

## EAST LEICESTERSHIRE AND RUTLAND CLINICAL COMMISSIONING GROUP

### Minutes of the Governing Body Meeting held on Tuesday 12 February 2019 at 9.30am In the Council Chambers, County Hall, Leicester LE3 8TB

**Present:**

Dr Ursula Montgomery	Chair
Mrs Karen English	Managing Director
Dr Andy Ker	Clinical Vice Chair
Mr Tim Sacks	Chief Operating Officer
Ms Donna Enoux	Chief Finance Officer
Mr Paul Gibara	Chief Commissioning and Performance Officer
Mrs Tracy Burton	Interim Chief Nurse and Quality Officer
Mr Warwick Kendrick	Independent Lay Member
Mr Alan Smith	Independent Lay Member
Mr Clive Wood	Deputy Chair and Independent Lay Member
Dr Tabitha Randell	Secondary Care Clinician
Dr Vivek Varakantam	GP Locality Lead, Oadby and Wigston
Dr Nick Glover	GP Locality Lead, South Blaby and Lutterworth
Dr Anuj Chahal	GP Locality Lead, Harborough
Dr Simon Vincent	GP Locality Lead, North Blaby
Dr Hilary Fox	GP Locality Lead, Rutland
Dr Tim Daniel	Public Health Consultant

**In Attendance:**

Mrs Daljit K. Bains	Head of Corporate Governance and Legal Affairs
Mrs Emma Casteleijn	Head of Communications and Public Affairs
Dr Janet Underwood	Healthwatch Rutland Chair
Ms Olufunmilola Adewumi (Lola)	GP Trainee, Public Health (observing)
Mrs Claire Middlebrook	Corporate Affairs Support Officer (minutes)

**Members of the public:** Five members of the public were seated in the public gallery.

ITEM	DISCUSSION	LEAD RESPONSIBLE
<b>B/19/1</b>	<p><b>Welcome and Introductions</b></p> <p>Dr Ursula Montgomery welcomed members of the Governing Body and members of the public to the Governing Body meeting. Dr Montgomery congratulated Dr Hilary Fox on her appointment as ELR Locality Lead for Rutland, and Dr Janet Underwood on her recent appointment as Chair for Healthwatch Rutland.</p>	
<b>B/19/2</b>	<p><b>Apologies for Absences</b></p> <p>Apologies for absence were received from:</p> <ul style="list-style-type: none"> <li>• Dr Girish Purohit, GP Locality Lead, Syston, Long Clawson and Melton.</li> </ul>	

ITEM	DISCUSSION	LEAD RESPONSIBLE
B/19/3	<p><b>Notification of Any Other Business</b></p> <p>Dr Montgomery informed that she had received no additional items of business.</p>	
B/19/4	<p><b>Declarations of Interest on Agenda Topics</b></p> <p>All GP members declared an interest in items relating to primary care where a potential conflict may arise and also where there are any items concerning the Leicester, Leicestershire and Rutland Provider Arm where GP members' are minor shareholders. The conflict was noted and will be managed during the discussions as required, it was also noted that the Register of Interests is published on the CCG website detailing declarations made by Governing Body members.</p> <p>Mrs Karen English noted her conflict with Paper E - Update on next steps to greater collaboration between the CCGs in Leicester, Leicestershire and Rutland. As the report was for receiving only, Mrs English would remain in the room for the update.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the declarations of interest and <b>NOTE</b> the actions being taken.</li> </ul>	
B/19/5	<p><b>Minutes of the meeting held on 11 December 2018</b></p> <p>The following amendments were noted for the minutes of the Governing Body meeting held on 11 December 2018:</p> <ul style="list-style-type: none"> <li>• <b>Page 6, B/18/220;</b> Ms Donna Enoux noted that the figures in the second bullet point should be the same as within the last paragraph and she would need to confirm the correct figure outside of the meeting.</li> <li>• <b>Page 12 North Blaby update;</b> Dr Simon Vincent noted that in the final bullet point the words '<i>choose and book</i>' should be replaced with '<i>advice and guidance</i>'.</li> </ul> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the minutes of the meeting held on Tuesday 11 December 2018 subject to the amendments made.</li> </ul>	
B/19/6	<p><b>Matters Arising: Update on actions from the meeting held on 13 December 2018 (Paper B)</b></p> <p>The action log (Paper B) was received and the following updates</p>	

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	<p>noted:</p> <ul style="list-style-type: none"> <li>• <b>B/18/205 Locality Chairs report, rota for attendance of senior officers at meeting</b> – Mrs Karen English confirmed that a draft programme for Directors attendance is in place; however, this needs checking against topics being discussed to ensure that the Director is the most appropriate. <b>Action closed.</b></li> <li>• <b>B/18/216 Blood Pressure Monitoring</b> – Dr Andy Ker confirmed that the Locality is trying to find a local solution to the problem. Dr Montgomery agreed to allocate the action to the Locality. <b>Action Closed.</b></li> <li>• <b>B/18/227 Locality Chairs report, PRISM and MSK triage for EMIS practices</b> - Mr Paul Gibara confirmed that he has spoken to the Alliance, who confirmed that EMIS practices can access MSK triage via EMISweb. Any practices who are experiencing problems should contact Ms Helen Mather. <b>Action closed.</b></li> </ul> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> and <b>NOTE</b> the update on the actions.</li> </ul>	
<b>B/19/7</b>	<p><b>To receive questions from the Public in relation to items on the agenda only</b></p> <p>Dr Montgomery invited questions from the members of the public relating to items on the agenda. There were no questions raised on agenda items.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> that no questions were raised on agenda items from the public.</li> </ul>	
<b>B/19/8</b>	<p><b>Chair's Report (Paper C)</b></p> <p>Dr Montgomery noted that it had been another busy month and highlighted the following from her Chair's report:</p> <p>The CCG Constitution has recently been approved by NHS England, following changes made to the internal governance structure and the establishment of the Commissioning Collaborative Board (CCB) as a joint Committee of the three Leicester, Leicestershire and Rutland (LLR) CCGs.</p> <p>The Chair attended the Rutland County Council meeting to provide an overview of the Better Care Together acute reconfiguration.</p>	

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	<p>ELR CCG staff held a development day in December 2018, which enabled staff to look back at the past 12 months and plan for the challenges expected in the next 12 months.</p> <p>The Chair recently attended the Joint Executive Steering Group to progress the discussion on the move to a single accountable officer.</p> <p>Dr Montgomery also attended the CCB and is currently the Chair of this meeting.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the report and <b>NOTE</b> the update.</li> </ul>	
B/19/9	<p><b>Accountable Officer's Corporate Report (Paper D)</b></p> <p>Mrs Karen English highlighted the report noting the following two items:</p> <ul style="list-style-type: none"> <li>• <b>CCG delegation of commissioning function for a new model of management of Excess Treatment Costs (ETC)</b> - Commissioning guidance has now been received and this is moving forward to the next stage in the model.</li> <li>• <b>Commissioning capability programme</b> - Mrs English reported that along with the Chief Finance Officer and Chair, she is part of the commissioning capability programme. ELR is in the last phase of this 12 week programme; which NHS England is encouraging CCGs to take forward. The programme looks at developing the leadership capability of senior commissioning teams across five learning streams; including governance and aims to give commissioners a single voice.</li> </ul> <p>Dr Montgomery noted the recommendations, including approving the delegation of the ETCs to Nottingham City CCG as the lead for the region.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the report</li> <li>• <b>APPROVE</b> to delegate the commissioning function for ETCs to Nottingham City CCG, the lead CCG for ETC commissioning for East Midlands LCRN region in line with the scheme of delegation as provided by NHS England.</li> </ul>	

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B/18/10	<p><b>Update on next steps to greater collaboration between the CCGs in Leicester, Leicestershire and Rutland (Paper E)</b></p> <p>Dr Montgomery confirmed that the paper provides an update on the current situation regarding the recruitment of a single accountable officer, since the previous update in December 2018.</p> <p>The main points to note are the timelines for the recruitment and processes involved and the development of an organisational development programme.</p> <p>The Commissioning capabilities programme is leading on the governance structures involved with this process.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the report and <b>NOTE</b> the update</li> </ul>	
B/19/11	<p><b>Summary report from the Financial Turnaround Committee (January 2019) (Paper F)</b></p> <p>Mr Smith presented the paper and took the report as read and no questions or queries were raised.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the Summary report from the Financial Turnaround Committee (January 2019)</li> </ul>	
B/19/12	<p><b>Finance Report: Month 9 update (Paper G)</b></p> <p>Ms Enoux presented Paper G and took the paper as read; highlighting the following items;</p> <p>At month nine, the CCG is reporting a break even position, with a year to date adverse variance of £2.5m, which is a slight improvement since month eight.</p> <p>Encouraged by NHS England the LLR CCGs are being encouraged to ensure that the system is working better.</p> <p>There is still a shortfall with the Quality Innovation Productivity and Prevention (QIPP) programme and therefore the CCG is currently reporting a break even position which contains some risk.</p> <p>The cash flow target has been met for month 9 and the Better Payment Practice Code is in excess of 99% compliance. The Commissioning Support Unit (CSU) have met all 9 formal KPIs.</p>	

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	<p>The draft plan for 2019/20 was submitted to NHS England on 25 January 2019 and will be re-submitted at noon today. The CCG is required to submit a break even plan and therefore will only be allowed to spend the allocation. This will mean a £20.3m QIPP requirement; which is equal to 4.5% of the allocation.</p> <p>Mr Kendrick asked if Ms Enoux could provide an analysis of appendix D, for the accruals, outside of the meeting. Ms Enoux confirmed that this will be completed.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> for information the contents of the report and the appendices attached.</li> </ul>	
B/19/13	<p><b>Summary report from the Provider Performance Assurance Group meeting (January 2019) (Paper H)</b></p> <p>Mr Kendrick took the report as read and highlighted the following:</p> <p>The Provider Performance Assurance Group (PPAG) Committee were not assured that the action plan from East Midlands Ambulance Service (EMAS), to improve performance, will deliver and therefore will continue to follow this up in discussions with NHS England and NHS Improvement.</p> <p>The staffing levels at Thames Ambulance Service Limited (TASL), University Hospitals of Leicester NHS Trust (UHL) and Leicestershire Partnership Trust (LPT) were highlighted and noted as a concern.</p> <p>Dr Glover queried paragraph 16 in the report and asked why TASL have been allowed to keep the additional money from NHS England, when they are carrying out less activity. Mr Kendrick confirmed that NHS England did not want TASL to fail, due to financial difficulties and therefore agreed that they could keep the additional money to support them over the winter period. The performance of TASL will continue to be closely monitored.</p> <p>Mr Gibara noted that procurement lessons have been learnt with the TASL contract and TASL are gradually improving their performance.</p> <p>Dr Montgomery noted that in the report, the escalation process is mentioned on a few occasions and queried when ELR CCG will know when a decision has been made, particularly in relation to UHL and LPT. Mr Kendrick confirmed that PPAG can only request information and as Leicester City CCG (LC CCG) lead on the contracts they have been asked to report back to PPAG with a recommendation; which is likely to be further discussions with NHS England / NHS Improvement or a Board to Board meeting. A further update will be provided in</p>	

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	<p>April.</p> <p>Mrs Tracy Burton reported that the same quality issues are reported regionally at the Clinical Quality Review Group (CQRG).</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the Summary report from the Provider Performance Assurance Group meeting (January 2019).</li> </ul>	
<b>B/19/14</b>	<p><b>Corporate Performance Assurance Report (Paper I)</b></p> <p>Mr Gibara highlighted that this report has been previously been to Provider Performance Assurance Group (PPAG) and Integrated Governance Committee meetings and therefore assurance had already been provided. The main items to note from the report were highlighted as follows;</p> <p>There has been significant discussion regarding performance at PPAG and CQRG meetings.</p> <p>The cancer performance for UHL remains under trajectory and although improving did not hit the target for December. The cancer alliance has a 90 day plan with UHL to try and improve performance.</p> <p>The Referral to Treatment (RTT) trajectory was not designed to hit the 92% and the number of patients waiting is only 0.2% below target, according to soft intelligence.</p> <p>The Improving Access to Psychological Therapies (IAPT) currently has a more stable performance level.</p> <p>There may be an overall £600k benefit to the CCG, if the planning and financial modelling is correct, through a quality premium.</p> <p>Mr Alan Smith queried the cancer figures on page 4 of the report and asked if there was a known reason why West Leicestershire CCG (WL CCG) has a better performance than ELR. Mr Gibara responded that there is no particular reason for these results and UHL see patients on a needs basis.</p> <p>Dr Montgomery asked where the LLR Carers Programme reports into; Mr Gibara was unable to answer the query and will confirm and provide feedback outside the meeting.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the Corporate Performance Assurance Report.</li> </ul>	

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B/19/15	<p><b>Summary report from the Integrated Governance Committee meeting (January 2019) (Paper J)</b></p> <p>Dr Randell took the paper as read and noted the following from the report:</p> <p>A report from the medicines quality related sub groups was received and actions from the Leicestershire Medicines Strategy Group were ratified. A discussion took place on the possible EU Exit and the national and regional planning advice, including not stock piling drugs etc. Following a query, Mrs Daljit confirmed that the EU Exit has been added to the Board Assurance Framework for 2018/19 as a corporate risk.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>RECEIVE</b> the report.</li> </ul>	
B/19/16	<p><b>Locality Chairs' Report: (Paper K)</b></p> <p><b>Melton Rutland and Harborough</b></p> <p>Dr Fox highlighted the following for the Rutland Locality;</p> <ul style="list-style-type: none"> <li>• Updates were received on the four transformation projects</li> <li>• A discussion took place on MSK Referral Support Service in relation to Out of County hospitals, as anecdotally patients appear not to be being offered choice</li> </ul> <p>Dr Ker noted a recent MSK referral to Peterborough; which he tried to make through the triage service, to be told that a separate referral was required. Dr Fox agreed to liaise with Dr Ker regarding this incident in order to ascertain the reason behind the additional request.</p> <p>Dr Anuj Chahal provided the following feedback from the Harborough locality:</p> <ul style="list-style-type: none"> <li>• Ms Enoux was thanked for her attendance at the recent meeting and helped to support the conversation on Primary Care Networks (PCN).</li> <li>• Updates were received from the sub-localities; the main updates related to the Diabetes service for Rutland, the Harborough Physio service and the Emergency Care Practitioner service in Syston, Long Clawson and Melton.</li> </ul> <p><b>North Blaby</b></p> <p>Dr Simon Vincent highlighted the following for the North Blaby locality:</p> <ul style="list-style-type: none"> <li>• The success of Multi-Disciplinary Team (MDT) meetings was</li> </ul>	

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	<p>highlighted; these are taking place at The Limes and include the local Social Worker and District Nurse.</p> <ul style="list-style-type: none"> <li>• The exercise referral service provided by Blaby District Council is being rolled out to other practices within the locality as part of the transformational planning.</li> <li>• A discussion took place about having Advanced Nurse Practitioners (ANPs) for frailty working across practices in the locality.</li> <li>• The Mental Health Practitioner is working well, across four practices in the locality.</li> <li>• The Referral Support Service (RSS) was discussed and the proposal to start phase one of the service; although questions were raised by members over why this was being provided by the Alliance.</li> </ul> <p><b>South Blaby and Lutterworth</b> Dr Glover highlighted the following from the South Blaby and Lutterworth Locality;</p> <ul style="list-style-type: none"> <li>• The four elements of transformation are working well; including the investment in ANPs and GP TeamNet.</li> <li>• Practices are positive regarding Primary Care Networks and the direction of working.</li> <li>• The Integrated Leadership Team meeting was chaired by Nikki Rainbow (Services Manager for older adults) and improvement areas for Mental Health were identified. A presentation was received on suicide prevention and the group looked at risk assessment and risk management in this area. The presentation was well received and members were asked to cascade the message to colleagues.</li> <li>• A presentation was received on the Pathology Project; although members were unsure why this was presented by Deloitte and not a clinical colleague.</li> <li>• Mrs Tracy Ward, Head of Patient Safety for ELR CCG was in attendance at the meeting and thanked for her work on reporting of patient safety concerns. Mrs Ward provided updates on two serious incidents and the group agreed to test relevant systems in relation to the Pathology project.</li> </ul> <p><b>Oadby and Wigston</b> Dr Varakantam highlighted the following for Oadby and Wigston;</p> <ul style="list-style-type: none"> <li>• Joint working was highlighted and in particular the two whole time equivalent Physios, as part of the First Contact Physio service who are being utilised effectively.</li> <li>• The recent Protected Learning Time (PLT) focussed on Active Signposting, which is to be implemented at practice level.</li> </ul>	

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	<p>Practices in the Oadby and Wigston locality are keen to have more locality based PLTs as this is more inclusive.</p> <ul style="list-style-type: none"> <li>The Oadby and Wigston summit is due to take place on 28 February and feedback will be given at the next locality meeting</li> </ul> <p>Dr Tim Daniel thanked the CCG for their support with the summit, which aims to try and address the health inequalities identified in the locality. Since the initial report was produced further information has been made available which shows that the situation has worsened and therefore the summit is very timely.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li><b>RECEIVE</b> the Locality Chairs' Report.</li> </ul>	
B/19/17	<p><b>Summary Report from the Audit Committee (January 2019) (Paper L)</b></p> <p>Mr Kendrick took the paper as read and highlighted that the Committee agreed that a separate risk should be added to the Board Assurance Framework 2018/19 on EU Exit, in order to ensure that the risks and controls have been identified. ELR is working with LC and WL CCGs to ensure a smooth transition.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li><b>RECEIVE</b> the Summary Report from the Audit Committee (January 2019)</li> </ul>	
B/19/18	<p><b>Date of next meeting</b></p> <p>The next meeting of the Governing Body of the East Leicestershire and Rutland CCG Governing Body will be take place on <b>Tuesday 9 April 2019, Council Chamber, County Hall, Glenfield, Leicester, LE3 8TB.</b></p> <p><b>The meeting concluded at 10.10am.</b></p>	