

<b>Date:</b>	11 August 2016
<b>Meeting:</b>	CCG Governing Body
<b>Item Number:</b>	8.10
<b>Public/Private:</b>	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>

<b>Author:</b> <i>(Name, Title)</i>	Liane Langdon Chief Officer
<b>GB Lead:</b> <i>(Name, Title)</i>	Liane Langdon Chief Officer

<b>Report Title:</b>	Summary Paper: Executives Meeting
<b>Decisions to be made:</b>	None

<b>Continue to improve the quality of services</b>	<input checked="" type="checkbox"/>	<b>Improve patient experience</b>	<input checked="" type="checkbox"/>
<b>Reduced unwarranted variations in services</b>	<input checked="" type="checkbox"/>	<b>Reduce the inequalities gap in North Lincolnshire</b>	<input checked="" type="checkbox"/>
<b>Deliver the best outcomes for every patient</b>	<input checked="" type="checkbox"/>	<b>Statutory/Regulatory</b>	<input type="checkbox"/>

<b>Executive Summary (Question, Options, Recommendations):</b>
<p>This report is to highlight to the Governing Body the issues that have recently been considered, or are currently being considered, by the Executive Team.</p> <p>The report is intended for information and noting.</p>

<b>Equality Impact</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Sustainability</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Legal</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Finance</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<b>Patient, Public, Clinical and Stakeholder Engagement to date</b>									
	<b>N/A</b>	<b>Y</b>	<b>N</b>	<b>Date</b>		<b>N/A</b>	<b>Y</b>	<b>N</b>	<b>Date</b>
<b>Patient:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Clinical:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Public:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>Other:</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Summary Paper: Executive Team meetings

1. Formal meetings take place every two weeks. Membership: Chief Officer, Chief Finance Officer, Director of Quality and Risk Assurance, Medical Director, Director of Commissioning.

2. The following topics have been discussed:

### May

- a. IFR monthly activity and outcomes report - discussed and monitored regularly.
- b. Performance Report regularly reviewed
- c. Chronic Wound Business Case – reviewed and amendments agreed prior to discussion at the Engine Room on the 2<sup>nd</sup> June.
- d. Issues with shared Vulnerable Peoples Support Team staffing hosted by Hull CCG – discussions are in place with Hull CCG to address these challenges.

### June

- e. Process for evaluating the estates and technical transformational fund bids – process was agreed. Relationship Managers to evaluate the bids against the criteria.
- f. Market Hill GP practice Procurement Exercise – participation and priorities agreed.
- g. Structures and Process – on-going issues discussed
- h. Buddying with NHS Wakefield CCG to support mutual learning on quality approaches –contact has been made with NHS Wakefield quality lead to request the specification which will inform quality process review.
- i. System Resilience – update received on the high impact changes tool which will form the basis of the Delayed Transfer of Care Plan 16/17. BCF plan was assessed as approved with support and has therefore been updated and re-submitted on 30.6.16 to NHS England
- j. Contract update - It was confirmed that all the contracts have been signed with the exception of one. It was noted that the CQC have not yet agreed NLaG action plan and the Executive Nurses have been asked to meet to discuss with NLaG.

A letter has been sent to reinforce why the CCG is applying contract penalties (not reducing cash flow) and any consequences can be discussed with CCG

- k. Demand Partnership meeting - Following on from the initial Strategic Demand Partnership meeting held in May a further meeting is scheduled for September which the Chief Officer will attend.

## July

- l. QIPP Plan – it was agreed iDoC and CFO to review QIPP plan with teams and produce the next iteration and associated business plans, plus back up plans for recovery should this be needed
- m. SysmOne Provider Model – proposal for a revised strategic approach in how the CCG supports new entrants to the market to access the appropriate clinical systems.
- n. Market Hill procurement questions – NHS England requested NLCCG review the procurement questions.
- o. ‘Perfect Fortnight’ received update on the 7 projects taking place with a view to reduce A&E admissions.
- p. Budgetary accountability and financial management review – to be undertaken shadowing restructure proposals as they develop throughout the consultation process to be implemented ASAP after the conclusion of the process.
- q. Risk management – update received on the development of the risk register and the new layout for the Assurance Framework
- r. Policies – HSCIC risk strategy tool
- s. Annual Assurance Statement - discussed
- t. Corporate issues including AGM preparations, Future CoM meetings, Universal training and development options, Restructure and timetables, Representation on FT Governing Bodies, Admin process review and version control
- u. Contract Report M3 discussed and areas for development discussed.
- v. Serious Incidents

### 3. Meeting Planner

A schedule of regular agenda items for the year is attached below.

### 4. Recommendation

That this report be noted.

**Liane Langdon**  
Chief Officer

Execs report schedule

June 2016 – March 2017

20 June	4 July	18 July	1 Aug	15 Aug	5 Sept	19 Sept	3 Oct	17 Oct	31 Oct
Sys Res	RM/Pol	Sys Res	Sus	Sys Res	RM/Pol	Sys Res	RM/Pol	Sys Res	
Fin		Fin	Perf	Fin	Perf	Fin	Perf	Fin	
Contract		Contract	RM/Pol	Contract	Est/FM	E&D		Contract	
					****	Contract			

14 Nov	28 Nov	12 Dec	28 Dec	9 Jan17	23 Jan	6 Feb	20 Feb	6 Mar	20 Mar
B-Con	Sys Res	AR	Sys Res	AR	Sys Res	AR	Sys Res	RM/Pol	Sys Res
Sus	Perf(confirm more dates)		Fin		Fin		AR	AR	AR
H&S	RM/Pol		Contract		RM/Pol		Fin	Strat ?	Fin
Fin							Contract		E&D
Contract									Contract

RM	- Risk Management – monthly	John
Pol	- Policy – highlight significant changes otherwise in minutes	John
F	- Finance – monthly	Bill
Contracts	Contract updates and actions	Richard
Perf	- Performance – monthly – summary & highlight	Emma
E&D	- Equality & Diversity – twice a year	John
H&S	- Health & Safety	Pete
Sus	- Sustainability – once a year – SDMP	Julie
B-Con	- Business Continuity	Julie
EPRR	- Emergency Preparedness, Resilience and Response – twice a year – assurance	Julie
Est/FM	- Estates and Facilities Management (update on Est Strat)	Ian
Strat	- Strategy and Plan Development- adhoc - March 2017 tbc	Jane
Sys Res	- System Resilience – monthly (week after meeting)	Liane
AR	- Annual Report – annually (Dec, Jan, Feb, then weekly until May)	John

\*\*\*\* Final review of consultation feedback and confirmation of final structures