

<b>Meeting Title</b>	<b>Commissioning Committee (Joint Committee) - Meeting in <u>Public</u></b>	<b>Date</b>	<b>Thursday 17 June 2021</b>
<b>Meeting no.</b>	<b>9</b>	<b>Time</b>	<b>1.15pm – 1.30 pm</b>
<b>Chair</b>	<b>Mr Zuffar Haq Independent Lay Member Leicester City CCG</b>	<b>Venue / Location</b>	<b>MS Teams</b>

REF	AGENDA ITEM	ACTION	PRESENTER	PAPER	TIMING
CCP/21/41	Welcome and Introductions		Zuffar Haq		1:15pm
CCP/21/42	Apologies for Absence <ul style="list-style-type: none"> <li>• Fiona Barber</li> </ul>	To receive	Zuffar Haq	<b>verbal</b>	1:15pm
CCP/21/43	Notification of Any Other Business	To receive	Zuffar Haq	<b>verbal</b>	1:15pm
CCP/21/44	Declarations of Interest on Agenda Topics	To receive	Zuffar Haq	<b>verbal</b>	1:15pm
CCP/21/45	To receive questions from the Public in relation to items on the agenda only	To receive	Zuffar Haq	<b>verbal</b>	1:15pm
CCP/21/46	Minutes of the Commissioning Committee (CC) meeting held on 20 May 2021	To approve	Zuffar Haq	<b>A</b>	1:20pm
CCP/21/47	Matters Arising from Commissioning Committee (CC) meeting held on 20 May 2021	To receive	Zuffar Haq	<b>B</b>	1:20pm
<b>THERE ARE NO ITEMS FOR DECISION, ACTION AND ESCALATION</b>					
CCP/21/48	Items of any other business.	To receive	Zuffar Haq		1:25pm
The next meeting of the Commissioning Committee will take place on <b>Thursday 15 July 2021</b>					

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**Minutes of the LLR CCGs' Public Commissioning Committee Meeting  
held on Thursday 20 May 2021 at 1:15pm via MS Teams**

**Present:**

Mr Zuffar Haq	Independent Lay Member, Leicester City CCG (Chair)
Dr Andy Ahyow	Vice Clinical Chair, East Leicestershire and Rutland CCG
Ms Fiona Barber	Independent Lay Member, East Leicestershire and Rutland CCG
Mr Ket Chudasama	Deputy Director of Strategy & Planning, LLR CCGs (deputising for Sarah Prema)
Professor Azhar Farooqi	Clinical Chair, Leicester City CCG
Mr Spencer Gay	Deputy Director of Finance, Contracting and Corporate Governance, LLR CCGs (deputising for Sarah Prema)
Dr Avi Prasad	Assistant Clinical Chair, Leicester City, CCG
Dr Nil Sanganee	Vice Clinical Chair, West Leicestershire and Rutland CCG
Dr Vivek Varakantam	Interim Chair, East Leicestershire and Rutland CCG
Ms Rachna Vyasa	Executive Director of Integration and Transformation, LLRCCGs

**In attendance:**

Mr Simon Baker	Contracts Manager, LLR CCGs <b>(CCP/21/40)</b>
Ms Cheryl Bosworth	Senior Programme Manager for Transferring Care, LLR CCGs <b>(CCP/21/40)</b>
Ms Lynnette Farmer	Executive Assistant to Executive Director of Strategy and Planning (Minute Taker)
Ms Sarah Shuttlewood	Assistant Director of Contracts & Procurement, LLR CCGs <b>(CCP/21/40)</b>

**PUBLIC GALLERY**

The meeting was not attended by any members of the public.

ITEM		LEAD RESPONSIBLE
CCP/21/33	<p><b>Welcome and Introductions</b></p> <p>Mr Zuffar Haq welcomed the Committee members to the eighth meeting of the Public Collaborative Commissioning Committee held via MS Teams.</p>	
CCP/21/34	<p><b>Apologies for Absence</b></p> <p>Were recorded as follows:</p> <ul style="list-style-type: none"> <li>• Professor Mayur Lakhani, Clinical Chair, West Leicestershire CCG</li> <li>• Ms Sarah Prema, Executive Director of Strategy and Planning, LLR CCG</li> <li>• Ms Nicci Briggs, Executive Director of Finance, Contracting and Corporate Governance, LLR CCGs</li> <li>• Ms Gillian Adams, Independent Lay Member, West Leicestershire and Rutland CCG</li> <li>• Ms Caroline Trevithick, Executive Director of Nursing, Quality and Performance, LLR CCGs</li> </ul> <p>The meeting was confirmed as being quorate in order to conduct the business of the committee.</p>	i

CCP/21/35	<p><b>Notifications of Any Other Business</b></p> <p>Mr Haq confirmed that he had not received notification of any other business for discussion.</p>	
CCP/21/36	<p><b>Declarations of Interest</b></p> <p>Mr Haq reminded members of their obligation to declare any interest(s) they may have on any business arising at the meeting which might conflict with the business of NHS Leicester City CCG, East Leicestershire and Rutland CCG or West Leicestershire CCG.</p> <p>Mr Haq added that each CCG maintains a conflicts of interest register and any declarations raised at the meeting would be documented in the minutes of the meeting and action(s) would be taken to manage the conflict(s) at the meeting in line with the conflicts of interest policy.</p> <p>No specific conflicts of interest were declared in relation to the public session.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the conflicts of interest information above.</li> </ul>	
CCP/21/37	<p><b>To receive questions from the Public in relation to items on the agenda.</b></p> <p>No questions had been received in advance of the meeting from members of the public in relation to the agenda items.</p>	
CCP/21/38	<p>To <b>APPROVE</b> Minutes of the Collaborative Commissioning Committee (CC) meeting held on 15 April 2021 (<b>Paper A</b>)</p> <p>The minutes of the Collaborative Commissioning Committee held on 15 April 2021 were recorded as a true reflection of the meeting.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the minutes of the Collaborative Commissioning Committee meeting held on 15 April 2021.</li> </ul>	
CCP/21/39	<p>To <b>RECEIVE</b> Matters Arising from Collaborative Commissioning Committee (CC) meeting held on 15 April 2021 (Paper B)</p> <p>Paper B was not presented as all actions had been completed.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>➤ <b>NOTE</b> that there had not been any matters arising from the previous meeting and all previous actions had been completed.</li> </ul> <p>Mr Simon Baker joined the meeting call Ms Cheryl Bosworth joined the meeting call Ms Sarah Shuttlewood joined the meeting call</p>	

CCP/21/40	<p>To <b>APPROVE</b> LLR Keyworker Service (<b>Paper C</b>)</p> <p>Ms Bosworth presented paper C and provided background as follows:</p> <p>The NHS Long Term Plan contained the requirement that all Sustainability and Transformation Programme (STP) areas should have dedicated keyworkers for children and young people with learning disabilities, autism and complex needs in place by 2023-24.</p> <p>NHS England (NHSE) provided areas with the opportunity to bid to become early adopter sites. Unfortunately, Leicester, Leicestershire and Rutland's (LLRs) first bid was unsuccessful and feedback received from NHSE was for LLR to consider working in partnership with a voluntary sector provider. Therefore, LLR has been working Barnardos as they have been providing several services and there is an existing provider agreement with them. A subsequent bid was submitted in conjunction with Barnardos which was successful and LLR has been awarded funding for the 2021-22 and 2022-23 financial years.</p> <p>The keyworker programme will be supporting children and young people that are at risk of being admitted to hospital. In terms of service provision, we would like to employ four keyworkers working across LLR, ie one allocated to each local authority area and an additional team member who will be able to identify where there is any additional need and support with that. There will also be some clinical psychology input into the team and dedicated administration support.</p> <p>Data has been collated from teams such as the Children and Adolescent Mental Health services (CAMHS) team and the CAMHS eating disorder support service team and around 80 children have been identified as requiring additional support at any one time.</p> <p>The purpose of attending today's meeting is to seek the Committee's approval to transfer the funding through the agreement the County Council has with Barnardos to deliver this service on behalf of LLR Clinical Commissioning Groups (CCGs).</p> <p>A Project Steering Group has been convened to progress the mobilisation of the pilot. This group consists of key partners from across the system who are working together to ensure processes are in place to support the mobilisation.</p> <p>Mr Baker added that Section 256 funding has been identified, which will be transferred to the Council as they have existing arrangements with Barnardos. One of the benefits of this is that the CCGs can put in outcome measures, which can be monitored.</p> <p>Although the CCGs are going to invest this year and the project will be started, it was not considered to be a good time to go through the full procurement route and therefore 256 was identified as the best way to proceed as funding has only been guaranteed for one year. Although, as the pilot progresses there may be an opportunity to receive further funding from NHSE or look at how it could be funded internally.</p> <p>Ms Bosworth informed there would be a full evaluation process and monitoring and performance targets set which will enable the CCGs to</p>	
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	<p>review the impact the service has had and whether they should consider funding the service in the long-term. There is also a three-year Learning Disability and Autism Partnership Plan which will be reviewed to see how effective the pilot has been.</p> <p>The Committee members were invited to comment/ask questions and the following points were recorded:</p> <p>Ms Barber stated that Ms Bosworth had indicated that funding is available for one year, but the pilot will be part of a three-year plan and asked if a solution for funding years' two and three had been identified? Ms Bosworth explained that LLR was classed as an early adopter site and the system would have to identify funding solutions for years two and three. However, the pilot will be fully evaluated and a decision made as to whether the level of funding should be maintained or possibly increased or decreased. There has been an increase in the number of children requiring mental health services and beds and we will continue to monitor if they have enough keyworker support.</p> <p>Ms Barber asked at what point the CCGs will know if the pilot has been successful and if the keyworker allocated to Rutland might be under-utilised? Ms Barber also asked how the project was being assessed in terms of workloads and health inequalities? In response, Ms Bosworth informed there would be a place-based approach in an attempt to reach children going into crisis and those children not accessing education. The caseload may be lighter in Rutland but there will still be a need for children and young people, ie those that have eating disorders or those that are on a waiting list for diagnosis. Ms Barber stated she would like to see how the pilot worked in practice and thought it may need to be re-visited. Ms Barber made one further comment regarding page 18 of the report and said she thought "Rix Wiki" was a brilliant idea. Ms Barber asked if this could be captured and used as a key learning point across the system?</p> <p>Ms Vyas commented she was not sure the allocation of a person for each place would work in practice. The question being asked of the Committee is to transfer the funding to the council, which is fine. However, more work is needed on the service delivery model to ensure the work is targeting the right approach in the right areas and Ms Vyas added that she would welcome a discussion outside of the meeting with Ms Bosworth. <b>Action: Ms Vyas/Ms Bosworth to discuss outside of the meeting.</b> In response, Ms Bosworth explained the idea was to ensure the keyworkers were embedded in the local authority processes so that they get to hear about the children requiring support and stated she would be happy to discuss outside of the meeting with Ms Vyas.</p> <p>Mr Gay stated he was supportive of transferring the funding to the local authorities and asked if the project offered value for money as it appeared there would be 4 keyworkers at a cost of £400k. Ms Bosworth explained there would be other costs and the team may possibly have access to similar pots of money. Ms Bosworth provided an example that if an emergency arose the keyworkers would be able to access funding quickly to keep the patient safe until a more formal funding element was identified. The team has worked innovatively around accessing funding and the bid provides information about how</p>	<p>Ms Vyas / Ms Bosworth</p>
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	<p>the funding is broken down. Mr Gay said he thought this would be difficult to evidence and asked if the benefits could be built in at the project evaluation stage especially in terms of inpatient beds. Ms Bosworth advised that some of the performance indicators were around the reduction in the number of inpatients.</p> <p>Mr Haq asked how many keyworkers were included and if all the funding was not used if it would have to be given back? Ms Bosworth reiterated there would be four keyworkers, there is a mobilisation programme in place and Barnardos will be monitored. If there was a delay in recruitment the pilot would be extended and people would be employed for longer.</p> <p>Professor Farooqi asked if there had been a health inequality/equity assessment completed for the proposal and if there would be one keyworker per place, how that would work? Ms Bosworth explained a lot of work around the indices of deprivation had been done and the team had also looked at the children that have care plans across the three areas and the children most at risk of admission and arrived at the figure of approximately 80 children. The caseloads will be manageable for each of the keyworkers and the intention is to target the need to where it arises but wanted to ensure each of the local authorities has access to a keyworker who can access their systems.</p> <p>Mr Haq asked if any mapping had been undertaken showing where the children lived. Ms Bosworth explained that most of the patients reside in the county, ie those with complex needs but there are more admissions from those that reside in the city. There were lots of reasons for this and access to services in the city is easier. It is difficult to determine but there is a risks of admission register, which on average has 10 children sitting on it at any one time and these are split between the city and county. Things change very quickly.</p> <p>Ms Barber this is CCG money and under the NHS Act 2006 Clause 14Z2 (Public involvement and consultation by clinical commissioning groups) CCGs have a duty to consult with patients, families/carers and the wider public. This is a new service and there should be some type of consultation with people who will be impacted by the service, ie the patients, their families and carers on what they would like to see and their views. There is no formal section on consultation that shows the local process has been followed even though it will be monitored by the local authorities. Ms Barber asked if a section on consultation could be included in the proposal. <b>Action: Ms Bosworth to include a section on consultation.</b></p> <p>The CCGs also need to start thinking about having Equality Impact Assessments (EIAs) attached to all this work. When commissioning work there must be a clear consultation process and completed EIA of the work commissioned.</p> <p>Ms Bosworth advised there had been some consultation with parent/carer forums and also with young people. This group of people are also involved in the mobilisation of the project and the recruitment of the keyworkers. There is also Patient and Carer Forum input into all the stages of mobilisation and have factored in that this relates to a limited number of people. The CCGs need to think about how they can</p>	<p>Ms Bosworth</p>
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	<p>consult more widely and develop a communication plan to explain to people how the services will work, how the services can be accessed and also need to do a wider consultation around education families.</p> <p>It was <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>• <b>APPROVE</b> the transfer of the keyworker funding to Leicestershire County Council in order for a service delivery contract to be set up with Barnardos for the mobilisation of the LLR keyworker service.</li> </ul> <p>Mr Baker left the meeting call          Ms Bosworth left the meeting call          Ms Shuttlewood left the meeting call</p>	
<p>CCP/21/41</p>	<p>Any other business:</p> <p>No items of any other business were recorded.</p> <p>The meeting concluded at 13.44 pm</p> <p>Committee members left the meeting call.</p>	
<p>Date of next meeting:</p> <p>The date of the next LLR CCGs' Public Collaborative Commissioning Committee will be held on Thursday 17 June 2021 at 1:00pm</p>		

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**Leicester, Leicestershire and Rutland (LLR) CCGs Commissioning Committee (CCC)**

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**Public Action Log**

Completed	On-Track	No progress made
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Minute No	Meeting Date	Item	Responsible Officer	Action Required	To be completed by	Progress as at 17 June 2021	Status
CCP/21/40	May 2021	LLR Keyworker Service	Rachna Vyas	To discuss the LLR Keyworker service delivery model with Ms Bosworth outside of the meeting	June 2021		Complete
CCP/21/40	May 2021	LLR Keyworker Service	Cheryl Bosworth	To include a section on consultation in the specification	June 2021		Complete