

**Governing Body Meeting (in Public)**

**DRAFT Minutes of the Meeting held on Wednesday 14<sup>th</sup> November 2018  
from 14:00 – 15:15 at The Copthorne Hotel, Slough**

<b>Present:</b>		
Dr William Tong	WT	Clinical Chair, East Berkshire CCG ( <b>Chair</b> )
Sally Kemp	SK	Lay GB Member, East Berkshire CCG
Dr Andy Brooks	AB	Clinical Chief Officer, East Berkshire CCG
Sarah Bellars	SB	Director of Nursing and Quality, East Berkshire CCG
Debbie Fraser	DF	Deputy Director of Finance, East Berkshire CCG
Fiona Slevin-Brown	FSB	Director of Strategy and Operations, East Berkshire CCG
Dr Jim O'Donnell	JO'D	Slough Locality Lead, East Berkshire CCG
Clive Bowman	CB	Lay GB Member, East Berkshire CCG
Dr Jackie McGlynn	JMG	Bracknell and Ascot Locality Lead, East Berkshire CCG
Dr Huw Thomas	HT	GB GP Member, East Berkshire CCG
Dr Lalitha Iyer	LI	GB GP Member, East Berkshire CCG
Dr Mike Hoskin	MH	GB GP Member, East Berkshire CCG
Dr Martin Kittel	MK	GB GP Member, East Berkshire CCG
Dr Nuzhet A-Ali	NA	GB GP Member, East Berkshire CCG
Dr Adrian Hayter	AH	Windsor, Ascot & Maidenhead Locality Lead, East Berkshire CCG
Arthur Ferry	AF	Lay GB Member, East Berkshire CCG
<b>Apologies:</b>		
Dr Nithya Nanda	NN	GB GP Member, East Berkshire CCG
Amanda Wellesley	AW	Secondary Care Consultant, East Berkshire CCG
Nigel Foster	NF	Director of Finance, East Berkshire CCG
Gill Vickers	GV	Local Authority GB member
Angela Morris	AM	Local Authority GB member (deputises for Alison Alexander)
Alan Sinclair	AS	Local Authority GB member
<b>In Attendance:</b>		
Lynn Pringle	LP	Business Manager, East Berkshire CCG (taking the minutes)

1.	Introduction	Action
1.1	<p><u>Chair's introduction and apologies for absence</u></p> <p>Apologies for absence were received and noted as above and the meeting was declared as quorate.</p>	
1.2	<p><u>Conflicts of Interest to declare in relation to the agenda</u></p> <p>There were no further conflicts of interest noted.</p>	
1.3	<p><u>Draft Minutes of the last public meeting held on 11 July 2018</u></p> <p>The minutes of the meeting held on 11 July were accepted as a true record of the meeting.</p> <p>The matters arising were reviewed and noted as complete.</p>	

	The members of the Governing Body introduced themselves to the one member of the public present – Claire Marshall.	
<b>2.</b>	<b>Clinical Chief Officer's update</b>	
2.1	<p><u>Clinical Chief Officer's Report</u></p> <p><u>Patient Story</u></p> <p>SB presented the story of a tragic death of a lady from Slough who was pregnant and jumped in front of a train. A company called Niche were commissioned to undertake an independent investigation; they will review each of the six provider's reports and complete a single timeline of events which supported a practitioner workshop. The report is expected in December 2018. The Governing Body will receive a copy in February or March 2019.</p> <p>Early learning resulting from the workshop included a lack of common understanding of Bipolar Disorder and 50% of people with the disorder could potentially also have Puerperal Psychosis. There has also been a lack of professional curiosity across the system. There was discussion regarding the need to not just focus on transactional mistakes; and to in some way understand how the relationships were not built with the lady. SB also reflected that a patient's choice can sometimes be overriding safety – the lady was able to make unsafe choices towards the end of her pregnancy endangering her own and the unborn child's lives.</p> <p>There are updates in the presentation of the three priority areas on which AB has been working. The headline focus is the NHS 10 year plan which is due to be published in December. This will come to Governing Body as soon as possible thereafter.</p>	
<b>3.</b>	<b>Governance</b>	
3.1	<p><u>Emergency Preparedness, Resilience and Response (EPRR) Framework</u></p> <p>RW explained the covering paper outlined the process for EPRR assurance. The papers have been to the Executive Team Meeting and the recommendation was to approve the assessment and our improvement plan and also recommend approval of the policy. The policy reflects the need to appoint a Non-Executive Board Member.</p> <p>Appointment of non-executive board member for the CCG – RM had sought clarification for the role description; it is not clear regarding the level of knowledge required for this role and whether this role would be for East Berkshire CCG or would be an appointment across the ICS.</p> <p><b>Approval: The Governing Body approved the assessment and improvement plan.</b></p> <p><b>Approval: The Governing Body approved the recommendation from the Executive Team Meeting to approve the EPRR policy and appointment of non-executive board member for the CCG.</b></p> <p><b>Action: RW to explore with NHS England and bring back an options paper to Governing Body regarding the role definition.</b></p>	RW
<b>4.</b>	<b>Quality and Performance</b>	

<p>4.1</p>	<p><u>Quality Report</u></p> <p>SB presented the Quality report and expressed thanks to Berkshire Healthcare Foundation Trust for a very pleasing inspection result.</p> <p><u>Medicine Optimisation – FreeStyle Libre</u></p> <p>From April 2019 CCGs will be expected to make these wearable sensors that allow continuous monitoring of blood glucose levels available to all eligible patients with Type 1 Diabetes. AB stressed the importance of checking the specific advice and implementation guidelines; this also gives the opportunity to consider how to implement this across the wider footprint of the Integrated Care System and clarified there will be no extra funding that will be received specifically for this implementation.</p> <p><u>Constitutional Standards</u></p> <p>CB highlighted the very large number of red arrows and shadings. SB explained that this is a summary report only and does not include all of the constitutional standards that are going well. It was reflected that an overall balance needs to be presented, however, Quality Committee works through every single detail of the standards.</p> <p>Prospect Park – the infrastructure facilities have been recognised as requiring improvement. Previous Mental Health Act reports have only identified environmental constraints regarding the suitability of the mental health services rather than environmental conditions.</p> <p><b>Action: SB will undertake a clinical visit to Prospect Park and have a discussion with the Director of Nursing, an item can also be added to the next CQRM regarding the sense of environment and complaints.</b></p> <p><b>Action: Governing Body requested that the full Quality Report is received for meetings going forward along with the presentation.</b></p>	<p>SB</p> <p>SB</p>
<p>5.</p>	<p><b>Finance</b></p>	
<p>5.1</p>	<p><u>Finance Report for Month 6 East Berkshire CCG</u></p> <p>DF highlighted to the Governing Body that we are still forecasting to be on plan, however, all contingencies have been released and there is a small amount of uncommitted reserves remaining.</p> <p><u>Month 7</u></p> <p>We are still on target to achieve the planned surplus for Month 7, within the forecast the position has moved adversely by £0.7m, funded by the release of uncommitted reserves. Prescribing has improved for Month 7 but this is not showing as there is a technical issue; we are holding it against the risk in the balance sheet.</p> <p>CB highlighted the ICS paragraph on page 3 of the report ‘As the Board are aware.....would lose £5.1m of “Provider Sustainability Funding’ and asked DF to clarify the further mitigations for the £3.4m. DF clarified that there are some reserves left to utilise. AB highlighted the openness and transparency compared to previous years and the willingness to share things around the system. The key risks for East Berkshire are around acute contracts and activity.</p>	

	<p>JO'D raised a query regarding prescribing as there are separate performance meetings and GPs do not have a good overview across the three CCGs.</p> <p><b>Action: SB will request the Medicines Optimisation Team to provide the prescribing information across the CCG to ensure openness and transparency.</b></p>	SB
<b>6.</b>	<b>Questions from the public</b>	
6.1	There were no questions from the one member of the public present.	
<b>7.</b>	<b>Committee Minutes</b>	
7.1	Approved Minutes of Finance & QIPP Committee held on 28 <sup>th</sup> September 2018. The minutes were noted by Governing Body members. The minutes were accepted by the Governing Body.	
7.2	Approved Minutes of Quality and Constitutional Standards Committee held on 26 <sup>th</sup> September 2018. The minutes were accepted by the Governing Body.	
8.	<p><u>Any Other Business</u></p> <p>There was no further business discussed. The meeting closed at 16:10.</p>	

**The next Governing Body Meeting in public will be held on 12 March 2019**