

CLINICAL PLANNING AND DELIVERY COMMITTEE

DRAFT MINUTES

Date:	26th October 2018	Time:	12:00pm to 2:00pm
Venue:	Committee Room 1 - Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD		

	Name	Title
Chair	Dr John Fraser (JF)	Medical Director
Members Present	Dr Rachel Darroch (RD)	Clinical Director of Improvement
	Jon Fox (JoF)	Head of Primary Care
	Tom Lawlor (TL)	Associate Director of Commissioning
	Caroline Lovis (CL)	Associate Director of Finance
	Kevin Solomons (KS)	Head of Medicines Management
In Attendance	Nicola Airey (NA)	Director of Planning & Delivery
	Clarence Mpofu (CM)	TIAA (minutes)
	Arlene Cardinez (AC)	Quality Manager (representing Edmund Cartwright)
Apologies	Rob Morgan (RM)	Interim Managing Director and Chief Finance Officer
	Karen Hampton	Head of Quality
	Dr Ruth Cureton (RC)	Clinical Lead for Mental Health & Learning Disabilities
	Dr Sarah Stradling (SS)	Clinical Lead Diabetes
	Dr Peter Cureton (PC)	GP Bartlett Group Practice (Frimley Green MC)
	Dr Gail Milligan (GM)	GP Camberley HC & Member of Quality & Clinical Governance Committee
	Dr Emma Whitehouse (EW)	Clinical Lead – Cancer & EOLC Lead
	Edmund Cartwright (EC)	Interim Director of Quality & Nursing
	Dr Andy Brooks (AB)	Chief Officer

FOI NOTICE

Freedom of Information: Those present at the CPD meeting should be aware that their name will be listed in the minutes of this meeting, which can be released to members of the public on request under Freedom of Information.



Agenda Item No.	Discussions and Actions	By Whom	Deadline
1	<p>Welcome and Introductions</p> <p>JF welcomed all to the meeting and noted that the group were not quorate. It was agreed that if there are any decisions to be made these would be deferred to the next meeting.</p>		
2	<p>Minutes from last meeting and actions arising</p> <p>The minutes from 28th September 2018 were agreed as an accurate record of the meeting. It was highlighted that there are some embedded documents within the minutes and it was agreed in principle that going forward there is no need to have the papers from the previous meeting embedded within the minutes, however where there were any papers which had been tabled on the day of the meeting these should be circulated with the draft minutes.</p> <p>Action tracker - The actions were reviewed - see updated tracker.</p> <p>After some discussion it was agreed that the action relating to 'Freestyle Libre' should be closed and a new action opened.</p> <p>New action:</p> <p>It was agreed that KS and EC should report back regarding Freestyle Libre to the next meeting of CPD with recommendations around communications.</p> <p>The other two actions are to remain open and a further update is scheduled for the November 2018 meeting of CPD.</p> <ul style="list-style-type: none"> • The action relating to smoking cessation remains open as data is still not fully available. A further update is scheduled for the November 2018 meeting of CPD. • An update was provided by TL regarding the 3rd action relating to CAMHS post implementation plan. TL stated that a flowchart had been done and this will be discussed with JF. It was stated that communications is yet to go out and any skills gap still being identified. 	KS/EC	23/11/2018



3	<p>Declaration of interests</p> <p>NA stated that with regard to item 4 on the agenda regarding the Community Services Procurement Specifications everyone who received the paper has also been sent a conflict of interest declaration form to complete and return to the CCG.</p> <p>It was also mentioned that Dr Sarah Stradling as Director of a company which may be bidding for the community services has not been sent the papers.</p> <p>All members of the Governing Body have also been sent the conflict of interest declaration forms to complete.</p>		
4	<p>Performance and Delivery</p> <p>4.1. Community Services Procurement specifications</p> <p>NA and RD led the discussions on the Community Services Procurement specifications. The paper presented to the committee provided a summary of the process undertaken in the development of specifications for the Community Health Services Procurement, and any changes within these documents, in order to tender for services with a contract commencing in April 2020.</p> <p>Discussions took place on the Nursing specification, Therapies specification, Joint specification and further change to services.</p> <p>Both NA and RD emphasised the fact that there are very few changes in services.</p> <p>Summary:</p> <ul style="list-style-type: none"> • The committee was supportive of the clinical model of care. • There were no strong feelings regarding the minor changes which had been highlighted during the discussion. • The committee discussed the nursing approach • The committee members would welcome the opportunity to have sight of the minor changes by email. • A few actions (albeit minor) were identified to address the areas which were discussed. <p>NA left the meeting after the discussions on the Community Services Procurement specifications.</p> <p>4.2 Developmental Paediatrics</p> <p>TL presented the Royal College of Paediatrics and Child Health (RCPCH) Review of Developmental Paediatrics</p>		

	<p>report. TL stated that the purpose of the paper is to inform the committee of the review by RCPCH and the recommendations raised. TL stated the CCG was supportive of the recommendations and that there was nothing which was raised which they disagreed with.</p> <p>Summary CPD noted and was supportive of the recommendations of the RCPCH.</p>		
5	<p>Planning</p> <p>JF and RD led the discussion regarding Clinical Leads. It was highlighted that the IT lead had resigned and the CCG was looking at recruiting to the IT lead role.</p> <p>It was stated that there is still a lack of both Respiratory and Gastrointestinal (GI) Leads.</p> <p>The CCG will explore the opportunity of working across the Integrated Care System (ICS) to fill the gaps in Clinical Leads and also specifically look at other clinicians to cover the roles.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. TL to approach surrounding ICS for Clinical Leads 2. JF to approach a local GP as suggested regarding the IT lead role. 	<p>TL</p> <p>JF</p>	<p>November18</p> <p>November18</p>
6	<p>Programme Risks</p> <p>CL updated the committee on the new process for managing organisational and programme risks.</p> <p>The committee agreed that this was a good idea and were supportive of the proposed approach.</p> <p>It was confirmed that risk will remain a standing item on the CPD Committee's agenda.</p>		
7	<p>Any Other Business</p> <p>GI pathways TL updated the committee on the GI pathways that were circulated after the last meeting. It was highlighted that GI pathways are now becoming live.</p> <p>There were no other matters raised under AOB</p>		

Next meeting Friday 23rd November 2018, 12-2pm – Surrey Heath House, CR1

Minutes signed and agreed: 23rd November 2018

Chair:

Date _____

Print Name: Dr John Fraser

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ACTION TRACKER – 2018/19

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
23/03/18		<p>Smoking cessation To bring to review and update CPD in May as to the reasons that the “opt out” process for smoking cessation was not implemented and recommendations on how to implement successfully.</p>	SI	August 2018	In progress	<p>SI to find out what the quit rate for the Quit 51 service is. SI to collect the above data and bring this item back to CPD in July July update: Deferred to August meeting August update: to be deferred until Sept when full information will be presented September update: Data not presented, rescheduled to October October 2018 update: This action remains open as data is still not fully available. A further update is scheduled for November 2018.</p>
28/09/18		<p>CAMHS post interim plan (TL) TL to clarify the pathway and look at the skill gaps for our GP’s, TL – to produce a flowchart of the referral process and give JF weekly updates on progress. Item to be added to the CPD agenda in October</p>	TL	October 2018	In progress	<p>October 2018 update: TL stated that a flowchart had been done and this will be discussed with JF. Communications is yet to go out and if there is a skills gap identified. A further update is scheduled for November 2018</p>

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
26/10/18	2	Freestyle Libre KS and EC to report back regarding Freestyle Libre to the next meeting of CPD with recommendations around communications.	KS/EC	November 2018		
26/10/18	5	Clinical Leads update TL to approach surrounding ICS for Clinical Leads. JF to approach a local GP as suggested regarding the IT lead role.	TL JF	November 2018 November 2018		

Status Key:	
	Completed:
	In Progress: Actions noted on action tracker
	Open: Still outstanding. Deadline not met