figures re YDH e-coli report to ensure the system measures had not changed.

SR

The Governing Body **noted** the Report on Quality of Care.

8.3 **Performance**

8.3.1 The Chief Finance Officer introduced the Performance Report.

8.3.2 The Director of Service Delivery was directed to review 'TIA referrals within 24 hours' through the CCP as concern was expressed regarding poor reporting. The Chief Finance Officer was directed to follow up progress through contract meetings.

JP
PV

8.3.3 Concern was expressed regarding Delayed Transfers of Care at DCH, though the Governing Body was assured that this was related to winter pressures rather than a sustained dip in performance.

8.3.4 The Governing Body **noted** the Report on Performance.

8.4 **Finance**

8.4.1 The Chief Finance Officer introduced the Finance Report.

8.4.2 He said the Finance Report detailed the final position for the year ended 31 March 2013 for the former Dorset, Bournemouth and Poole PCT cluster.

8.4.3 The Chief Finance Officer reported that the £12.6 M surplus had been carried forward into the Dorset Clinical Commissioning Group.

8.4.4 In response to a question relating to the CHC Provisions, the Director of Service Delivery said that a more detailed report would be available at the July meeting.

8.4.5 The Chief Finance Officer reported that measures had been put in place to discourage overspending this year.

8.4.6 The Governing Body **noted** the Finance Report.

8.5

Review, Design and Delivery

8.5.1 The Director of Service Delivery introduced the Report on the Clinical Commissioning LES.

8.5.2 All GPs present declared their conflicts of interest in the matter.

8.5.3 In response to a question re GP liaison, the Director of Service Delivery was directed to make an amendment to align the narrative in the CC LES with the narrative from the CCP generic terms of reference.

8.6

8.6.1 The Governing Body **approved** the Clinical Commissioning LES.

Clinical Commissioning Committee

8.6.2 The Governing Body Secretary and General Counsel introduced the proposed Terms of Reference for the Clinical Commissioning Committee.

JP

JP

- 8.6.3 He said that to extend membership too widely would create a body similar in membership and function to the Governing Body itself, that could lead to overlap or duplication of function.
- 8.6.4

The Chief Officer said that meeting content would be continually reviewed to assure that delegations remained appropriate.

The Governing Body **approved** the Terms of Reference for the Clinical Commissioning Committee as drafted with the inclusion of the Director of Quality as a member.

CGL

9. Wider Health Economy Issues

- 9.1 The Director of Quality introduced the Report on the National Response to the Winterbourne View Hospital.

- 9.1.2 She said that the Care Quality Commission intended to strengthen inspections including unannounced visits.

- 9.1.3 A local action plan was being developed and would go to the Audit and Quality Committee for approval.

SR

- 9.1.4 The Governing Body **noted** the response to the Winterbourne Hospital issue.

10. Committee Reports, Minutes and Urgent Decision

10.1 Reports

10.1.1 Clinical Commissioning Committee Meeting Report (CCC)

- 10.1.1.1 The CCG Secretary was directed to include further detail in future reports and to consider further reporting on draft committee minutes.

CGL

- 10.1.1.2 The Governing Body **noted** the Report on the CCC meeting held on 05/03/2013.

10.1.2 Audit and Quality Meeting Report

- 10.1.2.1 The Governing Body **noted** the Report on the Audit and Quality Committee meeting held on 10/04/2013.

10.2 Minutes

- 10.2.1 There were no minutes to note.

10.3 **Urgent Decisions**

10.3.1 There were no Urgent Decisions to note.

11. **Any Other Business**

11.1 **Whistle Blowing Clarification**

11.1.1 The Governing Body adopted the following wording to clarify the Clinical Commissioning Group's position on Whistle Blowing.

"The group recognises and confirms that nothing in or referred to in our constitution (including in relation to the issue of any press release or other public statement or disclosure) will prevent or inhibit the making of any protected disclosure (as defined in the Employment Rights Act 1996, as amended by the Public Interest Disclosure Act 1998) by any member of the group, any member of its Governing Body, any member of any of its committees or sub-committees or the committees or sub-committees of its Governing Body, or any employee of the group or of any of its members, nor will it affect the rights of any worker (as defined in that Act) under that Act."

11.1.2 The Governing Body noted that it was awaiting clarification from the Director of Engagement and Development upon the use of gagging clauses in compromise agreements.

CS

12. **Date and Time of the Next Meeting**

The next meeting of the Governing Body of NHS Dorset Clinical Commissioning Group will be held on Wednesday 17 July 2013 at Vespasian House, Bridport Road, Dorchester, Dorset, DT1 1TS at 14.00 hours.