


Please note: These minutes remain in 'draft' form until they are approved at the next NHS North Lincolnshire CCG Governing Body meeting on 11 June 2015

<b>MEETING:</b>	20 <sup>th</sup> Meeting in Public of the NHS North Lincolnshire Clinical Commissioning Group Governing Body	 <b>GOVERNING BODY</b>
<b>MEETING DATE:</b>	Thursday 9 April 2015	
<b>VENUE:</b>	Board Room, Health Place, Brigg	
<b>TIME:</b>	14:00	

<b>PRESENT:</b>		
<b>NAME</b>	<b>TITLE</b>	<b>SERVICE/AGENCY</b>
Dr Margaret Sanderson ( <i>MS</i> )	CCG Chair/General Practitioner	NHS North Lincolnshire CCG
Allison Cooke ( <i>AC</i> )	Chief Officer	NHS North Lincolnshire CCG
Therese Paskell ( <i>TP</i> )	Chief Finance Officer & Business Support	NHS North Lincolnshire CCG
Caroline Briggs ( <i>CB</i> )	Director of Commissioning	NHS North Lincolnshire CCG
Catherine Wylie ( <i>CW</i> )	Director of Risk & Quality Assurance/ Nurse Member	NHS North Lincolnshire CCG
Dr Faisal Baig ( <i>FB</i> )	CCG Member/General Practitioner	NHS North Lincolnshire CCG
Dr Nick Stewart ( <i>NS</i> )	CCG Member/General Practitioner	NHS North Lincolnshire CCG
Dr James Mbugua ( <i>JM</i> )	CCG Member/General Practitioner	NHS North Lincolnshire CCG
Dr Robert Jaggs-Fowler ( <i>RJF</i> )	CCG Member/General Practitioner/Medical Director	NHS North Lincolnshire CCG
Professor John Mayberry ( <i>JM</i> )	Secondary Care Doctor	NHS North Lincolnshire CCG
Ian Reekie ( <i>IR</i> )	CCG Lay Member, Patient & Public Involvement/Vice CCG Chair	NHS North Lincolnshire CCG
Paul Evans ( <i>PE</i> )	CCG Lay Member, Governance	NHS North Lincolnshire CCG
Frances Cuning ( <i>FC</i> )	Director of Public Health	North Lincolnshire Council
<b>IN ATTENDANCE:</b>		
Clare Smith ( <i>CS</i> )	PA ( <i>Note Taker</i> )	NHS North Lincolnshire CCG
John Pougher ( <i>JP</i> )	Assistant Senior Officer, Quality & Assurance <i>In attendance for Item 7.1 only</i>	NHS North Lincolnshire CCG
Karen Jackson ( <i>KJ</i> )	Lead Accountable Officer for Healthy Lives, Healthy Futures <i>In attendance for Item 8.0 only</i>	Healthy Lives, Healthy Futures Programme

<b>APOLOGIES:</b>		
<b>NAME</b>	<b>TITLE</b>	<b>SERVICE/AGENCY</b>
Dr Andrew Lee ( <i>AL</i> )	CCG Member/General Practitioner	NHS North Lincolnshire CCG

<b>SUMMARY OF DISCUSSION</b>	<b>DECISION/ACTION</b> (including timescale for completion or update)	<b>LEAD</b>
<b>1.0 WELCOME, ANNOUNCEMENTS AND APOLOGIES</b>		
<p>MS welcomed all attendees to the twentieth meeting 'in public' of the Clinical Commissioning Group Governing Body. Apologies were noted, as detailed above.</p> <p>Dr Faisal Baig and Professor John Mayberry were welcomed to their first CCG Governing Body meeting.</p> <p>Dr Baig was introduced as the new CCG GP member, replacing Dr Fergus Macmillan who retired on 31 March 2015. Dr Baig would be taking over the role of Lead Clinician for Unplanned Care, and would continue to be a GP member of the Quality Group.</p>	<b>Decision:</b> Noted	Chair

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p>Dr Macmillan was thanked for his input and work to date as a CCG GP member and Lead Clinician for Unplanned Care.</p> <p>Professor Mayberry, Consultant Gastroenterologist at the University Hospitals of Leicester NHS Trust was introduced as the new Secondary Care Doctor for the CCG.</p> <p>It was noted that the meeting was quorate to proceed.</p>		
<b>2.0 DECLARATION OF INTERESTS</b>		
<p>MS invited those with any Declarations of Interest, not previously declared, to make them known to the meeting.</p> <p>It was noted that all CCG Governing Body GP members were now members of the Federation. This would be a declaration for all CCG meetings going forward, until the new Declaration of Interests forms for 2015/2016 had been completed.</p>	<b>Decision:</b> Noted	Chair
<b>3.0 MINUTES OF THE PREVIOUS MEETING HELD ON 12 FEBRUARY 2015</b>		
The minutes were accepted as an accurate record of the meeting.	<b>Decision:</b> Noted	Chair
<b>4.0 ACTION LOG – ACTIONS UPDATE FROM 12 FEBRUARY 2015</b>		
<ul style="list-style-type: none"> <li>• <b>Item 7.3 (10.04.14): CCG Quality Group Terms of Reference: <i>Secondary Care Doctor to be a full member of the group</i></b> It was noted that the outstanding action could be closed as the Secondary Care Doctor was now in post.</li> <li>• <b>Item 7.1 (14.08.14): Individual Funding Request (IFR) Policy</b> MS advised that she had contacted her GP colleagues, but had been unsuccessful in recruiting a fourth GP Individual Funding Request Panel member. It was agreed to seek to recruit later in the year. It was agreed that the outstanding action could be closed.</li> <li>• <b>Item 8.3 (11.12.14): Corporate Performance Executive Summary (December 2014): <i>Ambulance information to be provided on a bi-monthly basis</i></b> TP confirmed that the Corporate Performance Executive Summary had been updated. Unfortunately East Midlands Ambulance Service NHS Trust (EMAS) were unable to provide the requested information at this time, due to the implementation of a new system. It was agreed that the outstanding action could be closed.</li> <li>• <b>Item 9.0 (11.12.14): North Lincolnshire CCG Annual Report 2013-2014: Related Party Transactions 2013-2014</b> It was agreed that the outstanding action could be closed.</li> <li>• <b>Item 7.1 (12.02.15): Risk Report</b> CW advised that the Risk ID Q19 had been reworded. The action could be closed</li> <li>• <b>Item 7.2 (12.02.15): Corporate Performance Executive Summary: February 2015: <i>Referral to Treatment (RTT) Numbers of &gt; 52 Week Waiters</i></b> TP confirmed that the two patients had now received treatment, and the action could be closed.</li> </ul>	<b>Decision:</b> Noted	Chair
<b>5.0 MATTERS ARISING (NOT COVERED ON THE AGENDA)</b>		
Nothing discussed.	<b>Decision:</b> Noted	Chair

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<b>6.0 CLINICAL COMMISSIONING</b>		
<b>ITEMS FOR DISCUSSION AND/OR APPROVAL</b>		
<p><b>6.1 Business Planning</b>            CB presented Item 6.1 and the report was taken as 'read'. The CCG Governing Body was asked to ratify the 'Chair's Action', which had approved the plan for submission on 7 April 2015, further to a recent change to the submission timeline.</p> <p>The paper provided the final version of the North Lincolnshire CCG Business Plan for 2015/2016. The document provided a refresh of year 2 of the 2 year operational plan submitted to NHS England in May 2014, in line with <i>'The Forward View Into Action; Planning for 2015/16'</i>. The submission comprised of the Narrative Plan, Planned Performance Against NHS Constitutional Indicators and Other Targets, and the Activity and Finance Plan. It was noted that the CCG would be meeting with NHS England to discuss the plan on Monday 13 April 2015.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Ratified the 'Chair's Action', which had approved the plan for submission on 7 April 2015</li> </ul>	DoC
<p><b>6.2 Better Care Fund Update and Section 75 Partnership Agreement</b>            CB presented Item 6.2 and the report was taken as 'read'. As reported verbally to the Governing Body on the 12 February 2015, the revised Better Care Fund Plan that was submitted to NHS England on 9 January 2015 was 'Approved' for implementation on 6 February 2015 (after publication of the Governing Body papers). A copy of the approval letter was attached to the report for receipt and noting.</p> <p>The Better Care Fund approval requires a Section 75 Agreement between NHS North Lincolnshire Clinical Commissioning Group (CCG) and the North Lincolnshire Council (NLC) to be in place for 2015/2016. There has been a joint process in place between the two organisations to develop the overarching Partnership Framework Section 75 Agreement for 2015/2016.</p> <p>The draft Section 75 Agreement has been subject to review by CCG and NLC officers and is currently with legal teams. It will be signed on behalf of the CCG by the Chief Officer (Accountable Officer), in agreement with the Chair.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and noted the update</li> <li>• Supported the CCG entering into a Section 75 Agreement to establish the pooled budget and acting as host partner</li> </ul>	DoC
<p><b>6.3 Primary Care Co-commissioning Update</b>            It was noted that the first Joint Commissioning Committee meeting had taken place in public on 9 April 2015 at 13:30. Future meetings would take place bi-monthly, before each CCG Governing Body meeting.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Noted the verbal update</li> </ul>	CO
<b>ITEMS FOR AWARENESS, NOTING AND RATIFICATION</b>		
<p><b>6.4 Chair/Chief Officer Update</b>            MS provided a verbal update regarding:</p> <ul style="list-style-type: none"> <li>• <b>CCG 360° Stakeholder Survey</b>              It was noted that the CCG 360° Stakeholder Survey had now closed. The CCG had an 80% response rate. MS formally thanked all stakeholders that had responded. The results were expected in May 2015, and would be discussed at a future CCG Governing Body meeting.</li> </ul>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Noted the verbal update</li> </ul>	Chair CO

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<b>7.0 CORPORATE GOVERNANCE AND ASSURANCE</b>		
<b>ITEMS FOR DISCUSSION AND/OR APPROVAL</b>		
<p><b>7.1 Risk Report</b></p> <p>JP presented Item 7.1 and the report was taken as 'read'. The report informed the Governing Body of the risks identified for North Lincolnshire CCG on the Governing Body Assurance Framework.</p> <p>Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>• The Assurance Framework was reviewed at a CCG Governing Body Workshop facilitated by Internal Audit on 12 March 2015. The outcomes and recommendations will help ensure that going forward; the Assurance Framework is linked to organisational objectives in line with national best practice, and is an effective tool for managing the CCG risk profile</li> <li>• It was noted that an assurance map was being developed to ensure that internal and external assurances map back to the Assurance Framework</li> </ul>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Approved the Assurance Framework and was assured that it gave sufficient evidence that key risks were being managed effectively</li> </ul>	<p>ASO Q&amp;A</p>
<p><b>7.2 Corporate Performance Executive Summary: April 2015</b></p> <p>TP presented Item 7.2 and the report was taken as 'read'. The report provided the Governing Body with an updated summary position, on an exception basis, of the corporate performance position (in support of the Business Intelligence Zone).</p> <p>Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>• It was noted that the Performance Executive Summary detailed the position at 11 March 2015, and was therefore not the final year end position for 2014/2015</li> <li>• Referral To Treatment (RTT) Numbers of &gt; 52 Week Waiters (<i>page 5</i>)</li> <li>• Diagnostic 6 Week Wait (<i>page 6</i>)</li> <li>• Accident and Emergency (A&amp;E) 4 Hour Waiting Times (<i>page 6</i>)</li> <li>• Cancer 2 Week Waits: Breast Symptoms (<i>page 6</i>)</li> <li>• Cancer 31 Day Waits: Surgery (<i>page 7</i>)</li> <li>• Category A Ambulance Response Times 8 Minute Red 1 (<i>page 7</i>)</li> <li>• Category A Ambulance Response Times 8 Minute Red 2 (<i>page 7</i>)</li> <li>• Category A Ambulance Response Times 19 Minute (<i>page 7</i>) <ul style="list-style-type: none"> <li>○ The performance at East Midlands Ambulance Service NHS Trust (EMAS) against all three Category A indicators is 'Red'</li> <li>○ The continued non-delivery of performance is an area of concern for commissioners, and formal reviews continue to take place</li> <li>○ It is suspected that resource is being pulled into the wider Lincolnshire area, having an effect on local performance in North Lincolnshire</li> <li>○ AC advised that EMAS were working with the Humberside Fire and Rescue Service</li> </ul> </li> </ul>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and noted the report and was assured that areas of underperformance were being addressed at a local level to meet agreed targets and commitments</li> <li>• Received and noted the new provider assurance dashboard at Appendix 1, and noted that back-up details to each section of the report were available on request, or could be found on the Business Intelligence Zone (BIZ)</li> </ul>	<p>CFO&amp;BS</p>

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<p>regarding First Responders</p> <ul style="list-style-type: none"> <li>• Discussion took place regarding statistics showing a drop in life expectancy for older people, it was queried whether this was the position within North Lincolnshire</li> <li>• Appendix 1: Provider Assurance Dashboard; Northern Lincolnshire and Goole NHS Foundation Trust (NLaGFT) <ul style="list-style-type: none"> <li>○ The aim of this example of the newly developed dashboard is to capture, at a high level, the key performance issues relating to contracts with provider organisations. It contains four main sections, Quality, Performance, Finance and Contract Trading/Issues</li> <li>○ Any feedback to be provided directly to Emma Munday, Business Intelligence Manager, Yorkshire and Humber Commissioning Support</li> </ul> </li> </ul>	<p><b>Action:</b> FC to check the North Lincolnshire position</p>	<p>DPH</p>
<p><b>7.3 Finance Report: Month 11 (February 2015)</b>  TP presented Item 7.3 and the report was taken as 'read'. The report briefed on the finance position and achievement of duties so far for 2014/2015, as at 28 February 2015.  Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>• Executive Summary (<i>page 3</i>) <ul style="list-style-type: none"> <li>○ Overall Financial Position <ul style="list-style-type: none"> <li>▪ The CCG has reported Year to Date (YTD) achievement of all its key financial targets (with the exception of the Better Payment Practice Code requirement), and the CCG is still forecasting a year end achievement of all its key financial targets</li> <li>▪ Draft Accounts for 2014/2015 will be presented to the CCG Audit Group on 21 April 2015, prior to submission on 24 April 2015</li> </ul> </li> </ul> </li> </ul>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and noted the Finance Report</li> </ul>	<p>CFO&amp;BS</p>
<p><b>7.4 Finance</b>  <b>7.4.1 Annual Budget Summary 2015/2016</b>  TP presented Item 7.4.1 and the report was taken as 'read'. In line with the requirement of the CCG's constitution to approve budgets by 31 March for the following year. The budgets for 2015/2016 were based on the Finance Plan submission to the NHS England Area Team on 27 February 2015.</p> <p>The CCG Governing Body was asked to ratify the 'Chair's Action', which had approved the Summary Budgets for 2015/2016 by 31 March 2015.</p> <p>It was noted that practice level budgets for 2015/2016 had been presented to the Council of Members meeting on 26 March 2015.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Ratified the 'Chair's Action' to approve the Summary Budgets for 2015/2016 by 31 March 2015, in line with the CCG Constitution</li> </ul>	<p>CFO&amp;BS</p>

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p><b>7.4.2 Finance Plan 2015/2016</b> TP presented Item 7.4.2 and the report was taken as 'read'. The report provided a commentary on the one year financial plan, required by NHS England, on which the budgets were based.</p> <p>NHS England had reviewed the financial plans, and recommended some presentational changes for the submission that had taken place on 7 April 2015 in relation to QIPP, as well as showing the revised Better Care Fund savings and investment plans.</p> <p>Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>○ Overall Financial Duties (<i>page 3</i>) <ul style="list-style-type: none"> <li>▪ A sentence in 'bold' was highlighted <ul style="list-style-type: none"> <li>○ 'Healthy Lives, Healthy Futures (HLHF) schemes of at least £4-£5m will need to be developed for the CCG to return to a sustainable recurrent position in 2016/2017'</li> <li>▪ A mixture of short, medium and long terms plans are needed</li> </ul> </li> </ul> </li> <li>○ QIPP and Investment Plan (<i>page 8</i>)</li> <li>○ Financial Risks and Mitigation Strategies (<i>page 9</i>)</li> <li>○ Conclusion (<i>page 10</i>) <ul style="list-style-type: none"> <li>▪ Overall the CCG's Financial Plan is increasingly challenging</li> <li>▪ The key message is that the CCG, with partners, need to work at pace to design and deliver the scale of change required in the local Health and Social Care community</li> </ul> </li> </ul>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Approved the Finance Plan for 2015/2016, noting the changes requested by NHS England</li> </ul>	
<p><b>7.5 CCG Quality Group Work Plan 2015-2016</b> CW presented Item 7.5 and the report was taken as 'read'. The Governing Body were asked to approve the annual work plan for its sub-committee, the Quality Group, in line with governance requirements.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and approved the Quality Group Work Plan for 2015 – 2016</li> </ul>	DoR&QA
<b>ITEMS FOR AWARENESS AND NOTING</b>		
<p><b>7.6 CCG Audit Group Minutes: 14 January 2015</b> TP presented Item 7.6 and the report was taken as 'read'. The CCG Audit Group minutes were for information only.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and noted the CCG Audit Group minutes</li> </ul>	CFO&BS
<p><b>7.7 CCG Quality Group Minutes: 22 January 2015</b> CW presented Item 7.7 and the report was taken as 'read'. The CCG Quality Group minutes were for information only.</p>	<p><b>Decision:</b> The CCG Governing Body:</p> <ul style="list-style-type: none"> <li>• Received and noted the CCG Quality Group minutes</li> </ul>	DoR&QA

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p><b>7.8 Quality and Risk Report</b>            CW presented Item 7.8 and the report was taken as 'read'. The report presented an updated position in relation to some key areas of risk and quality assurance within North Lincolnshire CCG. The report informed the CCG Governing Body about the quality and safety of the services it commissions, and in doing so provided assurance that North Lincolnshire CCG is upholding its responsibility and commitment to commission safe, high quality and value for money health services for the population of North Lincolnshire.            Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>• It was agreed that the report should be added to the 'items for discussion and/or approval' section of the agenda in future, rather than for awareness and noting</li> <li>• CW highlighted the Winterbourne/Complex Care section of the report (page 9). Members of the Yorkshire and Humber Commissioning Support team involved were thanked.</li> </ul>	<p><b>Decision:</b> The CCG Governing Body:            • Received and noted the Quality and Risk Report</p> <p><b>Action:</b> The Quality and Risk Report to be added to the discussion section of the agenda in future</p>	DoR&QA
<b>8.0 HEALTHY LIVES, HEALTHY FUTURES</b>		
<p>KJ provided a verbal update regarding Healthy Lives, Healthy Futures (HLHF). It was noted that KJ was the Lead Accountable Officer for the programme, and was not in attendance in her capacity as Chief Executive of Northern Lincolnshire and Goole NHS Foundation Trust (NLaGFT).            Specific areas highlighted/discussed:</p> <ul style="list-style-type: none"> <li>• It was noted that KJ would continue in her role as Lead Accountable Officer until the end of March 2016</li> <li>• Work is continuing, and would be taken forward as appropriate once the pre-election 'purdah' period was over</li> <li>• The HLHF Programme Board and sub groups continue to meet</li> <li>• A HLHF Assurance Group has been set up, with an independent chair, which includes attendance from NHS England and Monitor</li> </ul>	<p><b>Decision:</b> The CCG Governing Body:            • Noted the verbal update</p>	HLHF AO
<b>9.0 PUBLIC QUESTION TIME</b>		
<p>A number of questions/issues were raised by members of the public relating to:</p> <ul style="list-style-type: none"> <li>• <b>Patient Participation in the NHS111 Quality Group</b>            CW advised that she had apologised at the CCG Governing Body meeting on 12 February 2015, if the CCG had in any way misled any member of the public, but noted that Hull CCG had decided not to invite patient representatives to be part of the NHS111 Quality Group. Members of the public were encouraged to join 'Embrace' to be included in specific projects in the future. It was queried who had made the decision not to invite patient representatives, it was confirmed that this would have been a meeting group decision.</li> <li>• <b>Ambulance Response Times (as highlighted in Item 7.2: CCG Corporate Performance Executive Summary)</b>            The performance of East Midlands Ambulance Service (EMAS) NHS Trust in January 2015 was queried, as it was highlighted that North Lincolnshire had not experienced adverse weather</li> </ul>	<p><b>Decision:</b> Noted</p>	Chair

SUMMARY OF DISCUSSION	DECISION/ACTION (including timescale for completion or update)	LEAD
<p>conditions during the period. The update provided in Item 7.2 was noted.</p> <ul style="list-style-type: none"> <li> <b>Care in the Community</b>                      Discussion took place regarding the timeliness of improvements across the community, as it was suggested that they were not happening quickly enough. It was noted that a number of system-wide changes were taking place, but would take time to implement. Funding for initiatives across North Lincolnshire was highlighted. TP advised that Appendix 4 of Item 7.4.2 (Finance Plan 2015/2016) detailed the CCG investments for 2015/2016.                 </li> <li> <b>Joint Commissioning Committee</b>                      It was noted that the first meeting of the Joint Commissioning Committee had taken place at 13:30. Apologies were passed for the delay in the start of the CCG Governing Body meeting. Future meetings of the Joint Commissioning Committee would start earlier.                 </li> </ul>		
<b>10.0 ANY OTHER BUSINESS</b>		
<b>10.1 Urgent Items by Prior Notice</b> Nothing discussed.	<b>Decision:</b> Noted	Chair
<b>11.0 DATE AND TIME OF NEXT PUBLIC MEETING</b>		
Thursday 11 June 2015 14:00 Board Room, Health Place, Brigg	<b>Decision:</b> Noted	Chair
<b>12.0 ADDITIONAL ITEMS FOR NOTING/INFORMATION ONLY</b>		
<b>12.1 CCG Engine Room – Decisions Made Log: February 2015 and March 2015</b>	<b>Decision:</b> Noted, for information only	CO
<b>12.2 Health and Wellbeing Board Minutes: 9 December 2014</b>	<b>Decision:</b> Noted, for information only	CO