

Herts Valleys Clinical Commissioning Group

Board Meeting

held on Thursday, 27 March 2013 at 1.30pm

at the Stanborough Centre, St Albans Road, Garston, Watford

Present

Nicolas Small	Chairman (Hertsmere GP)
Nicola Bell	Accountable Officer
Stuart Bloom	Deputy Chairman, (Board Lay Member)
Rami Eliad	Board GP Member (Watford and Three Rivers)
Bob Ghosh	Board Secondary Care Consultant
Keith Hodge	Board GP Member (Dacorum)
Clair Moring	Board GP Member (Hertsmere)
Jan Norman	Executive Nurse
Mike Walton	Board GP Member (St Albans and Harpenden)
Alan Warren	Chief Finance Officer

In Attendance

Susan Achmatowitz	Commissioning Programme Manager, Barnett Clinical Commissioning Group (<i>item B/16/14 only</i>)
Charles Allan	Director of Commissioning
Jason Bryan	Interim Risk Manager
David Evans	Assistant Director, Health Integration Herts Valleys Clinical Commissioning Group and Hertfordshire County Council
Lynn Hughes	Interim Board Secretary
Bernard Lloyd	Healthwatch Representative
Jim McManus	Director of Public Health, Hertfordshire County Council (<i>item B/09/14 only</i>)
Laura Mhlanga	Interim Deputy Director of Commissioning
Juliet Rodgers	Associate Director of Communications
Caroline Sutherland	Patient Representative

Members of Public In Attendance

Peter Graves	LMC
Betty Harris	Member of Public
Diane Passmore	R&DRA and Community Voice
Jerome Peregrine	Otsuka Pharmaceuticals

B/01/14 Welcome and Apologies for Absence

- 1.1 The Chairman welcomed everyone to the meeting. He also welcomed Juliet Rodgers, Associate Director of Communications who would be transferring as a substantive employee from the CSU to Herts Valleys CCG from 1 April 2014 and Lynn Hughes who had commenced in post as Interim Board Secretary.
- 1.2 Apologies for absence were received from Mike Edwards, Board GP Member (Hertsmere), Alison Gardner Board Lay Member (People Champion),

Richard Pile, Board GP Member (St Albans and Harpenden), Trevor Fernandes, Board GP Member (Dacorum) and Paul Smith, Board Lay Member (Governance).

B/02/14 Declaration of Interests

- 2.1 There were no new interests declared and no interests declared in relation to open items on the agenda.

B/03/14 Minutes of Previous Meeting

- 3.1 The minutes of the previous meeting held on 30 January 2014 were accepted as an accurate record subject to:
- 3.2 item 2.2 should read 'declarations of any new interests were requested'; and
- 3.3 item 6.6 penultimate bullet point should read 'Clinical Digital Maturity Index' and not Clinical Maturity Index as stipulated.
- 3.4 **RESOLVED:** the minutes be updated and signed as a true record.

B/04/14 Matters Arising and Action Tracker

- 4.1 There were no matters arising in addition to those included on the agenda.
- 4.2 It was agreed that the Action Tracker would be revised in order that closed actions could be maintained for auditing purposes. The revised Action Tracker would be circulated for completion following the meeting and presented to the next meeting for review.

B/05/14 Accountable Officer's Report

- 5.1 The Accountable Officer presented the report which provided an update on progress made since the last meeting and highlighted operational priorities. The Board noted that at the last Board meeting delegated authority was granted for the signing of the CCG's new office accommodation at Hemel One, Boundary Way, Hemel Hempstead which had since been signed on 17 March 2014. They were pleased to note a Welcome Event would be arranged for key stakeholders.
- 5.2 Reference was drawn to the progress made against the Mencap Charter and the Board's commitment to that. The Board noted that plans were progressing in respect of Primary Care Plus with the new service planned to commence in May 2014. The formal outcome of the CCG's Quarter Three Assurance meeting with NHS England Area Team on 28 February 2014 was awaited, the UCLP Academic Health Science Network were undertaking a piece of work with the CCG, West Hertfordshire Hospitals NHS Trust (WHHT) and Hertfordshire Community NHS Trust (HCT) with regards to services for the Elderly Frail in West Hertfordshire and would be working with patients and patient groups.
- 5.3 The Terms of Reference for the Clinical Executive Group were agreed to be revised.
- 5.4 **RESOLVED:** i) that the Accountable Officer's Report was noted; and

ii) that the Terms of Reference for the Clinical Executive Group would be revised.

B/06/14 Quality, Performance and Finance Report

- 6.1 The Board noted the Quality, Performance and Finance Report as at 28 February 2014.
- 6.2 Jan Norman highlighted that WHHT's Summary Hospital-level Mortality Indicator (SHIMI) reported 'red' but the position had improved during March 2014 which would be reflected within the next report presented to the Board. The Board noted the mixed sex accommodation breaches at WHHT and Barnet and Chase Farm Hospital NHS Trust (BCF) which Jan Norman explained the reasons for the breaches would be provided to the Board at its next meeting.
- 6.3 Charles Allan explained that in line with the Two Week Cancer Wait target patients that were unable to attend planned appointments should have been offered alternative appointments between 2010 and 2013 which WHHT had failed to offer. The Board noted that these patients had now been contacted and a helpline established for patients and family members. Weekly reviews by the WHHT continued and the CCG continued to provide support to ensure appointments were offered to patient's affected.
- 6.4 In response to M Walton's query Charles Allan explained that Buckinghamshire NHS Trust (Bucks) had recently reported a similar position with regards to a breach of the Two Week Cancer Wait target and the CCG were working with them to ensure appointments were offered to patient's affected. The Board were pleased to note that WHHT had an IT investment plan with the aim of improving all pathways.
- 6.5 Discussion took place with regards to WHHT's failure to achieve the four hour target for stroke patients admitted directly onto an acute stroke unit; and the failed target for access to MRI or carotid scans for patients with a low risk transient ischemic attack (TIA). In response to this it was agreed that the newly appointed Stroke Consultant lead at WHHT would be invited to the next Board meeting to provide an update.
- 6.6 Alan Warren drew attention to the financial section of the report. It was noted that the CCG was on target to achieve its 1% surplus position (£6,798,000) and £500,000 ahead of its planned position for the year end. No adverse issues were expected for the remainder of 2013/14 financial year.
- 6.7 It was noted that the Quality Section of the report would be reviewed and revised for inclusion within the next report to the Board.
- 6.8 **RESOLVED:** i) the Quality, Performance and Finance Report was noted; and
ii) the Stroke Consultant Lead at WHHT would be invited to the next Board meeting.

B/07/14 Operating Plan 2014/15 and 2015/16

- 7.1 Alan Warren presented the Operating Plan for 2014/15 and 2015/16. Following review the Board acknowledged the challenges of the plan and the management processes that would be put in place to support the

achievement of plans. The Board approved the Operating Plan for 2014/15 and 2015/16 subject to it being reformatted and typographical errors corrected prior to submission to NHS England and published on the CCG's website.

- 7.2 **RESOLVED:** the Operating Plan for 2014/15 and 2015/16 was approved subject to it being reformatted and typographical errors corrected prior to submission to NHS England and published on the CCG's website on 4 April 2014.

B/08/14 Better Care Fund Application

8.1 David Evans presented the Better Care Fund Application for approval. The Board noted that the Better Care Fund had been previously referred to as the Integration Transformation Fund and was announced in June 2013 as part of the Spending Round.

8.2 The Board noted that the Government had agreed that £3.8bn of NHS funding would be pooled between the NHS and Social Care to create the Better Care Fund with effect from 2015/16. Reference was drawn to Appendix 2 which included the proposed spend for £2.1m for the CCG in 2014/15. The Board noted the national metrics which supported the delivery of the Fund: i) delayed transfers of care; ii) avoidable emergency admissions; iii) effectiveness of re-ablement; iv) admissions to residential and nursing care; v) patient and service user experience; and vi) plus one locally agreed metrics (to be agreed by the Health and Wellbeing Board).

8.3 In response to the Accountable Officer's query David Evans explained that joint quarterly monitoring by the CCG and the Local Authority would take place with reports presented to the CCG's Performance and Delivery Committee.

8.4 The Accountable Officer raised concerns with regards to the Better Care Fund governance arrangements. She explained that the CCG was reliant upon the delivery of the Better Care Funds to assist with its programmes of work that underpin the CCG's overarching strategy.

8.5 Following discussion the Better Care Fund was agreed for submission to the Health and Wellbeing Board on 28 March 2014 and the NHS England Local Area Team by 4 April 2014.

8.6 The Chairman placed his thanks on record to all those involved with the work to develop the Better Care Fund.

8.7 **RESOLVED:** the Better Care Fund was approved for submission to the Health and Wellbeing Board on 28 March 2014 and the NHS England Local Area Team by 4 April 2014.

B/09/14 Public Health Strategy

9.1 Jim McManus presented the Hertfordshire Public Health Strategy for the Board's ratification.

9.2 In response to the Chairman's query Jim McManus provided assurance of the plans in place to implement the strategy throughout the CCG's locality areas

and highlighted how the Strategy would work in conjunction with the CCG's Operating Plan.

- 9.3 It was noted that the CCG would work with Hertfordshire County Council to communicate the joint working arrangements to improve health and social care.

RESOLVED: the Herefordshire Public Health Strategy was ratified.

B/10/14 Quality Strategy

- 10.1 Jan Norman presented the Quality Strategy. Following discussion the Quality Strategy was approved subject to further development on the CCGs Vision and Values. Jan Norman agreed to liaise Juliet Rodgers outside of the meeting to process.

- 10.2 The Chairman highlighted that the Quality Toolkit would be beneficial to use within localities and recommended that GPs be encouraged to use it.

- 10.3 **RESOLVED:** the Quality Strategy was approved subject to further development of the CCG's Vision and Values.

B/11/14 Safeguarding Children Strategy

- 11.1 Jan Norman presented the Safeguarding Children Strategy.

- 11.2 The Board noted the two vacancies for Safeguarding Children and Adults had not been filled to date. In response to this Jan Norman explained that the positions had been vacant for approximately one year and she would liaise with NHS England Area Team for clarity of the roles and guidance for successfully appointing to these positions.

- 11.3 In response to a query, Jan Norman explained that plans were in place to commission a revised medical process to raise standards going forward.

- 11.4 **RESOLVED:** the Safeguarding Children Strategy was approved.

B/12/14 Board Assurance Framework and Risk Register

- 12.1 Jan Norman presented the Board Assurance Framework (BAF) and Risk Register. Following discussion the Board agreed to de-escalate the proposed three Corporate Risks: BAF Risk 03, BAF Risk 11, and BAF Risk 12.

- 12.2 It was noted that due to the size of the Better Care Fund consideration would be made outside of the meeting on whether it required to be added to the BAF. It was noted that the Interim Risk Manager would work with Executive Risk Owners to identify BAF risks for 2014/15.

- 12.3 **RESOLVED:** i) the Board Assurance Framework and Risk Register were noted; and
ii) the de-escalation of BAF Risk 03, BAF Risk 11 and BAF Risk 12 was approved for management by the Executive Committee; and
iii) the Interim Risk Manager to work with Executive Risk Owners to identify BAF risks for 2014/15.

B/13/14 Briefing from the Audit Committee

13.1 Briefing from the Audit Committee meeting held on 5 March 2014 was noted.

B/14/14 Briefing from the Remuneration Committee

14.1 Briefing from the Remuneration Committee meeting held on 6 March 2014 was noted.

B/15/14 Briefing from the Performance and Delivery Committee

15.1 Verbal briefing from the Performance and Delivery Committee meetings held on 20 February 2014 and 20 March 2014 were noted.

15.2 It was noted that Ian Goodall had been asked to provide performance information in respect of primary care going forward. Stuart Bloom highlighted that at the 20 March 2014 meeting they were informed that the Out of Hours contract was due to be renewed in October 2014. In response to this it was noted that the contract term had been extended until October 2015.

B/16/14 Proposed Acquisition of Barnet and Chase Farm Hospitals NHS Trust by the Royal Free London NHS Foundation Trust

16.1 Susan Achmatowicz presented the report which had been drafted to enable the Board to make a decision in relation to the proposed acquisition of Barnet and Chase Farm Hospitals NHS Trust by the Royal Free London NHS Foundation Trust. The Board noted that following the decision by all seven CCGs to sign the commissioner Letter of Support, the Board was now being asked to agree arrangements in order that the final approvals for the transaction could be made by 8 May 2014, including CCG funding of integration costs and signing the Transaction Agreement.

16.2 The Board noted that the proposed acquisition aimed to be in the interests of patients in terms of improving governance, quality and patient safety.

16. **RESOLVED:** i) that the progress report on the proposed acquisition of Barnet and Chase Farm Hospitals NHS Trust and Royal Free London NHS Foundation Trust was noted; and
ii) that Barnet Clinical Commissioning Group be authorised to sign the transaction agreement on behalf of Herts Valleys Clinical Commissioning Group subject to legal advice being taken; and
iii) that delegated authority of final decisions on the proposed acquisition was granted to the Chairman, Accountable Officer and Chief Finance Officer subject to documents requiring signing outside of scheduled Board meetings.

B/17/14 Locality Reports

B/19/14 Any Other Business

19.1 There was no other business.

B/20/14 Date and Time of Next Meeting

20.1 The next meeting is scheduled to take place on Thursday, 8 May 2014 at 1.30pm in the Stanborough Centre, St Albans Road, Garston, Watford.

B/21/14 Exclusion of Press and Members of the Public

21.1 The Chairman moved a resolution in order to move into private session to consider private items of business.

21.2 **RESOLVED:** that representatives of the press and other members of the public be excluded for 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 (Section 1(2), Public Bodies (Admission to Meetings) Act 1960).

Signed: Date:

Dr Nicolas Small, Chairman