**NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP GOVERNING BODY**

**MINUTES OF THE MEETING HELD ON THURSDAY 10 MAY AT 2012 AT 2PM IN SEMINAR ROOM 2, FRESHNEY GREEN**

**PRESENT:**

Mark Webb NEL CCG Chair/Associate Non-Executive of the CTP

Cllr Mick Burnett Portfolio Holder for Health, Wellbeing, Tourism and Culture – NELC

Dr Derek Hopper Vice Chair/CCG Steering Group Chair

Cathy Kennedy Deputy Chief Executive/Chief Financial Officer

Dr Peter Melton Shadow Accountable Officer

Dr Arun Nayyar GP Representative

Dr Rakesh Pathak GP Representative

**IN ATTENDANCE:**

Geoff Barnes Acting Joint Director of Public Health

Jeanette Harris Business Support Officer (Minutes Secretary)

Kaye Hancock Business Support Officer (shadow Minutes Secretary)

Helen Kenyon Deputy Chief Executive

Zena Robertson Assistant Chief Executive

Sue Rogerson Sustainable Services Programme Director

Sue Whitehouse Associate Non-Executive for Integrated Governance and Audit

**APOLOGIES:**

Jack Blackmore Strategic Director People and Communities – NELC

Philip Bond Community Member

Geoff Lake ASC Strategic Advisor

Dr Paul Twomey Clinical Lead Assurance and Safety

1. **WELCOME TO MEMBERS OF THE PUBLIC**

As no members of the public had taken the opportunity to attend the meeting a short discussion took place on how to raise awareness that this meeting was a public one and open to all. Whilst an advert is placed in the local paper **it was** **agreed that other ways of raising awareness within the general public and other interested forums should be explored and implemented. This will be discussed at the June Governing Body Workshop.**

**ACTION: Cathy Kennedy/Agenda**

1. **APOLOGIES**

Apologies were noted as above.

1. **CONFLICTS OF INTEREST**

No conflicts of interest were declared.

1. **APPROVAL OF THE MINUTES OF THE PEVIOUS MEETING – 12 APRIL 2012**

The Minutes of the meeting held on 12 April 2012 were agreed to be a true and accurate record.

1. **MATTERS ARISING**
   1. LIP – Discussion Regarding Health Visiting

It was confirmed that Dr Marcia Pathak is leading and taking forward the revised GP and Practice training as outlined at the previous meeting.

As Dr Twomey was unable to attend the April meeting of the Governing Body when this item was considered a meeting was arranged between himself, Dr Melton, Dr Marcia Pathak, Jack Blackmore, Kate Ireland, Joanne Hewson and Jan Haxby to discuss the concerns he had raised. At the conclusion of that meeting Dr Twomey had been assured and noted that good practices were in place.

As noted at the April meeting the local information sharing protocol is different to other areas within the Humber Cluster and Dr Twomey has agreed to support the safeguarding team to develop a consistent approach across the Humber patch.

* 1. Triangles Achievements – End of Year Report

Dr Melton informed the meeting that the NEL CCG application for first wave authorisation has been supported along with that of East Riding. Thirty five applications nationally were supported in total. Work is now being undertaken with GP practices to agree and sign up to a constitution. It was noted that being included in the first wave authorisation process is a very big achievement which should be acknowledged and highlighted. The benefits that will flow from being included in the first wave authorisation will be highlighted at the stakeholder meeting being held on 15 May and the next Council of Members meeting.

* 1. Public Health Update

Geoff Barnes advised that good progress is now being made and that co-location of Public Health staff will be in place by the end of June. There is now a good model in place for the role of the Public Health Director and it is expected that this position will go out to advert within the next few weeks with interviews being held in early July. Some Public Health matters, such as how it will operate post transition and who will hold accountability in certain areas, still need to be addressed within the Strategic Agreement but these are being progressed.

* 1. Local Implementation Plan Update

Sue Rogerson told the meeting that the overall Humber and North Yorkshire Cluster LIP has been signed off by the SHA but that as previously advised the South Bank Sustainable Services Programme needs to show details of what the system will look like in 3 years’ time. A blue print has been developed to show this and will be presented to the meeting more fully in Item 8 of the Agenda. The South Bank Sustainable Services Programme will be subject to monitoring by the SHA later in the year but the Cluster has indicated that they are comfortable with the current position.

1. **STRATEGIC DIRECTION OF NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP**

Dr Melton gave a presentation outlining the mission of the North East Lincolnshire CCG. This presentation has been developed as the CCG’s generic mission and vision presentation following consultation with a number of different groups and forums. The presentation will be subject to slight modifications as required, according to the event it is being used at.

The presentation provides detail on:

* North East Lincolnshire Values
* North East Lincolnshire Aims
* Delivering Joined Up Solutions
* Joined Up Solutions – what does that actually mean for me?
* Joined Up Solutions – what does that actually mean for the area?

Following the presentation a debate took place on the merits of providing a slightly simpler version to be used at events for the general public or members of the lay community. It was also suggested was that some slides could be added to the beginning of the presentation outlining the differences in the NHS of today compared to that of 2 years ago. **Following further conversation it was decided that this matter will be discussed more fully at the June workshop under the agenda item “Meeting with the Public”.**

**ACTION: Workshop Agenda**

1. **PROVIDER QUALITY ACCOUNTS**

Zena Robertson outlined the process that needed to be undertaken and the tight timetable for the reporting of Providers’ Quality Accounts (NLaG, Care Plus and NAViGO) and asked the meeting to agree Chairman’s action for her to develop the Commissioners comments for inclusion in the Providers’ Quality Accounts.

Dr Nayyar suggested that clinical lead input should be sought as this would provide a greater degree of assurance and this view was endorsed by the meeting. **It was agreed by the meeting that if at all possible within the timescales involved, clinical lead input should be sought from Dr Arun Nayyar, Clinical Lead for Planned Care, Dr Rakesh Pathak, Clinical Lead for Intermediate, Urgent and Unscheduled Care and Dr Jonothan Plotnek Clinical Lead for Disabilities.**

**ACTION: Zena Robertson**

1. **STRATEGIC PLAN FOR SUSTAINABLE SERVICES**

Sue Rogerson gave an update presentation to the meeting which provided detail on the following:

* The Nicholson Challenge
* Sustainable Services Programme Structure
* Over-Arching Principles
* The Future Shape – where are we going?
* Northern Lincolnshire Management Accountability
* Project Charter – integration of care; home and community based care; alternative care; reducing duplication of care
* Financial Challenge
* Trajectory for Northern Lincolnshire
* RAG Rating of Schemes by Organisation

In relation to the RAG rating a query was raised as to why the CCG is rated all amber for 2013/14 whilst North Lincolnshire has green/amber split and in 2014/15 North East Lincolnshire is almost completely red whilst North Lincolnshire is showing a significant proportion as amber. Sue Rogerson confirmed that the RAG ratings have been scrutinised by the Finance Directors of NLaG, North Lincolnshire and North East Lincolnshire and were deemed to show an accurate picture. North Lincolnshire was showing a green and an amber rating as they were currently further ahead than North East Lincolnshire in developing viable plans to address the financial gap.

It was suggested that the CCG should be looking at what is being proposed by North Lincolnshire and ascertaining whether or not the same plans or a variant of them can be adopted here. Sue Rogerson advised that this would be reviewed by CMM next week when there was going to be a discussion re future years QIPP.

**It was agreed that in future the RAG rating for the sustainable services programme will be brought to every alternate public meeting. It was also decided that the project charter (blue print) slides should be enlarged in future presentations to make them more easily readable.**

**ACTION: Sue Rogerson**

1. **FINANCE REPORT**

The supporting paper was taken as read and Cathy Kennedy highlighted that the better payment practice target for the year end is showing as red/green and not red as previously expected. The new system that has now been implemented is expected to show an improvement in this area in the coming months.

The draft year end accounts are currently being audited which will be completed by 11 June; the final position will be published at the AGM and will reflect the completed audit.

1. **PERFORMANCE DASHBOARD**

Cathy Kennedy advised that the information provided within the supporting paper does not yet describe final year end position as some data will not be available for a few more weeks as it is still passing through national systems and processes.

Diabetic retinopathy screening and A&E four hour waits have been highlighted in this month’s report.

The screening target for diabetic retinopathy has been missed which is believed to be due to problems that will be addressed by the change of system for recording.

The meeting queried whether the problems with the recording system were wholly responsible for the target being missed as the statistics show that the performance level has been dropping since 2010. In response Helen Kenyon advised that the an increase in GP register numbers combined with the decrease in invitations/recalls to screening have combined to put more patients into the category of waiting to be invited/screened. A detailed report is to be considered by the Care Contracting Committee in May following which it will be submitted to the Delivery and Assurance Committee. The situation is being closely monitored and it was confirmed that no individual was going past the final patient date before being screened and therefore no patient should have suffered actual harm.

It was agreed that a further update will be brought to the next meeting which will outline the findings from the Care Contracting Committee and the Delivery and Assurance Committee discussions.

**ACTION: Zena Robertson/Agenda**

Cathy Kennedy told the meeting that the A&E four hour wait position was being closely monitored and work is being undertaken to get a shift in performance. This is an area where we continue to come under considerable scrutiny from outside organisations and are required to provide assurance that we are striving to address performance. Cathy Kennedy informed the meeting that in the last month DPW has had a 12 hour breach in A&E which is unacceptable and should never happen. A report on actions taken has been prepared by Zena Robertson and Helen Kenyon and this has been subject to external scrutiny including NHS North.

1. **UPDATES**
   1. Community Forum Update

A large proportion of the last Community Forum meeting was dedicated to a discussion on wider engagement led by Zena Robertson and Andy Humphrey. As part of that discussion a presentation on community governance was given and the proposals it contained were well accepted by the Community Forum. The role and responsibilities of the Clinical Triangles and the Council of Members were explained and these will be discussed in more depth at a future meeting.

* 1. Council of Members Update

Dr Hopper advised that at the last Council of Members meeting consideration was given to the proposals for a voting process and it was agreed that practices will have a vote in proportion to their resource allocation and a vote will be held by adult social care. An extraordinary session is being held on 15 May to address concerns relating to the proposed constitution and this will be attended by Dr Andy Green who is the local area BMA General Practitioners Committee representative and a GP from East Riding. It was noted that East Riding is the other local CCG which has been accepted as a first wave application. The constitution will also be a substantive item at the Council of Members meeting taking place on 17 May.

The April Council of Members meeting also discussed the possibility of moving community diagnostics into Primary Care Centres and this proposal is now being worked up further. The sexual health service has now gone out to tender.

The Council of Members has asked for an independent review to be conducted on various decision making processes that have been adopted and this review will be led by Sue Whitehouse, Audit Chair, and Mark Webb, Governing Body Chair. They have met with various individuals to draw up the scope of the review and this is to be considered by the next Council of Members meeting. If the scope is agreed at that meeting it is hoped that a report from the review will be ready for consideration in early July. However, if the scope of the review needs to be amended the timescale for completion may be slightly longer.

The Department of Health has received a FOI internal review request which asks for copies of all correspondence between Ministers and Clinical Commissioning Groups since 1st of January 2011; it was noted that the letter sent by Dr Hopper, as Chair of the Council of Members, to the Secretary of State relating to the NHS 111 service will be included as part of the FOI information.

1. **ANY OTHER BUSINESS**
   1. Provision of Meeting Papers for Members of the Public

It was agreed that hard copies of the agenda will be provided for the public at each meeting but that all other papers will be available electronically through the CTP website.

1. **DATE AND TIME OF NEXT MEETING**

Thursday 12 July 2012 from 1400 to 1630 in Seminar Room 2, Freshney Green