

Please note: These minutes remain in draft form until the next meeting of the North East Lincolnshire Clinical Commissioning Group Governing Body meeting on 14th May 2020

**NORTH EAST LINCOLNSHIRE CLINICAL COMMISSIONING GROUP GOVERNING BODY
MINUTES OF THE MEETING HELD ON THURSDAY 27 FEBRUARY 2020 AT 2.30PM
ENTERPRISE CENTRE, 84 WELLINGTON STREET, GRIMSBY**

PRESENT:

Mark Webb	NEL CCG Chair
Philip Bond	Lay Member Public Involvement
Joe Warner	Managing Director – Focus independent adult social care work
Rob Walsh	Joint Chief Executive
Laura Whitton	Chief Financial Officer
Jan Haxby	Director of Quality and Nursing
Tim Render	Lay Member Governance and Audit
Dr Peter Melton	Chief Clinical Officer
Helen Kenyon	Deputy Chief Executive

APOLOGIES:

Dr Sudhakar Allamsetty	Chair of COM / GP Representative
Dr Renju Mathews	GP Representative
Anne Hames	Chair of Community Forum
Dr Ekta Elston	Medical Director
Dr Chris Hayes	Secondary Care Doctor
Joanne Hewson	Chief Operating Officer
Stephen Pintus	Director of Public Health, NELC

IN ATTENDANCE:

Helen Askham	PA to Executive Office (Minutes Secretary)
Eddie McCabe	Assistant Director – Contracting and Performance, NELCCG

1. APOLOGIES

Apologies were noted as above.

2. CONFLICTS OF INTEREST

None recorded.

3. APPROVAL OF MINUTES

The minutes of the Governing Body 14th November, 2019 were agreed to be a true and accurate record.

4. MATTERS ARISING

No Matters Arising were reported.

5. TERMS OF REFERENCE

The Governing Body were presented with a paper, which was taken as read.

It is a requirement of the CCG's constitution that an annual review of the terms of reference and effectiveness of the CCG Governing Body committee is undertaken. The amendments made have been highlighted in the paper. A further term of reference will need to be provided for the Council of Members committee.

The Governing Body noted the amendments regarding the Care Contracting Committee, regarding voting members and their conflicts of interest which have been changed to be able decisions to be made.

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A terms of reference for the Strategic Commissioning Board will be brought back to a future Governing Body meeting, to provide assurance as to the delegations being agreed to.

Action: The Terms of Reference for the Council of Member committee will need to be agreed at a future Governing Body meeting.

Action: The Terms of Reference for the Strategic Commissioning Board will need to be agreed at a future Governing Body meeting.

The Governing Body reviewed and approved all proposed changes to the Terms of Reference for each committee of the Governing Body; and noted the Terms of Reference for statutory committees are to be reviewed a part of the overall New Model Constitution approval – Integrated Governance & Audit Committee, Remuneration Committee and Primary Care Commissioning Committee.

6. 2020/21 BUDGETS AND MEDIUM TERM FINANCIAL PLAN

The Governing Body were presented with a paper regarding the 202/21 budgets and Medium Term Financial Plan. This update is to outline the latest position with regard to the 20/21 Budgets, in particular the remaining outstanding issues and the steps being taken to resolve them so as to ensure that a balanced budget can be agreed before the 31st March 2020.

Philip Bond left the meeting.

The Operational Budgets build on the work done as part of the 5 Year Plan which was completed in November 2019. Since completion of the 5 Year Plan, there has been a deterioration in the in-year financial position caused by higher than expected Acute expenditure; and no savings linked to the PCN demand management on prescribing.

Weekly planning meetings are taking place with NL&G to maintain trajectories, and come to an agreement on the NL&G contract value.

Philip Bond returned to the meeting.

Community Contracts are being reviewed to ensure value for money. Another outstanding issue is the conformation of plans to address the Unidentified savings. Significant savings may need to be required.

Budgets have been set to ensure the CCG comply with national requirements, regarding Mental Health for example.

The Operational Budgets for 2020/21 have been developed alongside the work done as part of the NLEC Budget. The key risk to note is the delivery of savings as outlined.

Action: The Chair asked for the risks and risk mitigation to be included when the Governing Body meet to approve the accounts.

Action: An extra Governing Body meeting is to be arranged to agree the accounts.

The Governing Body noted the current position with regard to setting the 2020/21 budgets, and the key outstanding issues and the steps being taken to resolve them. The Governing Body agreed the proposal for sign off of the 2020/21 budgets.

7. INTEGRATED URGENT AND EMERGENCY CARE COMMISSIONING

The Governing Body were presented with a paper regarding the Integrated Urgent and Emergency Care Commissioning arrangements for Yorkshire and Humber.

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The Governing Body noted that the arrangements outlined are for the 111 contract, and not the 999 aspect of the contract. The Memorandum of Understanding is required to be authorised by the Governing body in order to provide services under an agreed partnership framework for collaborative commissioning.

The revised governance arrangements reflect the establishment of ICS's / STP's, however this does not materially affect the arrangement that NEL are part of already. The HCV lead officers are Andrew Phillips (GP) as the clinical lead and Richard Dodson as the Managerial lead.

The Governing Body agreed to note the changes to the IUEC commissioning arrangements, noted the IUEC commissioning intentions; and approved the signing of the Memorandum of Understanding for the collaborative commissioning of Integrated Urgent and Emergency care services.

8. BOARD ASSURANCE FRAMEWORK

The Governing Body were presented with a paper, which was taken as read.

The paper provides an annual review of the Board Assurance Framework. The framework acts as a high level risk identification system and provides a structure and process that enable the CCG to focus on the principle risks to achieving its strategic objectives.

Action: The Governing Body noted the risk workshop that is due to be arranged.

The Governing Body noted the update provided; reviewed and identified any gaps; and the level of assurance received by the CCG, in relation to its strategic risks and comment where appropriate.

9. IG&A ANNUAL REPORT

The Governing Body were presented with a paper, which was taken as read.

The Governing Body members considered and noted the annual report.

10. INFORMATION ASSET AND DATAFLOW ASSURANCE REPORT

The Governing Body were presented with a paper, which was taken as read.

There is a requirement for the Governing Body to formally approve the Report. The Report provides assurances to the Governing Body that the Information Asset and Dataflow Registers are kept up to date and have been reviewed to demonstrate compliance with Data Protection legislation.

The Governing Body approved the Assurance Report.

11. NLAG CQC REPORT

The Governing Body were presented with a paper regarding the latest CQC Report which was published on the 7th February, 2020. The report aims to summarise the main points of the report and put into context alongside other reported findings.

The Governing Body noted that the "Well led" domain is now requires improvement, as does the "Effective" domain, The "Caring" domain is rated as Good, the "Responsive" domain remains as requires improvement. The "Safe" domain is now inadequate. The CQC are concerned of the overall lack of progress being made.

A meeting has been held between the CCG's to discuss the next steps, as prioritised by the CCG's working together. It was noted that there are some areas which are improving, for example, Nursing. However, there remains a lot of work to do.

As part of the CQC report, patient comments, and learning from SI's are taken into account.

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The CCG noted that they have seen an increase in the level of confidence of the leadership of the Executive team at the Trust, and they are fully aware that NL&G are not where they should be.

Action – The 4 AO's to document concerns, need reassurances this isn't going to continue.

The Governing Body review, noted and discussed the content of the report.

12. QUALITY REPORT

The Governing Body were presented with a paper to provide information and assurance through the lens of safety, effectiveness and experience, regarding non-service specific quality issues affecting the CCG. The following issues were highlighted to the Governing Body.

The Safeguarding team are working with the Council and the Police to secure and develop the Children's Safeguarding Board arrangements. Interim arrangements are currently in place.

The CQC annual state of care report for 2018/19 was received, and members were encouraged to read the report.

A NITS meeting has been held in respect to the discharge of patients, as there has been a number of concerns raised in terms of patient experience. Concerns are being raised at the Quality Review Meeting with NL&G.

A review is underway following a whistleblowing claim regarding DPOW Accident and Emergency relating to a weekend shift in early January. A thorough investigation is taking place which will be reported back to the Governing Body.

An update of CQC Judgements was provided on the report. Good progress is being made and the team were thanked for their work.

The quality priorities for 2020/21 were highlighted to the Governing Body.

The Governing Body reviewed and deliberated the content of the report.

13. PATIENT JOURNEY PROFILE

The Patient Journey Profile was noted. The Chair noted that the profile provided a good example of how joint working of Health and Social Care can make a difference in people's lives.

Action: Send to the Union Board for information

The Governing Body noted the Patient Journey profile.

14. COMMISSIONING, CONTRACTING AND INTEGRATED ASSURANCE REPORT

The Governing Body were presented with a paper, which was taken as read.

The report provides a high level summary of commissioning activities, as well as the commissioning priorities for next year. The report outlines the overall position on NL&G has worsened in the main due to the increased costs in non-elective care and under achievement of QIPP. Positive feedback continues regarding the services St Hughs and New Medica to support the NL&G back logs.

A further paper regarding A&E 4 hour performance will be circulated to the Governing Body.

The large number of priorities were noted. The Governing Body were assured that the main priorities have been clearly thought out regarding delivery and outcomes; and feed into the priorities of the Union.

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The Governing Body ratified the CCG's priorities for the commissioning priorities for the coming year following agreement at COM; and noted the update in relation to its key providers performance and the service development work taking place.

15. FINANCE REPORT

The Governing Body were presented with a paper, which was taken as read.

The report provides an update on the financial position as at January 2020, and the financial risks that need to be managed in the remainder of the year. All organisations in the North Lincolnshire system are working together to ensure all are achieving control totals.

As at month 10 the CCG is on track to achieve both its planned operating process, however this is dependent on a number of risks being managed. The Chair thanked the Chief Finance Officer and her team for their work, which is proving to be increasingly challenging.

The Governing Body noted the financial position as at January 2020, including the QIPP position; and the financial risks that need to be managed in the remainder of the year and the actions being taken to mitigate them.

16. UPDATES

STRATEGIC ISSUES UPDATE

No update provided.

COMMUNITY FORUM

No update provided.

COUNCIL OF MEMBERS

No update provided.

JCC / ICP / STP UPDATE

No update provided.

17. ITEMS FOR INFORMATION

a) HCV Partnership Update

The HCV Partnership Update was noted.

b) Delivery Assurance Committee meeting minutes 040919

The Delivery Assurance Committee meeting minutes 040919 were noted.

c) Delivery Assurance Committee meeting minutes 301019

The Delivery Assurance Committee meeting minutes 301019 were noted.

d) Community Forum meeting minutes 061119

The Community Forum meeting minutes 061119 were noted.

e) Community Forum meeting minutes 080120

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f) IG&A meeting minutes 060919

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g) Primary Care Commissioning Committee meeting minutes 240919

The Primary Care Commissioning Committee meeting minutes 240919 were noted.

h) Clinical Governance Committee meeting minutes 141119

The Clinical Governance Committee meeting minutes 141119 were noted.

i) Care Contracting Committee meeting minutes 131119

The Care Contracting Committee meeting minutes 131119 were noted.

18. QUESTIONS FROM THE PUBLIC

A member of the public asked if when the BAF Workshop is held, could it be raised that the CCG look at the format, and include the date when the risk was first highlighted. It was also noted that the document could also include a level of risk the CCG is happy with.

19. DATE AND TIME OF NEXT MEETING

Thursday 13th February, 2019, at the Town Hall, Grimsby