

**CLINICAL PLANNING AND DELIVERY COMMITTEE**

**DRAFT MINUTES**

<b>Date:</b>	<b>23<sup>rd</sup> December 2018</b>	<b>Time:</b>	<b>12:00pm to 2:00pm</b>
<b>Venue:</b>	<b>Committee Room 1 - Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD</b>		

	<b>Name</b>	<b>Title</b>
<b>Chair</b>	Tom Lawlor (TL)	Associate Director of Commissioning
<b>Members Present</b>	Dr John Fraser (JF)	Medical Director
	Rob Morgan (RM)	Interim Managing Director and Chief Finance Officer
	Jon Fox (JoF)	Head of Primary Care
	Caroline Lovis (CL)	Associate Director of Finance
	Edmund Cartwright (EC)	Interim Director of Quality and Nursing
	Dr Ruth Cureton (RC)	Clinical Lead for Mental Health & Learning Disabilities
	Dr Emma Whitehouse (EW)	Clinical Lead – Cancer & EOLC Lead
	Kevin Solomons (KS)	Associate Director of Medicines Management
	Dr Andy Brooks (AB)	Chief Officer
<b>In Attendance</b>	Jessica Brown	TIAA (minutes)
<b>Apologies</b>	Dr Rachel Darroch (RD)	Clinical Director of Improvement
	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
	Michelle Head (MH)	Director of Health and Social Care Integration
	Dr Nicky Townsend (NT)	GP , Medicines Management Lead

**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><b>Welcome and Introductions</b></p> <p>TL welcomed all to the meeting. The meeting was noted as not quorate until EW joins the meeting (joined at 12:20pm).</p>		
2	<p><b>Minutes from last meeting and actions arising</b></p> <p>The minutes from 23rd November 2018 meeting were agreed as an accurate record of the meeting.</p> <p><b>Action tracker</b> - The actions were reviewed - see updated tracker.</p> <ul style="list-style-type: none"> <li>• It was agreed that that the action around smoking cessation was no longer applicable due to incomplete data. The current activity has been reviewed by Public Health and work streams encompass this.</li> <li>• Progress is still underway against the CAMHS post interim plan action. The flowchart is being refined and will be available end of January 2019. TL informed the Committee that the flowchart will be SHCCG process and then be issued to providers.</li> <li>• The action around Freestyle Libre to be closed. A new action was created asking KS to bring to CPD committee the proposed pathway for appropriate patients to access Freestyle Libre.</li> </ul> <p><b>Action: Ensure the pathway designed to go live in April 2019 is brought to the CPD Committee in February.</b></p> <ul style="list-style-type: none"> <li>• Progress was not able to be made against the action around IFR Process due to no meeting taking place in December. Update will be provided after the meeting in January 2019.</li> </ul> <p><i>EW joined the meeting at 12:20pm</i></p>	TL/KS	February 2019
3	<p><b>Declaration of interests</b></p> <p>No declarations were made regarding any of the items on the agenda and which might conflict with the business of the CCG.</p>		



<b>4</b>	<p><b>Performance and Delivery</b></p>		
<b>4.1</b>	<p><b>Pain Matched Care Map and proposals (TL)</b> This update was presented by Tom Lawlor.</p> <p>The Committee was informed that the business case is currently scheduled to be brought to the Committee in January/February 2019.</p> <p>The update provided was that the Referral Management System will help to send patients to the right place to receive the care best suited to them. Discussions are still underway to decide on how patients will progress through the referral system, debating if patients will be able to skip steps if deemed appropriate. There are also currently discussions around the probable demand for this referral system and the level of corresponding process.</p>		
<b>4.2</b>	<p><b>AF Management project (JF/TL)</b> This update was provided by Tom Lawlor.</p> <p>The Committee discussed the four options that the CCG currently had around the secondment of pharmacists to support practices across the area.</p> <p>The Committee was in agreement with the Steering Group that the best option for the CCG's population was to continue to use the pharmacists from Frimley for this area only and they will be backfilled with bank/agency staff.</p>		
<b>4.3</b>	<p><b>Palpitations Pathway (JF/TL)</b> This update was provided by Tom Lawlor and Dr John Fraser.</p> <p>The Committee agreed that the best option was for the matter to be brought to the Clinical Planning and Delivery Committee again at a later date.</p>		
<b>4.4</b>	<p><b>Final DNACPR Standard Operating Procedure (EW)</b> The final version of the DNACPR SOP was presented to the Committee by EW and TL.</p> <p>The changes made incorporating comments from the Steering Group meeting along with feedback from across North East Hants &amp; Farnham, Surrey Heath and East Berks CCGs were agreed by the Committee.</p>		



<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>Planning</b></p> <p><b>Planning for 2019-20 (TL)</b> TL provided an update to the Committee based on the most recent operating plan and how this connects with the local priorities for Surrey Heath CCG. The Committee agreed with the local priorities as presented.</p> <p><i>AB entered at 12:58.</i></p> <p><b>Update to the List of Procedures with Restrictions and Thresholds policy - TNRF2 (TL)</b> This report was presented by Tom Lawlor.</p> <p>TL informed the Committee that the updates had previously gone through the Surrey Priorities Committee.</p> <p>The Committee agreed to the proposed changes.</p>		
<p><b>6</b></p>	<p><b>Programme Risk Register</b> The risk register was brought to the Committee by Tom Lawlor.</p> <p>The Committee was asked to discuss the existing risks for comments and adjustments as the maintenance of the Risk Register is a circular process and must be assessed continuously.</p> <p>Clinical leadership was discussed, the Committee agreed that the impact of the risk is reduced, the resulting score for the risk was agreed as 6. Other risks were discussed and the decision was made that their scores should remain as they were.</p>		
<p><b>7</b></p>	<p><b>AOB &amp; Agenda items for next meeting</b></p> <p>The increase in GP referrals for October was discussed to determine if there was an underlying risk that the GPs were aware of. There was no such event that proceeded the increase.</p> <p><b>Action: Begin a discussion in the New Year with the GP Federation around the increase in referrals.</b></p>	<p>TL/JF</p>	<p>January 2019</p>

**Next meeting: 18<sup>th</sup> January 2019 - Surrey Heath House Room CR1**

**Minutes signed and agreed: 18<sup>th</sup> January 2019**

**Chair:**

**Date** \_\_\_\_\_

**Print Name: Dr John Fraser**



## ACTION TRACKER – 2018/19

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
23/03/18		<p><b>Smoking cessation</b> 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	Closed. Not applicable	<p><b>July update:</b> Deferred to August meeting <b>August update:</b> to be deferred until Sept when full information will be presented</p> <p><b>September update:</b> Data not presented, rescheduled to October</p> <p><b>October 2018 update:</b> This action remains open as data is still not fully available. A further update is scheduled for November 2018.</p> <p><b>November 2018 update</b> The action remains open as data is still not fully available. A further update is scheduled for the December 2018 meeting of CPD.</p> <p><b>December 2018 update:</b> Closed. Encompassed in the review of current activity by Public Health.</p>

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
28/09/18		<p><b>CAMHS post interim plan (TL)</b>            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><b>October 2018 update:</b>            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> <p><b>November 2018 update</b>            It was agreed that a draft flowchart will be shared with JF and EW by the end of November 2018.</p> <p>This action is to remain open and be kept on the action tracker. It was stated that communications is still yet to go out and any skills gaps are still being identified.</p> <p><b>December 2018:</b>            Progress is currently underway and a flowchart will be ready by the end of January 2019.</p>
26/10/18	2	<p><b>Freestyle Libre</b>            KS and EC to report back regarding Freestyle Libre to the next meeting of CPD with</p>	KS/EC	November 2018	Closed.	<p><b>November 2018 update</b>            KS will look at system wide working to align the statement and ensure that the communications is right and published on the website at an</p>

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
		recommendations around communications.				appropriate time. An update to be presented at the December 2018 meeting of CPD. <b>December 2018:</b> To be closed as progress has been made and an agreed statement is to be drafted.
23/11/2018	5	<b>List of Procedures with Restrictions and Thresholds and Assisted Conception</b>  It was agreed that EC will update the Governing Body on the changes at their next meeting in December 2018	EC	February 2019		
23/11/2018	7	<b>MH Commissioning Intentions</b>  A plan for implementation (including work on Primary Care) was being worked on and it was agreed that an update will be brought back to CPD in February 2019	RC/CT	February 2019		
23/11/2018	AOB	<b>IFR Process</b>  JF to ask for the review of the IFR process to include specialist equipment	JF	December 2018		<b>December 2018:</b> No update as no meeting took place in December. Update will be provided after January meeting.

Original Meeting Date	Agenda Number	Action	Responsible Officer	Deadline/To be completed by:	Status	Comment/Update
21/12/2018	2	<b>Freestyle Libre.</b> Ensure the pathway designed to go live in April 2019 is brought to the CPD Committee in February.	TL/KS	February 2019		
21/12/2018	AOB	<b>GP Referrals</b> Begin a discussion in the New Year with the GP Federation around the increase in referrals.	TL/JF	January 2019		

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