

Governing Body Meeting in Common in Public

DRAFT MINUTES

Wednesday 19th July 2017 6.30 – 8.00 p.m.
Venue: Easthampstead Park, Wokingham

<p>Present:</p> <p>William Tong (WT) - Chair John Lisle (JL) Fiona Slevin-Brown (FSB) Jim O'Donnell (JO) Nigel Foster (NF) Sarah Bellars (SB) Jackie McGlynn (JM) Arthur Ferry (AF) Anne Stebbing (AS) Kirstin Ostle (KO) Clive Bowman (CB) Martin Kittel (MK) Nithya Nanda (NN) Adrian Hayter (AH) Gill Vickers Sally MacFarlane SM (Minutes)</p> <p>In Attendance:</p> <p>Fiona Harcombe (FH) Anshu Varma (AV)</p> <p>Apologies:</p> <p>Judith Kinder (JK) Sally Kemp (SK) Mike Hoskins</p>	<p>Clinical Chair, Bracknell & Ascot CCG Accountable Officer Director of Strategy and Operations Clinical Chair, Slough CCG Director of Finance and Performance Director of Nursing and Quality Clinical Director, Bracknell & Ascot CCG Lay Member, Windsor Ascot & Maidenhead CCG Secondary Care Representative, Windsor Ascot & Maidenhead CCG GB GP Member, Windsor Ascot & Maidenhead CCG Lay Member, Slough CCG GB GP Member, Bracknell & Ascot CCG GB GP Member, Slough CCG Clinical Chair, Windsor Ascot and Maidenhead CCG Local Authority Member, Bracknell & Ascot PA</p> <p>Head of Comms and Engagement Head of Corporate Services</p> <p>GB GP Member, Windsor Ascot and Maidenhead CCG Lay Member, Bracknell & Ascot CCG GB GP Member, Slough CCG</p>
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	Introduction	Action
1.1	<u>Chairman's introduction and apologies for absence</u> Apologies were noted as above.	
1.2	<u>Conflicts of Interest to declare in relation to the agenda</u> There were no conflicts of interest.	
1.3	<p>The Minutes of the following Governing Body Meetings were agreed as a true record:- WAM Governing Body 1 March 2017 B&A Governing Body 8 March 2017 Slough Governing Body 7 March 2017 Governing Body in Common on 21 June 2017</p> <p><u>Matters Arising from Minutes of GB in Common on 21 June 2017</u> 1.4 The committee will go away and ensure the Declaration of Interest for hospitality is up to date. Ellie Street is ensuring all member practices complete their Declaration of Conflict of Interest to include the ABPI naming clinicians. Action: AV to send out narrative to NN being a new member of the GB</p> <p>2.2 Primary Care Strategy – FSB has discussed the suggestion that we</p>	AV

	<p>consider the approach of Berkshire West CCGs who support training physicians associates to supplement the funding coming from the University of Reading. Alex Tilley will make contact with Helen Clarke.</p> <p>3.1 General Practice Forward View for 2020/21. The final submission reflecting comments from NHSE was noted for information. JM asked that Heatherwood need to provide an addendum re hubs. Action completed. It was agreed to remove the paragraph "A suggestion was made that we need to educate teenagers at school".</p> <p>3.4 Members meeting schedule – FBS confirmed the clinical lead workloads were distributed fairly equally amongst the three CCGs.</p>	
1.4	There were no questions from the public.	
2	Strategy	
2.1	<p><u>Accountable Officer's Report (John Lisle)</u> JL highlighted some points from his report:- The STP bidding process has been concluded and the table of investment proposals has been circulated to the confidential part of the meeting.</p> <p>MOU - As no comments were received following the last GB meeting JL will confirm support and sign off. Action: JL will circulate the final version.</p> <p>The House of Commons select committee are coming in next week to look at the STP and what it means. We should be careful to draw the system approach rather than what we have done locally. Jim is covering diabetes, Adrian Frailty and Martin/Jackie (TBC) AIRS. Action: JL to put forward a theme to the visit coordinator.</p> <p>Action: JL to circulate the Bucks presentation on ACS which highlights their view of the features of ACS. The Frimley view needs to be debated and agreed and can be different if required</p> <p>The Staff survey was positive. It is being analysed and recommendations to take forward will follow.</p> <p>Huw Thomas has been appointed the GB GP member for WAM. The formal election process will take place at Assembly.</p> <p>Following the Grenfell Tower fire, JL has had discussions with the Berkshire Region fire chief. He has written to all practices to review their safety arrangements and training and has contacted the landlord of KEVII.</p> <p>Following Q4 assurance NHSE have rated us Outstanding on leadership.</p> <p>Self-Care Week will be week commencing 12 November.</p> <p>The AO report included details of the Merger of the three CCGs in East Berkshire. Details have gone to WAM members and will be taken to B&A tomorrow. JOD has written to Slough. A meeting with Rachel Pearce is in the diary for 25 July. Paperwork is coming together for submission on 31 July. Voting rights are different across the 3 CCGs and we need to pick one mechanism. Members will need to sign off the new constitution. AH would like us to be inclusive with members and think through how we go from concerns to the next step.</p>	<p>JL</p> <p>JL</p> <p>JL</p>

2.2	<p><u>Terms of Reference for Delegated Meetings</u> A lengthy discussion was had and amendments to the TOR were suggested. They were agreed subject to these changes. Action: AV to update and JL will circulate the revised version.</p>	AV/JL
2.3	<p><u>Primary Care Commissioning Committees in Common – Update from the Chair (Clive Bowman)</u> CB summarised the PCC meetings which have taken place so far.</p> <p>May was around Primary Care strategy good governance and at that point GP forward view was submitted for June. At the meeting the issue of Slough Walk In Centre was discussed.</p> <p>June’s meeting concentrated on the Princes Street Slough application for closure. The PCC supported the application for closure but did not support the proposal for new premises.</p> <p>July’s meeting focused on Slough Walk In Centre, where everything is progressing nicely regarding moving to the new provider, and Colnbrook practice closure. They are looking at the needs of the four villages at that end of Slough. The committee ratified the closure of Princess Street premises and are exploring an interim solution. This affects as many as 1000 patients which is more than local practices can cope with. The committee agreed to delegate delivery of investments proposed under the GP forward view to the operational body to progress quickly.</p> <p>The PCC supported the launch of the Practice Reassurance Scheme and Time for Care Committee.</p> <p>A discussion took place regarding the closure of practices in Slough and the vulnerability of practices which lease premises. FSB advised we need to be more proactive about identifying those practices and confirmed Alex Tilley is looking at when leases are due to expire. The Colnbrook practice crosses several CCGs and WAM and Slough need to work together to find a solution. FSB advised the process is robust and assured the meeting that our vulnerable populations will be catered for.</p>	
3 Assurance Matters		
3.1	<p>NF advised the Annual Report and Accounts have been extensively reviewed by the Audit Committee. They were approved by the Governing Body.</p>	
3.2	<p>A summarised version of the extensive Annual Audit letter has been received by the Governing Body. This will be put onto the website. It was noted that we have been given a clean bill of health. This was approved by the Governing Body</p>	
3.3	<p>Prime Financial Policies & Scheme of Delegation. Following the Audit Committee two changes were made and highlighted in the cover sheet. Approved by the Governing Body.</p>	
3.4	<p>Conflict of Interest Policy reflects the latest iteration from NHS England. Again changes are highlighted in the cover sheet. Approved by the Governing Body.</p>	
3.5	<p><u>Finance Report Month 2 (Nigel Foster)</u> NF advised that from month 2 moving to month 3 there appears to be quite an amount of over-performance as opposed to contracts (in the acute contracts). Acute activity across the three CCGs is £2.5m for the full year forecast. This is offset by contingency which falls more heavily on WAM. In getting to that figure we have taken into account forecasts for QIPP delivery from our Programme Managers. If the schemes do</p>	

	<p>not deliver at the level we are forecasting the figure will increase.</p> <p>Funding approvals have been confirmed for Diabetes, Mental Health Liaison, Learning Disabilities and Cancer. We have also been notified of funding to support Patient Wi-fi in Primary Care.</p>	
3.6	<p><u>Communications Update</u> (Fiona Harcombe) FH summarised the recent Comms & Engagement activities as per her report. Overall, this year's 360° survey was positive, with all three CCGs outperforming national and cluster results.</p> <p>Members were asked to share as widely as possible the recent video highlighting the risk of children drowning.</p> <p>GV advised that Local Authorities are doing a lot of media and videos encouraging people to change their behaviour and encouraged FH to link in with Public Health. JO asked if we can get on-line portals installed in practice waiting rooms, local authority premises etc. to increase awareness.</p>	
4	Committee Minutes (noted)	
4.1	Approved Minutes of Business Planning and Clinical Commissioning Committee – 8 May 2017	
4.2	Approved Minutes of IM&T Committee 26 May 2017	
4.3	Approved Minutes of Finance & QIPP 26 May 2017	
4.4	Approved Minutes of Audit Committee 29 June 2017	
5	AOB	
	There was no AOB	
6	Meeting Review	
	<p>Comments:</p> <p>On reflecting on the meeting the members requested time to discuss strategic matters We are spending too much time unpicking what has already been agreed. A formal action log was requested. We need to allow some time to work out what it is we want to hear; could place it as a learning journey.</p>	

The next Governing Body in Common is on 23 August at 1.00 p.m. at The Copthorne Hotel, Slough.