

Windsor, Ascot and Maidenhead Clinical Commissioning Group

**Governing Body Meeting in Public
held on Wednesday 1st March 2017
at The Holiday Inn, Manor Lane, Maidenhead**

Draft Minutes

Present:		
Adrian Hayter	Clinical Chair	AH
John Lisle	Accountable Officer	JL
Nigel Foster	Director of Finance & Performance	NF
Fiona Slevin-Brown	Director of Strategy & Operations	FSB
Sarah Bellars	Director of Nursing and Quality	SB
Anne Stebbing	Secondary Care Consultant Member	AS
Kirstin Ostle	GP Member	KO
Clive Bowman	Lay Member - Chair Co-Commissioning	CB
Arthur Ferry	Lay Member Governance	AF
Judith Kinder	GP Member	JK
Alex Tilley	Associate Director of Primary Care	AT
Alan Mackay	Practice Manager Member	AM
In attendance:		
Sabahat Hassan	WAM Comms and Engagement Manager	SH
Nisha Duggell	Communications and Engagement Specialist	ND
Sally MacFarlane	CCG PA (Minutes)	SM
Apologies:		
Robert Cooper	Lay Member – Patient and Public Involvement	RC
Alison Alexander	Royal Borough of Windsor & Maidenhead Member	AA

Item	Discussion	Actions
1	Introduction	
1.1	Chairman's introduction and Apologies for Absence AH welcomed everyone to the meeting. Apologies were accepted for Alison Alexander and Robert Cooper	
1.2	There were no conflicts of interest in relation to the agenda	
1.3	The Governing Body minutes of the previous meeting were agreed and all actions have been closed.	
1.4	There were no pre-notified questions from the public	
2	Reports	
2.1	AO Report JL presented his report which included an important discussion about future work and collaboration across the 3 x CCGs to enable greater efficiency. A decision to operate a single Governing Body in Common allowing streamlined sub-committees was accepted as a sensible way forward dependent on the details which would be discussed at further meetings in March. The AOs report was amended for inaccuracies in the first draft to reflect this. There has been an update on A&E performance since the report was written. Performance has recovered well at Frimley and the escalation status has dropped to Level 2 due to a concerted effort across the system.	

	<p>He highlighted the following:</p> <p>The Connected Care programme's next milestone being the flow of data from GP systems and Bracknell Forest next week. This will test the systems and infrastructure in a big way and initial feedback from BHFT is good. He stressed we must not over-commit ourselves at this stage.</p> <p>Discussions are under way with One Public Estates. We are trying to find a way of getting the right people together to think through where the hubs might be, what estates we have and how we may use them more effectively.</p> <p>Business cases will be coming to Governing Body meetings from April.</p>	
3	Strategy	
3.1	<p>Sustainability and Transformation Plan Update</p> <p>JL updated the meeting on the STP so far and next steps and asked for questions.</p> <p>AS asked if the capital provision that was part of Frimley's acquisition of Wexham Park Hospital was still available. JL had no reason to think anything had changed.</p> <p>AF expressed concern that due to the fast pace of change they may be making changes without due diligence and governance.</p> <p>JL assured him that with Chris Ham (Kings Fund) facilitating the STP Governance Session today he is confident he will ensure this does not happen.</p> <p>AH advised an NHS England Delivery Plan will be published in March which should clarify some of the direction.</p> <p>AH advised some work has started on how we use evidence. An example JL cited was a new set of data which became available last week from 111 in terms of how many people were told to go to A&E, who actually turned up at A&E, who did not follow the advice of their GP etc.</p>	
3.2	<p>Governance Review</p> <p>JL updated the meeting with a slide and the NHS Berkshire East CCG IG Assurance Statement was available for information.</p>	
3.3	<p>Primary Care Delegation & Updated Constitution</p> <p>FSB introduced the Delegation agreement which was signed by the CCG and submitted to NHS England for final approval and delegation of functions on 30 March 2017. The agreement sets out the specific arrangements that apply in relation to the exercise of the Delegated functions by the CCG on behalf of NHS England from 1st April 2017</p>	
4	Assurance Matters	
4.1	<p>Quality & Constitutional Standards Chair's report including Scorecard. This is the same document that was shared at the Joint Governing Body in January</p>	
4.2	<p>Communication & Engagement Report</p> <p>SH updated the meeting. Special thanks go to Alison Alexander and the team for the leaflet "Your NHS in Windsor, Ascot & Maidenhead" booklet included with the council tax bills sent to local residents.</p> <p>If any GB members are asked for a statement by the press they should do this via the Comms Team.</p> <p>Nisha Duggal, WAM Comms and Engagement Specialist, was introduced and briefly spoke about the digital process going forward and our Facebook page which was launched in December. There have been 400 views of the AF campaign video. The new website combining the 3 CCGs but with sections for each CCG is under construction. AH said we must not forget the importance of our WAM identity and localism with changes going forward.</p>	
4.3	<p>Finance Report – Month 10</p> <p>NF summarised the Finance Report.</p>	
4.4	<p>Information Governance Tool Kit – Annual Submission</p> <p>For information and noting. A lot of work goes on every year on IG and it</p>	

	is essential we have a good rating from this process. NF advised there was an update from October. He is confident that by the year end the rating will be green.	
5	Questions from the Public	
	There were no questions from the public	
6	Committee Minutes	
6.1	Approved Minutes of Business Planning & Development Committee – 26 Jan 2017	
6.2	Approved Minutes of Audit Committee 11 Nov 2016	
6.3	Approved Minutes of QIPP & Finance 4 Jan 2017	
6.4	Approved Minutes of Information Management & Technology 27 Jan 2017	
	There were no questions or comments on these minutes.	
7	Meeting Review	
	It was agreed the meeting made good use of everyone's time and it delivered what it should	

Next meeting: 26 April 2017 at Easthampstead Park Conference Centre, Bracknell

Windsor, Ascot and Maidenhead Clinical Commissioning Group
'Thinking locally, working together'

DRAFT