

Governing Body Meeting (in Public)

**DRAFT Minutes of the meeting held on Tuesday 9th July 2019
from 14:00 – 16:00 at Bracknell Open Learning Centre**

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| Present: | | |
| Dr William Tong | WT | Clinical Chair, East Berkshire CCG (Chair) |
| Sarah Bellars | SB | Director of Nursing and Quality, East Berkshire CCG |
| Dr Jackie McGlynn | JMc | Bracknell and Ascot Locality Lead, East Berkshire CCG |
| Arthur Ferry | AF | Lay Governing Body Member, East Berkshire CCG |
| Amanda Wellesley | AW | Secondary Care Consultant, East Berkshire CCG |
| Clive Bowman | CB | Lay Governing Body Member, East Berkshire CCG |
| Nigel Foster | NF | Director of Finance, East Berkshire CCG |
| Dr Nuzhet A-Ali | NA | Governing Body GP Member, East Berkshire CCG |
| Dr Jim O'Donnell | JO'D | Slough Locality Lead, East Berkshire CCG |
| Dr Huw Thomas | HT | Windsor, Ascot and Maidenhead Locality Lead, East Berkshire CCG |
| Dr Clare Nieland | CN | Governing Body GP Member, East Berkshire CCG |
| Jonathan Pettit | JP | Head of Financial Management and Reporting (deputising for Debbie Fraser) |
| Rachel Wakefield | RW | Associate Director for Urgent and Emergency Care, East Berkshire CCG (deputising for Fiona Slevin-Brown) |
| Matthew Staples | MS | Programme Lead, Out of Hospital Urgent Care, East Berkshire CCG |
| Apologies: | | |
| Dr Andy Brooks | AB | Clinical Chief Officer, 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 Lalitha Iyer | LI | Medical Director, East Berkshire CCG |
| Sally Kemp | SK | Lay Governing Body Member, East Berkshire CCG |
| Dr Martin Kittel | MK | Governing Body GP Member, East Berkshire CCG |
| Dr Mike Hoskin | MH | Governing Body GP Member, East Berkshire CCG |
| In Attendance: | | |
| 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 (Dr William Tong)</u></p> <p>Dr William Tong welcomed those present to the meeting. Apologies for absence were received and noted as above. The meeting was declared as quorate.</p> | |
| 1.2 | <p><u>Conflicts of Interest to declare in relation to the agenda (Dr William Tong)</u></p> <p>NF noted his conflict of interest due to his dual role at Frimley Health Foundation Trust and East Berkshire CCG.</p> <p>There were no further conflicts of interest noted.</p> | |
| 1.3 | <p><u>Draft Minutes of the last public meeting held on 12th March 2019 and matters arising (Dr William Tong)</u></p> <p>The minutes of the public meeting held on 12th March were approved as a true record of the meeting with the following revision:</p> <p>Amend the attendee list to show correct role designations for all attendees.</p> | |

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| | There were no matters arising from the previous minutes. | |
| 1.4 | <p><u>Questions asked by members of the public in advance of the meeting</u></p> <p>There were no questions received prior to the meeting.</p> | |
| 2. | Clinical Chief Officer's Update | |
| 2.1 | <p><u>Clinical Chief Officer's Report including a patient story (Sarah Bellars)</u></p> <p>SB explained the patient story; sadly there have been a number of deaths of young babies due to babies co-sleeping with their fathers. The CCG received some funding and have worked collaboratively with Berkshire West CCG on a project which has now been launched; the video can be accessed by clicking on the following link - https://liftthebaby.org.uk.</p> <p>A national staff survey was conducted in November 2018 and this was benchmarked against other CCGs. The results were received in February 2019 and were a little disappointing. The CCG has an outstanding status but this was not reflected from the results of the staff survey. As a result of this the CCG is developing a People Wellbeing and Development Plan across the organisation.</p> <p>The Long Term Plan Implementation Framework has been published with strong emphasis on local ownership; there was further guidance for CCGs on items that should not be routinely prescribed in primary care.</p> | |
| 2.2 | <p><u>Locality Update (Slough) (Dr Jim O'Donnell)</u></p> <p>JO'D presented the Slough Locality Update for governing body members.</p> | |
| 3. | Quality and Performance | |
| 3.1 | <p><u>Quality Performance (Sarah Bellars)</u></p> <p>SB discussed the Quality Performance presentation with governing body members and the following points were noted:</p> <p>The antibiotic review and reduction in antibiotic consumption was not achieved by the Frimley Health Care Trust; the CCG are working through this with Frimley.</p> <p>CQC – Datchet Health Centre has now received a 'Good' rating following a focused inspection. Chapel Medical Centre has received a 'good' rating in all areas. Redwood House Surgery has received a 'good' rating overall but there are areas that require improvement for the 'Well-Led' section.</p> <p>Data security and protection – there has been a significant data security breach which the CCG has investigated – the findings have been reported to the Information Commissioner.</p> <p>Infection Prevention and Control – there have been 14 reported cases of C. Difficile and E. Coli numbers have slightly increased in the first two months of this financial year.</p> <p>Communications and Engagement – a very productive and well attended Community Partnership Forum meeting has recently been held.</p> | |
| 3.2 | <p><u>CCG Statutory Safeguarding and Child Death Overview Panel (CDOP) Responsibility</u></p> <p>There have been numerous changes in safeguarding arrangements over the last year. There is a new guidance document which focuses on the core legal requirements for individuals, organisations and agencies to implement to keep</p> | |

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| | <p>children safe. The key actions for the CCG were to participate in the production of the Multi Agency Safeguarding Arrangements (MASSA) and ensure that they were signed off and published by 28th June 2019.</p> <p>CCGs, the Police and Local Authorities now have equal partnership arrangements. This has been re-worked with our three local authorities and was published by 29th June 2019 with the new arrangements commencing on 1st September 2019. This area has also been added as a risk to the quality risk register. Further feedback to the Governing Body will be brought in January 2020.</p> | |
| 4. | Finance | |
| 4.1 | <p><u>Finance Report for Month 2 (April 2019)</u> (Jonathan Pettit)</p> <p>The CCG is continuing to forecast to meet its planned surplus and QIPP savings and payments are made in a timely manner. Within our forecast position we have absorbed some cost pressures; the two main ones in this period are Mental Health Placements and Ambulance Costs.</p> <p>Mental Health Placements – the full cost pressure for these placements is £900k on an annualised basis which is being mitigated this year with non-recurrent benefit accruals, with these included the forecast outturn is £400k adverse.</p> <p>Ambulance Costs – the forecasted outturn has also moved adverse by £176k due to activity levels.</p> <p>There are a number of key risks identified to this forecast position:</p> <p>Identification Rules with relation to the Frimley Health contract and the London contract. Royal Berkshire contract – high cost drugs for ophthalmology. Continuing Healthcare costs. Prescribing costs. QIPP slippage.</p> <p>NF emphasised that 2019/20 is set to be a financially challenging year and the system will be working hard to balance the pressures to stay collective within the single control total.</p> <p>AF queried the ongoing concern from out of area placements, JP explained that the CCG is working with Berkshire Healthcare Trust and building up relationships to ensure we have timely reviews of packages.</p> <p>At an ICS level it was reflected that there were similarities in terms of financial risks to the system particularly around the cost of the agency workforce and Mental Health. There are insufficient Mental Health Nurses to meet the demand.</p> <p>A query was raised regarding the risk around the EU Exit on 1 October 2019. The programme was stood down nationally previously but is now setting off again. The largest risk is access to urgent medication and the impact upon the workforce which is already overburdened.</p> <p>The Governing Body was assured that the correct processes were in place within the CCG to manage the EU Exit on 1 October.</p> | |
| 4.2 | <p><u>Annual Audit Letter</u> (Nigel Foster)</p> <p>The CCG's external auditors awarded an unqualified opinion to East Berkshire CCG on 24 May 2019; this indicates that the auditors believe the accounts give a true and fair view of the financial affairs of the CCG for the income and expenditure reported</p> | |

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| | <p>during the financial year 2018/19.</p> <p>WT expressed gratitude on behalf of the Governing Body to the Executive and Finance Teams for exemplary work.</p> | |
| 5. | Strategy | |
| 5.1 | <p><u>On the Day Urgent Care Service</u> (Rachel Wakefield and Matthew Staples)</p> <p>The first paper provides an update since the Governing Body decision in April 2019 to extend the programme for On the Day Urgent Care (ODUC). Urgent care activity across East Berkshire has been re-modelled against the newly formed Primary Care Networks, allowing for discussion over the summer as to their emerging plans to manage same day demand and how relevant demand within community based walk in services, 111 and the Emergency Department could be managed differently.</p> <p>Scoping has begun to identify the potential for an integrated service across the ODUC, with integrated care Locality Access Points, a local Clinical Assessment Services (CAS) and the Primary Care Networks.</p> <p>There has been joint work with Frimley Health Foundation Trust and the South Central Ambulance Service have begun to identify the impact of late afternoon arrivals by ambulance at the Emergency Department, that have been referred by GPs, and whether these cases could be managed differently.</p> <p>We have received feedback on outline service models from the Thames Valley Clinical Senate and their recommendations are being considered.</p> <p>The Governing Body noted the progress of the On the Day Urgent Care Programme.</p> <p>The second paper informs the Governing Body of the requirement by NHS England to identify the future provision of urgent care services outside of Emergency Departments. CCGs are permitted to defer designation beyond this date where such a decision would support wider service development. Within East Berkshire the ODUC programme is well established and has undertaken robust engagement with NHS England, previously identifying that local designation of Urgent Treatment Centres would take place after December 2019. NHS England have recently published a template for formal approval of such a decision, which this paper supports.</p> <p>The Governing Body noted that a request for deferment of decision making regarding the future status of urgent care facilities in East Berkshire, beyond the national milestone of December 2019, has been submitted to NHS England.</p> <p>The third paper informs the Governing Body that Improving Access to General Practice services (weekday evening and weekend GP practice based primary care) will be removed from the scope of the On the Day Urgent Care programme and in particular from the financial envelope to support a future model of care within ODUC.</p> <p>The Governing Body noted that the provision and funding of primary care Improving Access to General Practice will be removed from the scope of the On the Day Urgent Care Programme. Extended Access DES will be implemented in line with the Network DES and will be overseen by the Primary Care team from July 2019 as a continuation of current arrangements.</p> | |
| 6. | <p><u>Questions from Members of the Public</u></p> <p>There were three members of the public present at the meeting and there were no questions raised.</p> | |
| 7. | Committee Minutes and papers for information | |

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| 7.1 | Approved Minutes from Finance and QIPP Committees held on 22 nd January 2019, 26 th February 2019, 26 th March 2019, 23 rd April 2019 and 28 th May 2019. The minutes were noted by Governing Body members. | |
| 7.2 | Approved Minutes from Audit Committee held on 8 th February 2019. The minutes were noted by Governing Body members. | |
| 7.3 | Approved Minutes from Business Planning and Clinical Commissioning Committee held on 15 th January 2019 and 12 th March 2019. The minutes were noted by Governing Body members. | |
| 7.4 | Approved Minutes from Primary Care Commissioning Committee held on 8 th January 2019, 5 th March 2019 and 7 th May 2019. The minutes were noted by Governing Body members. | |
| 7.5 | Approved Minutes from Quality and Constitutional Standards Committee held on 8 th January 2019, 5 th March 2019 and 7 th May 2019. The minutes were noted by Governing Body members. | |
| 8. | Any Other Business. | |
| 8.1 | There were no further items of business discussed. | |