

# GOVERNING BODY MEETING

## Meeting in Public

### MINUTES

<b>Date:</b>	<b>6<sup>th</sup> November 2018</b>	<b>Time:</b>	<b>12:30pm – 2:15pm</b>
<b>Venue:</b>	<b>St Paul's Church, Crawley Ridge, Camberley, GU15 2AD</b>		

	<b>Name</b>	<b>Title</b>
<b>Chair</b>	Andrew Lloyd (AL)	Lay Chair
<b>Members Present</b>	Dr Andy Brooks (AB)	Joint Chief Officer Surrey Heath CCG and East Berkshire CCG (GP Park Road)
	Rob Morgan (RM)	Interim Managing Director & CFO
	Nicola Airey (NA)	Director of Planning and Delivery
	Caroline Lovis (CL)	Interim Associate Director of Finance
	Tom Lawlor (TL)	Interim Associate Director of Commissioning
	Edmund Cartwright (EC)	Interim Director of Quality & Nursing
	Dr Amanda Wellesley (AW)	Secondary Care Consultant
	Dr John Fraser (JF)	Medical Director, GP (Upper Gordon Road)
	Tony Fitzgerald (TF)	Lay Member for Governance
	Michelle Head (MH)	Director of Health and Social Care
	Bartlett Group Practice – Ash Vale	Dr Jayesh Patel (JP)
	Lightwater Surgery	Dr Adrian Davis (AD)
	Camberley Health Centre	Dr Gail Milligan (GM)
	Park House Surgery	Dr Terry Johnson (TJ)
	Jessica Brown	Minutes, TIAA Ltd
<b>Present</b>	Sam Turpin (ST)	Comms & Engagement Lead SHCCG
<b>Apologies</b>	Maggie Parish	Practice Manager Rep Upper Gordon Road
<b>Apologies</b>	Station Road Surgery	Dr Namrata Rastogi
	Bartlett Group Practice – Frimley Green MC	Dr Maria Birthnell
	Heatherside Surgery	Dr Lisa Linsky
	Park Road Surgery/Old Dean Surgery	Dr Julia Katok
	Catherine Croucher	Public Health Consultant

#### FOI NOTICE

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



Item No.	Discussions and Actions	By Whom	Deadline
<b>Patient Story</b>	<p>The story presented was regarding the use of the Integrated Care System in General Practice and the positive feedback from a resident of Surrey Heath CCG.</p> <p>A female resident called one of the Surrey Heath surgeries with concerns about her husband's memory. When the couple visited their local surgery the husband was assessed and referred to the Integrated Care Team for follow up. The GP also recommended to the wife that she take part in a carer assessment to help her cope better with her husband's potential diagnosis and the implications of it. This was also done via referral to the Integrated Care Team (ICT), enabled by the ease of referral for carer consideration through the carers' prompt within the ICT referral form.</p> <p>The Integrated Care Team undertook a carer assessment and were able to put some support in place. This type of holistic response meant that the wife was able to receive support for her mental wellbeing that allowed her to better respond to the husband's diagnosis. The feedback received was that they had felt really well cared for by the service and that both the husband and wife felt supported going forward. This Integrated Care approach meant that both parties could be supported in the Community in their own home and not have to use hospital resources.</p> <p>This was NOTED by the Governing Body.</p>		
<b>GB 1</b>	<p><b>Welcome and Introductions</b></p> <p>AL welcomed all attendees and explained that the meeting was being held in public, but was not a public meeting.</p> <p>This was NOTED by the Governing Body.</p>		
<b>GB 2</b>	<p><b>Apologies for absence</b></p> <p>Catherine Croucher (Public Health Consultant), Maggie Parish (Practice Manager Rep Upper Gordon Road), Dr Namrata Rastogi (Station Road Surgery), Dr Maria Birthnell ( Bartlett Group Practice – Frimley Green MC), Dr Lisa Linsky (Heatherside Surgery), Dr Julia Katok (Park Road Surgery/Old Dean Surgery).</p> <p>This is NOTED by the Governing Body.</p>		
<b>GB 3</b>	<p><b>Arrangements for future meetings</b></p> <p>The next meeting of the Governing Body in public meeting will be the 5<sup>th</sup> February 2019 at St Pauls, Camberley.</p> <p>This was NOTED by the Governing Body.</p>		
<b>GB 4</b>	<p><b>Declarations of Interest</b></p> <p>The Register of Members Interests is available at each Surrey Heath CCG Governing Body meeting. AL reminded the Governing Body of the need to report any alterations or new Conflicts of Interest. There was nothing further to report.</p> <p>This was NOTED by the Governing Body.</p>		



GB 5	<p><b>Minutes of Meeting to be agreed</b></p> <p><u>Governing Body Minutes:</u> Minutes from the 4<sup>th</sup> September 2018 were agreed as accurate.</p> <p><u>Action Tracker:</u> There were no updates for the action tracker.</p> <p><u>Matters Arising:</u> There were no further matters arising.</p> <p>This was NOTED by the Governing Body.</p>		
GB 6	<p><b>Lay Chair - Verbal Report</b></p> <p><u>Lay Member Governance Assurance:</u> AL presented the verbal report focusing on the development of Lay Member Governance within the Frimley Health and Care Integrated Care System (“Frimley ICS”). The Lay member group met last month to discuss initial membership to make sure that they were not just members for their area but also possessed the right skills. AL informed the Governing Body that he could not be a member of that Governance group as he is the lead of the Lay Member group and would be a potential conflict of interest.</p> <p><u>ICS Governance:</u> TF informed the Governing Body that there has been progress in developing the group. TF stressed that the governance oversight group should have its own identity, and that Lay Members should not merely be members of constitutional parts of the system, to ensure good decision making by the ICS Board.</p> <p>NA stressed that no decisions can be made by the ICS Governance Board without input from the Governing Body. It needs to have representation from our CCG so that the interests of Surrey Heath CCG are fairly represented.</p>		
GB 7	<p><b>Chief Officer - Verbal Report</b> – AB was not present at the start of the meeting having informed the Chair of a previous meeting he had to attend</p>		
GB 8	<p><b>Interim Managing Director &amp; CFO – Verbal Report</b></p> <p>RM updated the Governing Body of the ‘Living with Cancer’ event held on the 18<sup>th</sup> of October for those that have completed or are undertaking treatment. The event was supported by partners and was well attended. Two gentlemen at the meeting fed back that their greatest support during their experience were their wives which demonstrated the importance of family support.</p> <p><u>Lay Member for Patient and Public Engagement</u> RM updated the Governing Body on the recruitment process for the Lay Member for Patient and Public Engagement (PPE). There are a number of high calibre prospective candidates that would be suitable, interviews will be scheduled shortly.</p> <p><u>ICS Assurance meeting:</u></p>		



	<p>RM updated the Governing Body on the progress on ICS assurance. A meeting with NHSE and NHSI is to take place as part of the assurance process and RM has been asked to represent the Frimley ICS finance community at that meeting and present the finances at Q2.</p> <p>This was NOTED by the Governing Body.</p>		
<p><b>GB 9</b></p>	<p><b>Quality Report</b> EC presented the Quality report to the Governing Body.</p> <p><u>Key Points:</u> The CCG is working with partners to implement the revised statutory guidance 'Working Together to Safeguard Children' (2018). Implementation is required by the end of September 2019 and two Task &amp; Finish groups have been established to enable this. EC highlighted that the changes are expected to lead to the structure of the Safeguarding Children Board and partnership decision making. It is not yet clear how costs of resourcing by the partner organisations will be impacted.</p> <p>The Quality Team are able to confirm that Frimley Health NHS Foundation Trust (FHFT) is demonstrating they are on track against the planned reduction trajectory for single sex accommodation breaches. TF questioned how estates are involved as they have been mentioned within the report. EC explained that FHFT have invested in estates building work to improve the physical environment of the ambulatory day surgery settings to reduce single sex breaches.</p> <p>Surrey and Borders Partnership NHS Foundation Trust are working with commissioners to support a smooth transition from the interim improvement plan for Child and Adolescent Mental Health Services to business as usual. This transition will be monitored through the Clinical Quality and Contract Review meetings.</p> <p>GM asked the Governing Body about the level 3 Adult Safeguarding training that is currently available to GPs. There are plans to provide a Safeguarding conference which will provide Level 3 training opportunities, but more training will need to be available. Clarification on how to get level 3 Adult Safeguarding training is being developed by the Safeguarding Team.</p> <p><b>Action:</b> <b>EC to ask the Safeguarding team about how to provide level 3 Adult Safeguarding to all GP member practices.</b></p>		



	This was NOTED by the Governing Body.	EC	Feb 2019
GB 10	<p><b>Finance and Contracts Report</b> The Finance and Contracts report was presented to the Governing Body by Caroline Lovis.</p> <p><u>Key points:</u> The CCG has reported a small year to date underspend of £1K and continues to show a forecast outturn in line with plans for 2018-19.</p> <p>Although the CCG overall position at September is balanced, there are ongoing budgetary pressures particularly around performance against the Frimley Health NHS Foundation Trust (FHFT) contract. Performance at FHFT in August did show an improved position.</p> <p>The estimate to month 6 for prescribing shows a small underspend year to date.</p> <p>The position at month 6 reflects ongoing cost pressures in Child and Adolescent Mental Health Services (CAMHS) and Children's physical health services in particular, reflecting the inclusion of financial pressures that are emerging around Children's Continuing Health Care and implementation of the recommendations of the CAMHS independent review.</p> <p>For 2018-19 the CCG is not holding any reserves to support its overall position and the 0.5% contingency was committed as part of balancing the FHFT Service Level Agreement, therefore the CCG is at risk in-year from any emerging performance issues and these unplanned cost increases.</p> <p>This was NOTED by the Governing Body.</p>		
GB 11	<p><b>Integrated Performance and Delivery Report</b> The report was presented to the Governing Body by Caroline Lovis for the period ending August 2018. Any information that is available for September has been included.</p> <p><u>Key points from the report:</u> Overall the CCG has missed 3 of the major targets in September. Although the breaches are marginal fails against the thresholds they are indicative of ongoing pressure within the system and as winter approaches it is likely that maintaining target levels will become harder.</p> <p>The three targets that were missed are:</p>		



	<ul style="list-style-type: none"> <li>• Referral To Treatment (RTT) target in September, the second month in a row.</li> <li>• Diagnostic performance for the CCG fell below the 99% threshold for the first time this year. Breaches at FHFT for cystoscopy and echocardiograms, with a small number of echocardiogram breaches at Royal Surrey County Hospital NHS Foundation Trust resulted in the CCG missing the 99% target.</li> <li>• Emergency Department performance in September was around the 90% level, the lowest since May 2018.</li> </ul> <p>Ambulance performance which had been showing slight improvement in August has deteriorated in September. RM confirmed that the plan agreed by commissioners and the provider are being put in place, but there may be a delay in seeing the results start to improve.</p> <p>IAPT (Increasing Access to Psychological Therapies) performance for July has shown an improvement for those entering treatment with performance at 1.13% compared to 0.8% in June. This is still below the required target of 1.4% per month.</p> <p>NA asked if the CCG Mental Health Commissioning Manager could come to the Governing Body and present to the group about mental health and IAPT.</p> <p><b>Action:</b>  <b>Mental Health Commissioning Manager to be invited to future Governing Body to present an update on Mental Health and IAPT.</b></p> <p>This was NOTED by the Governing Body.</p>	CL	February 2019
GB 12	<p><b>Planning Report</b></p> <p>The report for local and system planning was presented to the Governing Body by Tom Lawlor.</p> <p><u>Key points raised for planning:</u></p> <p>The Operating Plan for the Frimley Health and Care ICS for 2019-20 continues with the initial drafts of sections now having been produced. The system plan will align to the local priorities and will have additional place based initiatives as required.</p> <p>There has been good progress with the Adult Community Health Services Procurement. The services will broadly follow the current specifications with an emphasis on providing seamless services and greater integration.</p>		



	<p>A market engagement event was held on 11th October with strong interest from potential providers and useful feedback received.</p> <p><u>Key points for delivery:</u>  The delivery of the QIPP (Quality, Innovation, Productivity and Prevention) projects continues and is still progressing well.  The interim plan for CAMHS is concluded and the acceptance of routine referrals has re – commenced into the service. Some elements of the plan will continue including clinical advice and guidance, greater school involvement in referral to the behavioural pathway and increased use of shared care across the county.  TL informed the GP representatives that now the interim plan has finished they should continue to signpost and refer as previously. They will receive further information when available with regard to how the future service is taken forward.</p> <p>The report for the update on Health and Social Care Integration was presented by Shelley Head.</p> <p>SH informed the Governing Body that there has been significant training across the teams locally. More patients are being assessed in the local community which is better for both the patient and also the teams looking after the patient. SH also stated that Surrey Heath ASC locality team were the best out of the 11 localities at adapting to the new ways of working.</p>		
<b>GB 13</b>	<p><b>Governing Body Assurance Framework</b>  The report was presented by Rob Morgan to the Governing Body.</p> <p>There were no significant changes which the Governing Body needed to be made aware of.</p> <p>The second Committee in Common for the Child and Adolescent Mental Health Service (CAMHS) was held in September and the Interim Plan has now concluded.</p> <p>A workshop was held in Part 2 of the July Governing Body to review the strategic risks and a further update was presented in October. This will be brought back to a future Governing Body</p> <p>This was NOTED by the Governing Body.</p>		
<b>GB 14</b>	<p><b>Commissioning in the Frimley Health and Care ICS</b>  The report was presented to the Governing Body by Andrew Lloyd the Chair.</p>		



	<p>The three Clinical Commissioning Group Governing Bodies from East Berkshire, North East Hampshire and Farnham, and Surrey Heath, have agreed to begin a process of working more closely together. At a private Governing Body meeting on 2nd October, the Governing Body were asked to agree the principle of attending a “Committees in Common”. This would require the Governing Body to delegate authority for certain decisions to an agreed group of SHCCG Governing Body Members the core membership was proposed and agreed at the October meeting with the addition of an extra GP Governing Body Member.</p> <p>This was NOTED by the Governing Body.</p>		
<p><b>GB 15</b></p>	<p><b>Emergency, Preparedness, Responsiveness and Resilience (EPRR)</b>  The report was presented by Rob Morgan to the Governing Body.</p> <p>The NHS England standards for EPRR have been updated with the focus changing to require a greater emphasis on the health economy wide planning and response rather than organisational responses. It is also required to produce an 18/19 EPRR Improvement Plan and Annual Work Plan for 18/19.</p> <p>North East Hants &amp; Farnham and Surrey Heath CCGs have again provided a joint EPRR submission to NHS England. All organisations participating in the 2018/19 assurance process are required to ensure that their Governing Bodies receive confirmation on the following Assurance outcomes for 18/19 and approves the outcome of the assessment.</p> <p>RM informed the Governing Body that the self-assessment of Surrey Heath CCG and North East Hampshire and Farnham CCG scored as substantially compliant. NHS England agree with the self-assessment result.</p> <p>TF raised concerns that the CCG hasn't done a full test on the business continuity plan for the CCG. RM acknowledged that a full test is required to be performed.</p> <p>The Governing Body ratified the substantially compliant self-assessment.  The Governing Body also ratified Elaine Budd from North East Hampshire and Farnham CCG as the Lay Member for EPRR for SHCCG so that she would cover both CCGs.</p> <p>This was NOTED by the Governing Body.</p>		
<p><b>GB 16</b></p>	<p><b>External and Other Committee Assurance</b></p> <p><u>Minutes of Meetings:</u></p>		



	<u>Clinical Planning and Delivery Committees (CPD) held on the 28<sup>th</sup> September 2018.</u>  <u>Quality and Clinical Governance (QCG) held on the 20<sup>th</sup> July 2018.</u>  <u>Primary Care Commissioning Committee (PCC) held on the 22<sup>nd</sup> May 2018.</u>  All final and approved minutes NOTED by the Governing Body.		
	<b>Other Matters</b> No other matters.		
	<b>AOB</b> No other areas of business.		
	<b>Closed</b>		

**Minutes Agreed and Signed:**

**Chair:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

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