

**ISLE OF WIGHT CCG EXECUTIVE - PERFORMANCE BOARD  
MINUTES - PART 1**

Minutes of PART 1 of the CCG Performance Board held on **21 March 2013** at 12.30 at Osborne House, East Cowes

**PRESENT:** Sarah Bromley – CCG Executive [from 13/056]  
Peter Coleman – CCG Executive  
Joanna Hesse – CCG Executive  
David Isaac – CCG Executive  
Loretta Outhwaite – Chief Finance Officer  
John Partridge – CCG Executive (Deputy Chair)  
John Rivers – CCG Executive (Chair)  
Helen Shields – Chief Officer

**IN ATTENDANCE:** Sue Lightfoot – Head of Mental Health/LD Commissioning [for 13/050]  
Liz Mackenzie – CCG Lay representative

**MINUTED BY:** Liz Elliott – EA/PA to the Chief Officer, Chair and Deputy Chief Officer

**13/044 APOLOGIES FOR ABSENCE**

Ian Anderson, Gillian Baker and Charles Rogers

**ACTION**

**13/045 DECLARATIONS OF INTEREST**

There were no new declarations of interest.

**13/046 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 21 February 2013 were accepted as a correct record.

**13/047 MATTERS ARISING**

**Schedule of Actions from the 21 February 2013 meeting**

The CCG Performance Board received the Schedule of Actions from the 21 February 2013 meeting, noting the following additional comments and actions:

**13/027 ADDITIONAL FUNDING FROM SLIPPAGE**

Loretta Outhwaite advised that there was funding available from slippage for year end. A process was being undertaken to prioritise bids from Commissioners to benefit the next financial year or which align with the CCG Strategy. Gillian Baker advised that due to the timescales Loretta Outhwaite and Helen Shields would need to take chairman's action.

Within the last month the Chief Finance Officer and Chief Officer had agreed use of funding from slippage, the list of prioritised bids, including a significant sum to the My Life: A Full Life programme, would be circulated.

**LO**

**13/030 QUALITY EXCEPTION REPORT**

Stroke – amber, TIA 24-hour target. It was noted that there was a patient factor of late presentations. Consideration was being given to auditing those cases of stroke with delayed referral TIA in assessing the level of impact. John Rivers queried whether the Stroke Nurse Specialist findings of 50% of GP referrals were not TIA, whether this suggested inappropriate referrals. John Partridge could see an educational outcome was required. John Rivers requested a review from the provider of the stroke service - John Partridge to take away for action through Karen Morgan working with commissioners and providers.

John Partridge reported that this was an ongoing piece of work, there was no update at this point however a report would be expected in approximately three

months from the Head of Quality.

JP (Karen Morgan)

### **13/042 ACCESS TO SERVICES AT ST MARY'S**

Peter Coleman commented there were concerns regarding access to gastroenterology, Gillian Baker reported that this had not been brought to the attention at the SLA meeting, Loretta Outhwaite to put on the agenda.

Loretta Outhwaite to action next week.

LO

### **13/048 SHIP POLICY RECOMMENDATIONS: 146 - 150**

John Partridge presented the following policy recommendations for endorsement:

- 146 - Hereditary angioedema
- 147 - Eating disorders
- 148 - Asymptomatic hernia repair
- 149 - Orthognathic surgery
- 150 - Assisted Conception Services

Due to the state of flux regarding the process and reporting mechanism, the policy recommendations could not be noted and were therefore deferred to May 2013. This would allow the Isle of Wight CCG to raise the issue at the Wessex Commissioning Assembly in April, highlighting the need to liaise with other CCGs across the patch to permit shared priorities.

JR

**The CCG Performance Board deferred Policy Recommendations 146 – 150 to the Clinical Executive Board to be held in May 2013.**

### **13/049 CCG RESPONSE TO THE FRANCIS REPORT**

John Partridge presented a paper responding to the Francis Report on the Mid Staffordshire NHS Foundation Trust Public Inquiry. This included a self-assessment toolkit which was a start for the organisation to understand where weaknesses might lie within it and also within the main provider. In discussion the following was noted:

- John Partridge sought to progress the toolkit exercise as soon as possible and complete the project in 4-6 weeks.
- The Quality and Patient Safety Committee would be the main driver for the recommendations, informing the Clinical Executive Board of progress.
- The document was a well considered CCG response, providing the way forward.
- A verbal update would be supplied to the Clinical Executive in April followed by a written update in May.
- Loretta Outhwaite requested that there was a cross reference with CQUINS and quality indicators. This emphasised the need to complete this first step early.

JP

**The CCG Performance Board approved the CCG response to the Francis Report.**

### **13/050 MEMORY SERVICE: DEMENTIA DIAGNOSIS & CARE PATHWAY**

Sue Lightfoot presented a paper seeking approval to implement the National Institute of Clinical Excellence (NICE) compliant diagnosis and care pathway for adults with dementia. The following was noted:

- This has been consulted on widely
- Formal ratification was requested to enable transfer of the memory groups to Age UK from April 2013 for one year, and commencement of the pathway in

June 2013.

- There would be no additional costs as this remained within budgets, however there would be growth and cost implications in the future.
- Sue Lightfoot explained the cost implications for clients beyond 24 weeks.
- The need to work jointly with the local authority was stressed; this would require clear commitment from the Isle of Wight Council.
- The clinicians in attendance were happy with the pathway.

**The CCG Performance Board approved implementation of the National Institute Clinical Evidence (NICE) compliant diagnosis and care pathway for adults with dementia on the Isle of Wight.**

#### 13/051 OPERATIONAL PLAN 2013/14

Helen Shields presented the Operational Plan 2013/14 stating that the plan had been discussed in detail during a recent Strategy Board meeting which resulted in some minor amendments. Some areas of the plan remained in draft, including the vision and values which were scheduled for sign-off today by the Governing Body, and reminded the Board that there were still issues regarding the finance section.

**The CCG Performance Board approved the Operational Plan 2013/14 in its interim form, recognising that some areas remained in draft.**

#### 13/052 DELIVERY PLAN 2013/14

Helen Shields presented the Delivery Plan 2013/14. The plan would be sent to clinical leads next week to ensure clinical leadership.

GB

**The CCG Performance Board approved the Delivery Plan 2013/14.**

#### 13/053 POLICIES FOR APPROVAL

Helen Shields presented a series of HR policies delegated from the Governing Body, noting that no material changes could be made from PCT policies without a full consultation:

- Adoption Leave Policy
- Appraisal Policy
- Capability Policy and Procedure
- Dignity Policy
- Flexible Working Policy
- Home Based Working Policy
- Mandatory and Non-Mandatory Training Policy
- Maternity Leave Policy
- Organisational Change Policy
- Paternity and Parental Leave Policy
- Redeployment Policy
- Secondment Policy and procedure
- Special Leave Policy
- Whistle Blowing Policy

**The CCG Performance Board approved the PCT policies adapted for the CCG, noting that Chairman's Action delegated to the Chief Officer would be taken for any minor amendments required.**

#### 13/054 CHAIRMAN'S UPDATE

John Rivers provided the following updates:

- **Governing Body development** – the Governing Body were in the final stages of preparing for going live/the first public meeting in April. The first meetings of

the Audit Committee and Remuneration Committee were being held today.

- **CCG Assembly** – work going ahead, an informal meeting had been held on 13 March 2013.
- **My Life: A Full Life Programme** – the workshops were now completed and a pre-launch event had been held on 19 March demonstrating the shared vision, the event was attended and received positively. It was recognised that other mechanisms/scheduled of events were required to engage GPs.

**The CCG Performance Board received the Chairman's update.**

#### 13/055 CHIEF OFFICER'S UPDATE

Helen Shields provided the following updates:

- **Recruitment Process** – recruitment to the CCG structure was now nearing completion with most staff to be in post within April 2013.
- **Health & Wellbeing Strategy** – following consultation on the Health & Wellbeing Strategy, which had received good feedback, a key area of change was inclusion of mental health under long term conditions. The Strategy was agreed at the March meeting of the Health & Wellbeing Board and would be on the Governing Body and Clinical Executive Body agendas in April 2013. The CCG and Health & Wellbeing Board strategies fit well together.
- **CCG Assurance meeting 20 March 2013** – this meeting included the new South Regional Office and Wessex Area Team. The Isle of Wight were well received and described as one of the jewels in the crown by Andrea Young Regional Chief Executive. Good performance by the Island was recognised as well as various challenges including the Isle of Wight provider quality and Island Premium (to be shared in future with the National Commissioning Board Area Team). It was supported that the Isle of Wight work with Monitor on the Island Premium. The PCT Cluster highlighted difficulties between the Isle of Wight Council and Public Health transfer regarding TUPE implications for staff transfer. Specialist - ongoing issues recognised, short-term resolution not expected.

HS

**The CCG Performance Board received the Chief Officer's update.**

#### 13/056 QUALITY EXCEPTION REPORT

John Partridge presented the Quality report, explaining the new format had been devised by the Governing Body Nurse; the report provided detail and was therefore no longer an exception report. The following was noted:

- **Quality Handover Document** – on 26 March 2013 the Head of Quality (as receiving organisation) took receipt of the document from the sending organisation (the SHIP PCT Cluster). The document covers all providers and gives current view as at the time of handover.
- **Serious Incidents Requiring Investigation (SIRIs) backlog** - working through the backlog, good progress made leaving only a small backlog from the current year. The Head of Quality was discussing future management of SIRIs with the Isle of Wight NHS Trust Executive Director of Nursing.
- **CQUINS for the current year** – reviewed at the Clinical Quality Review Meeting. Some important CQUINS had not been met by the provider. CQUIN schemes will be reviewed quarterly at Contract Review Meetings, with updates to the CCG Quality and Patient Safety Committee
- **Clinical Quality Review Meeting** the CQRM was in a trial period for three months, looking carefully at the whole system.
- **Care Quality Commission report** – commissioners had now received the full report on the Isle of Wight NHS Trust, the provider received a good report on the areas covered during the unannounced inspection and there was now a small action plan. It was recognised however that some areas were not

covered, and John Partridge proposed starting discussions regarding better future proofing the provider. This will be for the Head of Quality to progress.

### **Update on the Ofsted inspection of Local Authority arrangements for the protection of children**

In Ian Anderson's absence there was no update from the Isle of Wight Council on safeguarding of children. Helen Shields reported that an update had been given at the Health & Wellbeing Board on 7 March 2013 including confirmation that the Director of Children's Services will be from Hampshire County Council.

Monitoring of safeguarding would now be through the Quality & Patient Safety Committee with feed back by John Partridge to the Clinical Executive Board, as part of the quality report. It was noted that John Partridge was a member of the Children's Safeguarding Board.

The Board require a briefing note from Ian Anderson for the CCG Executive to share with CCG staff and member practices to inform of the changes.

JP

IA

**The CCG Performance Board received the update on Quality.**

### **13/057 PERFORMANCE REPORT**

Loretta Outhwaite presented the Performance Report, noting:

- Performance - no change in relation to previous months trends
- Finance - on-track, remaining in-line with year-end plan
- Increased referrals - work ongoing and will be reported in due course
- Demand Plan – work ongoing looking at waiting lists and how to build into 2013/14 demand plan
- Southampton has been improving their performance and have met their RTT, there are however some outliers which are being followed up

**The CCG Performance Board received the update on Performance Report.**

### **13/058 PROCUREMENT DECISIONS**

Loretta Outhwaite advised that there had been one quotation waiver form this month in relation to IW capital, these had been signed off through the Isle of Wight NHS Trust capital approval process which was being managed by the PCT until 31 March 2013.

**The CCG Performance Board received the update on procurement decisions.**

### **13/059 RISK SHARE FRAMEWORK AGREEMENT (IW NHS TRUST) MONTHLY REPORT**

Loretta Outhwaite presented the March 2013 progress update from the Isle of Wight NHS Trust on the Risk Share Framework Agreement. Loretta Outhwaite reported that money still in transition was being reviewed as part of 2013/14 contract negotiations.

**The CCG Performance Board received the update on the Risk Share Framework Agreement with the IW NHS Trust.**

### **13/060 UPDATE: CONTRACT WITH IW NHS TRUST 2013/14**

Loretta Outhwaite confirmed that weekly negotiation meetings were being held with the Isle of Wight NHS Trust.

**The CCG Performance Board received the update on the Contract with the IW NHS Trust.**

### 13/061 RISK REGISTER

Helen Shields presented the Commissioning Risk Register advising that:

- there would be a new format from April 2013
- the register would be publicly reportable
- two key risks going into 2013/14 remained continuing healthcare and specialist

**The CCG Performance Board received the Risk Register.**

### 13/062 NOTES OF MEETINGS

The minutes of the following sub-committees and partnership meeting were noted without comment:

- CCG Strategy Board 10 January 2013
- CCG Localities: West & Central 25 January 2013, North & South Wight 1 February 2013
- Individual Funding Request Panel (IFR) 9 January & 6 February 2013
- Board of Clinical Commissioners 19 December 2012 (draft)

John Partridge tabled minutes from the Quality and Patient Safety Committee (formerly the Clinical Governance Committee) held on 8 March 2013, these were noted and had been referred to in minute 13/057.

### 13/063 IT LEADS MEETING

Peter Coleman advised that he had been asked to present the CCG high-level IT vision on 24 April 2013. Loretta Outhwaite and Peter Coleman to discuss.

LO/  
PC

### 13/064 LIZ MACKENZIE

On behalf of the PCT John Rivers thanked Liz Mackenzie for her support as a member of the CCG Performance Board.

### 13/065 DATE AND TIME OF NEXT CCG PERFORMANCE BOARD MEETING

This was the last meeting of the CCG Performance Board

The first meeting of the Clinical Executive Board would be held on:

**Thursday 18 April 2013, 1pm – 3pm**

**The Innovation Centre, St Cross Business Park**

#### **Circulation:**

##### **Voting Members**

Sarah Bromley – CCG Executive  
Peter Coleman – CCG Executive  
Joanna Hesse – CCG Executive  
David Isaac – CCG Executive  
John Partridge – CCG Executive (Deputy Chair)  
John Rivers – CCG Executive (Chair)  
Loretta Outhwaite – Chief Finance Officer  
Helen Shields – Chief Officer

##### **In attendance**

Gillian Baker – Deputy Chief Officer  
David Newton – Governing Body  
Frederick Psyk – Governing Body

##### **Other Members**

Ian Anderson – IW Council  
Liz Mackenzie – Lay representative, CCG  
Charles Rogers – Non Executive Director, SHIP PCT Cluster  
Jenifer Smith – Director of Public Health

##### **For Information (Minutes)**

Rob Dalton, SHIP Director of Corporate Affairs  
Carole Berryman, Associate Director Governance, SHIP PCT Cluster  
Ian Corless, Head of Business Services, SHIP PCT Cluster  
Brian Johnston, Head of Governance & Assurance, IW NHS Trust  
Matthew Leek, CCG Commissioning Finance Manager  
Shaun Sweatman, CCG Commissioning Finance Manager  
Dawn Berryman, Rachael Hayes, Sue Lightfoot, Linda Rann – CCG Heads of Service