

**Chair: Dr Jonathan Griffiths**

# MINUTES

**Date/Time**  
5 September 2012  
1500 hrs

**Venue**  
Winsford Lifestyle  
Centre

REPORTING GROUP TITLE

## NHS Vale Royal CCG Governing Body Meeting

REPORTING PERIOD		2012-13		Meeting No: eight	
Present	Name	Present	Name		
✓	Dr Jonathan Griffiths (CHAIR)				
✓	Dr Judi Price				
✓	Dr Jean Jenkins				
✓	Dr Fiona McGregor-Smith				
✓	Simon Whitehouse				
✓	Tracy Parker-Priest				
✓	Lynda Risk		<b>Guests</b>		
✓	Gillian Harwood	✓	Sharon Yates		
		✓	Colin Gidman		
			1 member of the public		
<b>Minute Taker</b>					
Sue Nixon					

Ref	Discussion and Action Points	Whom	When
8.1	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Terry Savage, Lay Member.</p>		
8.2	<p><b>Minutes of the last meeting and matters arising</b></p> <p>The minutes of the NHS Vale Royal CCG Governing Body meeting held on 27 June 2012 were approved with the following amendment:</p> <p>6.4.3 JP confirmed that the increase in attendances in A&amp;E appear to be the frail and elderly.</p> <p>There were no matters arising.</p>		
8.3	<p><b>8.3.1 Declaration of Interests</b></p> <p>At the Governing Body meeting held 27 June 2012 it was agreed to review the Declaration of Interests for Governing Body members. Members were reminded that membership of Practice Plus should be declared. The updated declaration of interests will be added to the NHS Vale Royal CCG website.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• Agreed to update the Declaration of Interest forms and submit to Sue Nixon.</li> <li>• Agreed that the updated information will be added to the website.</li> </ul> <p><b>8.3.1 Assurance Framework update</b></p>		

	<p>There were four items registered on the risk register as follows:</p> <p><b>Financial reporting</b> There are concerns that the financial data and performance support from the Commissioning Support Service (CSS) is not progressing as quickly as expected. The CCG has formally informed the CSS that the risk has been added to the register.</p> <p><b>Intermediate Care Beds</b> There are sufficient intermediate care beds but not transition beds and it was asked that the risk register be changed to transition rather than intermediate. Mid Cheshire Hospitals Foundation Trust (MCHFT) are currently reviewing the number of beds for the winter period.</p> <p><b>A&amp;E 4 hour Standard at MCHFT</b> There has been constant monitoring of the situation since failing the target in January 2012. A detailed action plan has been implemented with weekly meetings to ensure the situation improves. Quarter 2 target should be achieved.</p> <p><b>Ophthalmology Follow Up Review Service at MCHFT</b> An action plan has been implemented including consultants triaging notes prior to seeing patients. As part of the Vale Royal Discharge Scheme over the next two months patients will be reviewed – both in patient and out patient follow up appointments to identify possible trends.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the contents from the Assurance Framework for the period ending July and August 2012.</b></li> <li>• <b>Noted the controls in place and the current actions being undertaken to address the risks from escalating.</b></li> </ul> <p><b>8.3.3 Authorisation Process</b></p> <p>It was agreed to include a verbal update of the authorisation process within agenda item 8.5.1 Governance Structures.</p>		
8.4	<p><b>Chair/Accountable Officer update</b></p> <p>Apologies were given that the Chair/Accountable Officer update was not included in the agenda papers. A copy of the report will be distributed with the minutes of the meeting.</p> <p>A summary of the report was given:</p> <p>Staffing and structure. The following appointments have been made: Simon Whitehouse, Chief Officer for NHS Vale Royal CCG and NHS South Cheshire CCG. Lynda Risk, Chief Finance Officer for NHS Vale Royal CCG and NHS South Cheshire CCG. Tracy Parker-Priest, Director of Partnerships and Governance for NHS Vale Royal CCG. Terry Savage, Lay Member for NHS Vale Royal CCG Governing Body with remit for patient and public involvement. Two Practice Engagement and Local Change Managers are in post specifically working for NHS Vale Royal CCG. Gillian Harwood, Lead for Education, NHS Vale Royal CCG</p>		

<p>A Public Engagement Manager will commence 12 September 2012 working across both NHS Vale Royal CCG and NHS South Cheshire CCG. All five Clinical Project Manager posts have been appointed working across both CCGs.</p> <p>There are ongoing vacancies for NHS Vale Royal CCG Governing Body: Lay Member with remit for Audit and Governance Secondary Care Doctor Nurse Member The vacancies are being readvertised.</p> <p>It is proposed that the Membership Assembly (formerly the Management Group) will delegate its responsibilities to the Governing Body. A weekly Leadership Team has been established across both CCGs. It is proposed to have a Commissioning Advisory Board consisting of executive/Board GPs from both CCGs, both Director of Partnerships and Governance and involving managerial support.</p> <p>Negotiations with the Commissioning Support Service concerning a draft service level agreement (SLA) are ongoing.</p> <p>A Partnership Board has been established involving all key stakeholders relating to the local health economy.</p> <p>The authorisation process continues and the submission documentation was submitted within deadline on 4 September 2012. The site visit will be held on 10 October 2012.</p> <p>As the Governing Body is a newly formed board development sessions are being arranged to assist with the understanding of the role of the Governing Body.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the Chair and Chief Officer Report.</b></li> </ul> <p><b>8.4.2 Finance/Contract Report</b></p> <p>The key issues of the finance report were reported as follows:</p> <p>There is an overall underspend but this figure is based on the first three months data and does not take into account the over performance by Mid Cheshire Hospitals Foundation Trust (MCHFT). The majority of over performance is taking place within Vale Royal. A number of providers will be affected by the North West Specialist Commissioning migration. This will result in changes of values in contracts.</p> <p>There were concerns that GP practices had not received their budgets and it was difficult to manage performance when the budgets were not available. It was confirmed that the budgets will be available on 24 September 2012. It was asked if practice managers or members of the Membership Assembly had been involved in discussions regarding the budgets. No input had been given and it was agreed that it would be beneficial for practice managers and key GPs to comment on the budgets prior to going 'live' on 24 September. An update will be provided at the Governing Body meeting in October 2012.</p> <p>It had been agreed to include in the Governing Body agenda an analysis on</p>		
---	--	--

	<p>Mental Health PBR but this has been delayed until further guidance has been received from the Department of Health. It was understood that the tariff for mental health had been delayed for a year.</p> <p>A review of community services has been undertaken in East Cheshire and a report from BDO LLP has been issued internally to the CCG and will be taken to the East Cheshire Trust Board in September 2012. The access to reliable and complete data proved a challenge for the review. There is potential movement between CCGs and other commissioners due to the inclusion of Health Visiting in the current contract split and changes to the reapportionment of physiotherapy. Service provision will not be affected but a movement of funds will be carried out. The overhead costs of the community services have been re-evaluated and a new apportionment has been identified.</p> <p>The Capital Expenditure Plan needs to be agreed for 2012 and the Governing Body was asked to confirm agreement to the spending of the resource of £162,000 on 24 hour Ambulatory BP Monitoring and additional equipment in primary care which would allow more efficient and effective treatment of patients. A declaration of interest was declared by the four GP members. After discussion it was agreed that a decision could not be made by the Governing Body due to the vacancies of Governing Body members. The Governing Body would support the agreement if the same process was followed for the Freed Up Resources monies.</p> <p>A base line exercise for allocations for next year has been undertaken. There is a review of all public health expenditure with previous PCT applications still continuing.</p> <p>It was asked if the increase in non elective activity was being addressed. It was confirmed that the issue had been identified and work is currently being undertaken to address the situation as it is an issue with Vale Royal practices rather than South Cheshire. It was agreed to produce an update report for the Governing Body public meeting in November.</p> <p>It was noted that the University Hospital of North Staffordshire NHS Trust is under performing but there has been a marked increase for consultant referrals. It was clarified that the issues had been identified and they are within the cardiology department. Also in certain cases continuation of treatment has been recorded as consultant to consultant.</p> <p><b>The Governing Body noted:</b></p> <ul style="list-style-type: none"> <li>• <b>The forecast annual surplus of £1.629m.</b></li> <li>• <b>The over performance in respect of Provider Services Agreements of £2.8m.</b></li> <li>• <b>Risks in respect of the Community Services Report and the Public Health transfer.</b></li> <li>• <b>The additional risk associated in respect of CSS Reporting.</b></li> <li>• <b>Key GPs/practice managers to be invited to comment on the budgets prior to going 'live' on 24 September 2012.</b></li> <li>• <b>An update on the practice budgets to be presented at the Governing Body meeting in October.</b></li> <li>• <b>An update on admissions to be presented at the November public</b></li> </ul>		
--	---	--	--

	<p><b>Governing Body meeting.</b></p> <p><b>The Governing Body confirmed:</b></p> <ul style="list-style-type: none"> <li>• <b>The agreement to the spending of the resource (£162,000) on 24 hour Ambulatory BP Monitoring and additional equipment in primary care which would allow more efficient and effective treatment following the same process implemented for Freed Up Resources.</b></li> </ul> <p><b>8.4.3 Prescribing Report</b></p> <p>The key issues were summarised:</p> <p>The Memorandum of Understanding has been presented to NHS South Cheshire CCG and Eastern Cheshire CCG Governing Body meetings and NHS Vale Royal CCG Governing Body were asked to sign off the documentation. It was asked how often the funding would be reviewed as populations may change. The memorandum will be reviewed in April 2013 and it was suggested every three years after this date. NHS Vale Royal CCG will host the Medicines Management Service which will be a shared service across the three CCGs.</p> <p>Due to voluntary redundancies and reducing of hours within the Medicines Management Team (MMT) a review of roles is being undertaken to ensure that the service provided is maintained and there is opportunity to work innovatively. It has been a challenge working across three CCGs. Any suggestions or comments would be welcomed by either Dr Fiona McGregor-Smith or Colin Gidman.</p> <p>The policy on dabigatran anticoagulants has been completed. The Readers Panel has requested a small number of changes regarding the risk factors. It was acknowledged that there had been a delay in producing the document but the policy has been adopted in line with NICE guidance. The policy will be presented to the Membership Assembly on 12 September 2012. There may be a financial implication for the CCG as it was understood that Wythenshawe hospital has recalled all patients and offered a choice. The CCG do have patients that attend Wythenshawe Hospital.</p> <p>Ozurdex has been approved for use in line with NICE guidance. This will create a cost pressure to the CCG as the medicine is excluded from payment by results but the aim was to have a cost neutral episode.</p> <p>An issue not included in the agenda documentation was concerning the use of Avastin for Age-related Macular Degeneration (AMD). Novartis the company that manufactures Lucentis have challenged NHS Southampton, Hampshire, Isle of Wight and Portsmouth seeking a judicial review of the policy to pay for Avastin on the NHS. Lucentis is NICE approved but Avastin is an unlicensed drug. NHS Vale Royal CCG gives patients the choice of either Lucentis or Avastin but in light of this case the situation will be reviewed. Novartis have met with the Medicines Management Team and have advised they will provide comments on discussions.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the contents of the Prescribing Report</b></li> <li>• <b>Signed off the Memorandum of Understanding</b></li> <li>• <b>Noted the ongoing situation regarding AMD.</b></li> </ul>		
--	---	--	--

	<p><b>8.4.4 Performance Exception Report June 2012</b></p> <p>The key points of the Performance Exception Report were summarised:  Cancer 62 day waits had a fluctuation at the beginning of the year due to bank holidays but the figures have now stabilised.  The stroke target is currently being reviewed as the target began to be achieved but has now dipped again  A&amp;E 4 hour wait continues to be monitored with a spotlight on all indicators.  There has been a breach in the cancer waits target but it has been investigated and seen as a one off.  MSA breaches are being addressed by changes within the Stroke Unit. The way in which critical care is recorded has been amended and is now in line with all acute trusts nationally.  There was one case of MRSA in April 2012.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the exception reports outlining the adverse issues and agreed mitigating action plans.</b></li> </ul> <p><b>8.4.5 Clinical Quality and Patient Safety Committee Minutes</b></p> <p>There was no meeting in August 2012. It was noted that a Quality update paper would also be provided together with the Clinical Quality and Patient Safety Minutes at future Governing Body meetings.</p>		
8.5	<p><b>Governance Structures</b></p> <p><b>Authorisation Process – agenda item 8.3.3</b></p> <p>NHS Vale Royal CCG’s submission documents were uploaded ahead of the required deadline. SW thanked all staff involved in the authorisation process in particular the administration team who worked extremely hard to reach the deadline. The submission is now being assessed. Members and the public were encouraged to read the submitted documentation in particular the 360 stakeholder report. The documents will be available on the NHS Vale Royal website (<a href="http://www.valeroyalccg.nhs.uk">www.valeroyalccg.nhs.uk</a>) from 7 September 2012.</p> <p>A desk top review report will be provided by the assessors prior to the site visit identifying areas of good practices and weaknesses using a red and green system against the 119 areas. The site visit will focus on the key lines of enquiry. A final evidence report will be produced after the site visit. If authorisation is not approved there are two options either the National Commissioning Board will take over the budget or a neighbouring CCG will be responsible for commissioning. It is anticipated that NHS Vale Royal CCG will be authorised on 1 April 2013.</p> <p>A summary of the governance structures was given. The vacant posts for the Governing Body will result in a red status but the posts have been re-advertised. A number of organograms detail the accountable reporting structures, clinical commissioning structure, Governance Board membership and shared management structure which sets the overall context.</p> <p>The following terms of reference for sub committees were also summarised:  Remuneration Committee  Governance and Audit Committee  Quality and Performance Committee</p>		

The comments from South Cheshire CCG regarding the terms of reference was the need for flex in the system for frequency of meetings and membership. The Lay Member with remit for audit for NHS Vale Royal CCG has not been appointed and both the Remuneration and Governance and Audit Committees are chaired by the Lay Member. The recruitment process continues.

Clarification was requested regarding the complaints system. If a patient has a complaint against a GP the complaint can be submitted to either the practice to follow their complaints policy or the National Commissioning Board. If a patient has a complaint regarding pathways they can write to either primary or secondary care – the organisation involved in the pathway. The Government are aiming to change the rules regarding complaints and in future patients can write to the CCG and will be the remit of quality and performance. It was anticipated that the Complaints Policy will be rated red as it has been agreed to adopt the Central and Eastern Cheshire PCT policy which is robust but not CCG specific.

**The Governing Body:**

- **Approved the organisational structures and functions of NHS Vale Royal CCG as set out in the report – Towards Establishment: CCG Shared Management Structure and Development (Defining Forum and Function).**
- **Requested that the strategic priorities on documentation are those for Vale Royal CCG and not South Cheshire CCG.**
- **Recognised the achievement of appointing to posts within a short timeframe.**

**8.5.2 Communications and Engagement Plan**

The Communications and Engagement Plan is an important document which states how communications and engagement is taken forward in a structured and consistent way. Comments will help prioritisation and it will become a 'living and breathing' action plan.

**The Governing Body:**

- **Approved the NHS Vale Royal CCG Communications and Engagement Plan 2012-13 and supported the delivery of the objectives of the plan and the on going delivery of the Action Plan.**

**8.5.3 Equality and Diversity Plan**

It was important to embed the objectives of the Equality and Diversity Plan within the organisation. Members were encouraged to consider the role of Equality Champion.

**The Governing Body:**

- **Noted the contents of the Equality and Diversity Briefing paper and approved the following recommendations:**
- **Equality and Diversity to be a standing item on the CCG Governing Body agenda**
- **The Governing Body to identify an Equality Champion**
- **Monitor engagement outcomes on the performance against the 4 goals of EDS**
- **Confirm governance arrangement sin place are robust**

	<ul style="list-style-type: none"> <li>• <b>Request an updated Action Plan be bought back to the Governing Body meeting in November 2012</b></li> </ul> <p><b>8.5.4 AAA Screening Programme</b></p> <p>The Governing Body noted the success of the AAA Screening programme and agreed that the Governing Body would not be the appropriate forum to discuss reducing the DNA rates. It was noted that the DNA rates were thought to be comparable with other screening programmes.</p> <p><b>The Governing Board:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the success to date.</b></li> <li>• <b>Noted the future commissioning arrangements.</b></li> <li>• <b>JG to meet with JC regarding the most appropriate forum to discuss how best to reduce the DNA rate.</b></li> </ul> <p><b>8.5.5 Looked After Children Annual Report</b></p> <p>The Governing Body commented that it was difficult to locate Vale Royal specific information contained within the document.</p> <p><b>The Governing Body:</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the contents of the Looked After Children Annual Report 2011.</b></li> </ul>		
	<p><b>8.6. Minutes of Statutory Meetings</b></p> <p>The following minutes were noted for information: Cheshire West and Chester Shadow Health and Wellbeing Board – 18 July 2012</p> <p>Unfortunately there was no representation from NHS Vale Royal CCG at this particular meeting which was the first time this has happened. The Governing Body was reassured that representation will be provided for all future meetings.</p>		
	<p><b>Date of next meeting</b></p> <p>The next public Governing Body Meeting will be held at <b>5.00 pm</b> on Wednesday 7 November 2012 at Winsford Lifestyle Centre.</p>		