

Minutes

West Hampshire Clinical Commissioning Group (WHCCG) Board

Minutes of the West Hampshire Clinical Commissioning Group Board meeting held on Thursday 1 December 2011 at 2.00pm at the Boardroom, Omega House, 112 Southampton Road, Eastleigh, SO50 5PB.

Present:	Dr Nigel Sylvester	Clinical Executive Director (Chairman of the meeting in Dr Sarah Schofield's absence)
	Heather Hauschild	Executive Director
	Dr Tim Thurston	Clinical Executive Director
	Dr Jim Rose	Clinical Executive Director
	Mike Fulford	Interim Chief Financial Officer
	Dr Ruth Milton	Director of Public Health, NHS Hampshire
	Martin Cox	Hampshire LINK Management Board Member
	Behrooz Vaezi	Area Director, West Hampshire Adult Services
In attendance:	Ian Corless	Head of Business Services
	Hannah O'Neil	Communications & Engagement Officer
	Rohan Howard	Estates Projects Team Leader (Agenda Item 12)
Apologies:	Dr Sarah Schofield	Clinical Executive Director (Chairman)
	Dr Simon Goodison	Clinical Executive Director
	Margaret Wheatcroft	Non Executive Director, SHIP PCT Cluster

1 Chairman's Introduction

1.1 Nigel Sylvester welcomed everyone present to the third meeting of the West Hampshire Clinical Commissioning Group Board and noted the apologies for absence.

2 Declarations of Interest (*Paper WHCCG11/024*)

2.1 Nigel Sylvester referred the Board to the Declaration of Board Members Interests. No updates were received at the meeting and no specific interests were declared relating to issues to be discussed at this meeting.

2.2 **AGREED:**

The WHCCG Board agreed to accept the Register of Interests.

3 Minutes of the Previous Meeting held on 3 November 2011

(Paper WHCCG11/025)

3.1 Nigel Sylvester requested that members review the minutes for accuracy. No amendments were proposed at the meeting.

3.2 **AGREED:**

The WHCCG Board approved the Minutes of the meeting held on Thursday 3 November 2011 as being a correct record and commended them for signature by the Chairman.

4 Matters Arising

CCG Configuration Risk Assessment (Paper WHCCG11/026)

- 4.1 Heather Hauschild referred the Board to the recent risk assessment that had been undertaken as part of the process underway towards authorisation. She explained that the NHS South of England review panel had agreed with the West Hampshire CCG's self assessment and provisionally rated the CCG as 'green' against the four risk factors. It was noted that the Fordingbridge practice may align with itself with the Sarum NHS Alliance and that discussions are continuing on this matter.

Improving Outcomes for Hampshire's Adult Mental Health Services: Consultation Update (Paper WHCCG11/027)

- 4.2 Heather Hauschild explained that, further to the concerns raised at the last meeting regarding the proposals for re-housing of residents of Copper Beeches, assurance had been sought and provided by Southern Health NHS Foundation Trust that individual discharge plans are in place and that no cost pressures are being transferred to another NHS budget.

- 4.3 Southern Health had provided an update on the consultation at the Hampshire Health Overview and Scrutiny Committee (HOSC) earlier in the week. HOSC endorse the direction of travel for acute care pathways improvements in conjunction with stakeholder groups and has requested a further update to their January meeting. The HOSC supported the proposal to proceed with the closure of Copper Beeches in January in line with Southern Health's strategy. All service users currently at Copper Beeches will have been moved from there by then, guided by the timing in their individual care plans.

4.4 **AGREED:**

The WHCCG Board noted the updates on matters arising in relation to:

- **CCG Configuration Risk Assessment**
- **Improving Outcomes for Hampshire's Adult Mental Health Services**

5 **Action Tracker (Paper WHCCG11/028)**

- 5.1 The Board reviewed the Action Tracker, noting those which had been completed and rated as 'Green'. The following updates were provided as follows:

- 5.2 Item 11/001 Heart Failure Service. It was noted that further work had been completed with Cyril Stephen and that an assessment paper will be presented to the January meeting. **Action: Simon Goodison**

- 5.3 Item 11/002 SW Hants Recovery Briefing. Mike Fulford reported that the review into excess bed days had been delayed. He advised that the data would be circulated to Committee members as soon as it becomes available. **Action: Mike Fulford**

- 5.4 Item 11/004 Spinal Surgery. It was noted that the update is scheduled for the next meeting of the CCG Board in January 2012. **Action: Simon Hunter**

5.5 Item 11/012 Future Agenda Items: Joint Commissioning. Heather Hauschild reported that no further progress had been made on this and that a meeting will be scheduled with Hampshire County Council Adult Services early in the New Year.
Action: Heather Hauschild/ Behrooz Vaezi

5.6 Item 11/013 Finance and Performance Report - WEHT. Mike Fulford explained that the contract underspending identified in November's report will be reviewed, as part of the preparation of the Month 8 reporting process and as part of the report to the January meeting.
Action: Mike Fulford

5.7 Item 11/015 Primary Care Prescribing. It was noted the Clinical Cabinet meeting will review these reports and any reporting to the Board will be by exception only.

5.8 Item 11/016 and 017 – Winter Planning. Ruth Milton explained that the Winter Operations room has been operational since 7 November 2011, with regular SitRep updates made to the SHA and Department of Health. The room also monitored the situation relating to the national industrial action, which had taken place yesterday. She added that the Emergency Planning team are taking action to improve primary care awareness of winter planning processes and the key actions and measures that may be required should pressures escalate.

5.9 Ruth Milton also explained that work has been progressing regarding immunisation against flu, with focus on high risk groups, including those with chronic illness, health and social care workers and expectant/new mothers. Jim Rose explained that further work could be undertaken with midwives to increase the potential uptake of vaccinations. Martin Cox suggested that this could be raised with the Maternity Services Liaison Committee and that access to vaccinations via pharmacists could improve uptake also. Ruth Milton agreed to provide an update to the next meeting on flu immunisation, by which time a more accurate position of uptake will be available, as most clinics will have taken place during November.
Action: Ruth Milton

5.10 Item 11/025 Local Authority Update. It was noted that a meeting with Heather Hauschild, Mike Fulford and Behrooz Vaezi was to take place next week to discuss a range of matters. Ruth Milton added that Debbie Fleming had recently attended a meeting of the Hampshire County Council and provided an update on CCG development and outlined the need for robust Health and Wellbeing Board arrangements. The Board highlighted the importance of retaining strong local District health and wellbeing arrangements, with clear mechanisms and integration in place with the County-level Board.

5.11 **AGREED:**

The WHCCG Board agreed to accept the verbal updates on the Action Tracker.

6 **Finance and Performance Report (Paper WHCCG11/029)**

6.1 Mike Fulford introduced the Month 7 2011/12 Finance and Performance report, highlighting the following:

- Year to date spend on the devolved budgets is greater than planned by £3.6m (1.3%), mainly due to overperformance on the University Hospital Southampton NHS Foundation Trust (UHSFT) contract and prescribing budget overspend. This is offset by an underspend on the WEHT contract.

- The devolved budget overspend is offset by a centrally held contingency, which results in an overall position of £675k underspent.
- The CCG is still awaiting confirmation from the Cluster of the allocation of the contingency budget which is expected to be agreed for month 8 reporting.
- Key performance issues continue to be Referral to Treatment and waiting times at both UHSFT and WEHT, with recovery plans
- WEHT general activity is below plan for elective and non-elective admissions, with some small over-performance on orthopaedics and A&E.
- UHSFT is overspending across all areas, with key area being elective and non-elective admissions, and outpatients. There is anecdotal evidence of increased dental activity arising from complications from dental work undertaken by independent practitioners. This is currently being audited. Similarly, audit work is underway to investigate the increased incidence of short stay admissions. An update on these areas will be provided to the next meeting.
Action: Mike Fulford.

6.2 Mike Fulford presented an overview of performance issues across the South West Hampshire system, highlighting the remedial actions underway:

- Financial. Financial performance forecast to be achieved through balancing over-performing contract with under-performing budgets, investment slippage and contingency funds.
- QIPP. NHS Hampshire and NHS Southampton City are working jointly to speed up the impact of transformational schemes including invest to save programmes. CCGs and Clinical leaders are involved in the delivery of QIPP and teams are working to embed the Remedial Action Plan projects and bring forward savings where possible. Progress is reported to the cluster on a weekly basis.
- Contract. Critical scrutiny of the contract is underway to identify poorly performing specialties and understand the cause for over/underperformance. Close liaison with commissioners and provider to ensure the Remedial Action Plan addresses these issues. Contract penalty notices issued for underdelivery of RTT in UHSFT.

6.3 Tim Thurston requested that future reports of Financial Performance (with reference to table on page 10) include Royal Bournemouth and Christchurch Hospitals, as a separate line. Mike Fulford agreed to implement this change.

Action: Mike Fulford.

6.4 Board members appreciated the inclusion in the report of the locality performance tables from pages 19-25 of the report, and the activity rankings on pages 26-28. The outliers and variation were noted and further detailed review would take place at the next Clinical Cabinet meeting.

6.5 **AGREED:**

The West CCG Board agreed to accept the Finance & Performance Report Month 7 2011/12.

7 **Clinical Cabinet – Progress Report (*Verbal Update*)**

7.1 Heather Hauschild reported that the following Clinical Director appointments had been made to the Clinical Cabinet, with interviews for the remaining position scheduled for next week:

- Dr Nigel Watson – Community
- Dr Katrina Webster – Mental Health
- Dr Adrian Higgins – Unscheduled Care

7.2 **AGREED:**

The West CCG Board agreed to accept the Clinical Cabinet Progress Report.

8 **Terms of Reference (*Paper WHCCG11/030*)**

8.1 Heather Hauschild explained that West CCG – whilst a sub-committee of the SHIP Cluster Board – is now permitted to be called a Board. A temporary amendment to the Terms of Reference is also proposed, given that the CCG currently has only one Non Executive Director (NED) member. Until such time that a second NED is appointed, it is recommended that a quorum for the Board meeting shall require the attendance of two of the following members: Non Executive Director, Local Authority Representative and Patient Representative.

8.2 The recommended changes to the Terms of Reference, as outlined, will be forwarded to the Director of Commissioning Development and Director of Corporate Affairs, for onward ratification. **Action: Ian Corless**

8.3 **AGREED:**

The West CCG Board approved the proposed amendments to the Terms of Reference of the Board, for onward ratification.

9 **West Hampshire CCG: First Draft Commissioning Intentions (*Paper WHCCG11/031*)**

9.1 Heather Hauschild introduced the draft commissioning intentions for 2012/13, advising that this remained work in progress. She explained that Sarah Schofield had reviewed the document, with her comments highlighted in red in the document. It is envisaged that the final draft will be published during week commencing 5 December 2011 and in turn communicated to providers as part of the contracting process for next year. All Board members were invited to submit comments directly to Heather. **Action: All**

9.2 Ruth Milton noted that the Prevention and Health Prevention section was primarily based on Southampton City CCG's commissioning intentions. While many issues apply to West Hampshire, she agreed to review this section and update where necessary to reflect local needs. **Action: Ruth Milton**

9.3 **AGREED:**

The West CCG Board noted the draft commissioning intentions for 2012/13 and agreed to submit comments to Heather Hauschild.

10 **West Hampshire CCG: Draft Development Plan (*Paper WHCCG11/032*)**

10.1 Heather Hauschild introduced an update on the Development Plan that the CCG is required to submit as part of the process leading to authorisation. PricewaterhouseCooper, who worked with CCG on the diagnostic assessment, have been engaged in order to assist in the completion of the Plan, to meet the

submission deadline of mid-December. She explained that the SHA had been sighted on the Plan and it will be reviewed later this week.

10.2 AGREED:

The West CCG Board noted the draft Development Plan.

11 Draft Communications and Engagement Strategy (*Paper WHCCG11/033*)

11.1 Hannah O'Neil introduced a plan for communications and engagement for West Hampshire CCG until April 2012. It is envisaged that a refreshed plan will be produced for the year to April 2013, in early 2012, which in turn will be more public-facing. She drew the Board's attention to Appendix 1, which detailed implementation plan, including the range of activities scheduled. This document will be updated on a monthly basis for review by the Board.

11.2 Mike Fulford requested that more specific dates are included, when known. For example, it was noted that plans are in train for a meeting of MPs on 3 February 2012. Given that this is a Friday, details will need to be confirmed as soon as possible, to ensure Clinical attendance. **Action: Hannah O'Neil**

11.3 AGREED:

The West CCG Board approved the updated communications and engagement plan, included the activities summarised to implement the plan.

12 Fordingbridge Hospital Estate (*Paper WHCCG11/034*)

12.1 Rohan Howard introduced a position paper regarding the plans for Fordingbridge Hospital buildings. There is a mixture of buildings on site, with the main site owned by NHS Hampshire and the Fordingbridge GP practice owning the GP surgery and The Arches building. A project group has been established and is working with local stakeholders to address a range of estates issues, including future use of the site.

12.2 During a time of discussion it was noted that further work was required on the re-provision of radiology services on-site, to demonstrate its viability and in the context of service provision elsewhere. There was a perceived risk that piecemeal investment now could prejudice future strategic decisions regarding wider provision of services on site. At the present, the West CCG Board require further evaluation regarding the viability of provision of radiology services on site.. **Action: Rohan Howard**

12.3 AGREED:

The West CCG Board resolved to:

- **Note the intention to vacate older buildings on the Fordingbridge Hospital site, in order to enable services to function more effectively, and to re-provide the services on site.**
- **Note that the radiology service is under review.**
- **Note that a business case for investment in the retained infrastructure will be prepared for further consideration by the CCG, SHIP Cluster and NHS South of England.**

13 Southern Health Seminar – Feedback (*Verbal Report*)

13.1 Heather Hauschild and Nigel Sylvester reported that the Seminar held with the leadership of Southern Health NHS Foundation Trust earlier in the day had been positive, with a good exchange of views around proposed approaches. There is support for Southern Health’s vision within the CCG but there remained continuing concerns regarding progress in implementation, and the associated workforce, IT and other resourcing issues. Monthly meetings are now being scheduled.

13.2 AGREED:

The West CCG Board noted the feedback from the seminar held with Southern Health NHS Foundation Trust.

14 Date of Next Meeting – 5 January 2012 (*Verbal Report*)

14.1 Heather Hauschild and Nigel Sylvester checked the availability of Board members for the next scheduled meeting. It was noted that there would be a quorum and therefore the meeting should take place as planned. Heather Hauschild reminded the Board that given the Christmas and New Year holiday period, it was envisaged that the agenda would be focussed on a fewer number of items and that any documentation would be circulated slightly later than would normally be the case.

14.2 AGREED:

The West CCG Board agreed to proceed with plans to hold its next meeting on 5 January 2012.

15 Communications and Engagement Activity Report: November 2011 (*Paper WHCCG11/036*)

15.1 Hannah O’Neil provided an update on the Communication and Activity undertaken in November 2011, highlighting the progress made across a range of activities and workstreams.

15.2 The Board requested that details regarding the next GP engagement event, scheduled for the end of January 2012, are finalised as soon as possible.

Action: Hannah O’Neil

15.3 AGREED:

The West CCG Board noted the Communications and Engagement Activity Report (November 2011).

16 Hythe Community Hospital / Hythe Health Centre (*Paper WHCCG11/037*)

16.1 Heather Hauschild introduced a progress report on the work being undertaken to review community services in Hythe locality and the associated implications for the estate of the existing health campus. The Board was asked to note the progress to date in defining and procuring services to meet the needs of the local population and the key milestones for completion of the project, to include the redevelopment of the site. It is envisaged the Strategic Outline Case for the ambulatory care work will be submitted to the CCG Board in February 2012.

16.2 AGREED:

The West CCG Board noted the progress to date regarding the review of community services in the Hythe locality and the associated implications for the estate of the existing health campus.

17 Midwife Led Birth Services for Mid Hampshire (*Paper WHCCG11/038*)

17.1 Heather Hauschild referred the Board to the report of the two-month consultation led by Winchester and Eastleigh Healthcare NHS Trust (WEHT) regarding options for the future provision of midwife-led maternity services across mid Hampshire. The report highlighted that the WEHT Board recommended Option 3 – to maintain midwife-led births at the Royal Hampshire County Hospital and introduce Domino services at the Royal Hampshire County Hospital and Andover Birth Centre. It was noted that this was supported at the Health Overview and Scrutiny Committee on 29 November 2011 and ratified by the WEHT Board the following day.

17.2 The CCG Board expressed continuing concerns regarding the sustainability of the proposed new model (in staffing and clinical terms), particularly in the light of the formation of the Hampshire Hospitals NHS Foundation Trust in 2012. It was noted that new Domino service would be audited after six months to ensure that it is operating effectively.

17.3 AGREED:

The West CCG Board noted the Winchester and Eastleigh Healthcare NHS Trust's decision to maintain midwife-led births at the Royal Hampshire County Hospital and introduce Domino services at the Royal Hampshire County Hospital and Andover Birth Centre, following the recent consultation undertaken with the local population.

18 Public Health Update (*Verbal Report*)

18.1 Ruth Milton reported that steady progress was being made with regard to the establishment of the shadow Health and Wellbeing Board. It has been identified that further training and development was required for Council members to raise awareness and build more effective relationships and linkages with CCGs, building on an event held earlier in November. The Board restated (see 5.10) the importance of retaining strong local District health and wellbeing arrangements, with clear mechanisms and integration in place with the County-level Board.

18.2 Nigel Sylvester suggested that a meeting be explored to take place between CCG representative(s) with John Coughlan and the West Hampshire Children's Services lead, which could act as a useful way forward. **Action: Ruth Milton**

18.3 AGREED:

The West CCG Board noted the Public Health Update

19 Local Authority Update (*Verbal Report*)

19.1 Behrooz Vaezi updated the Board on the next round of redundancies being

implemented within Adult Services and provided assurance that the linkages with the NHS and CCGs were clear and robust. It was noted that a meeting will be scheduled early in the New Year specifically to explore Joint Commissioning.

19.2 Behrooz Vaezi, Mike Fulford and Heather Hauschild agreed to meet in the next fortnight to explore a range of issues.

Action: Behrooz Vaezi, Mike Fulford and Heather Hauschild

19.3 **AGREED:**

The West CCG Board noted the Local Authority Update

20 **Hampshire LINK – Update (*Verbal Report*)**

20.1 Martin Cox updated the Board on a range of work completed or underway:

- Survey periods have concluded for work relating to pharmacy and phlebotomy. Review of responses being undertaken.
- Meetings have taken place with practice managers to strengthen relationship, in order to ensure continuity with the transition to Health Watch.
- A report has been completed regarding the Out of Hours phone survey and shared with the Local Medical Committee.
- A meeting with management regarding stroke service patient care at University Hospital Southampton NHS Foundation Trust.
- Exploring common agenda items with neighbouring LINKs in Dorset and Wiltshire.
- A meeting with Hampshire County Council adult services in support of addressing winter pressures – particularly in relation to access to 4 x 4 vehicles in less-accessible areas.
- Raising awareness regarding the NHS111 service.
- Raising awareness regarding the Extra Care Housing Scheme.
- Visits to mental health units, with particularly focus on CRB checks and training records.
- Supporting the process of ‘enter and view’, in relation to Care Quality Commission spot-checks.

20.2 **AGREED:**

The West CCG Board noted the Hampshire LINK Update.

21 **Developing Commissioning Support for Hampshire and Isle of Wight CCGs (*Paper WHCCG11/039*)**

21.1 Heather Hauschild referred the Board to the progress update regarding the development of the commissioning support offer for CCGs. The specification and prospectus is in the process of being refined.

21.2 Ruth Milton assured the Board that public health resource will reside within local authorities as part of a national mandate and is not part of the Commissioning Support offer.

21.3 **AGREED:**

The West CCG Board noted progress report regarding the development of the commissioning support offer for CCGs in Hampshire and the Isle of Wight.

22 Approved Minutes of SHIP PCT Cluster Board Committees (*Paper WHCCG11/040*)

22.1 The West CCG Board noted the approved minutes of the following SHIP PCT Cluster Committees:

- The SHIP Board of Clinical Commissioners (BoCC) meeting held on 21 September 2011.
- The SHIP Clinical Governance Committee meeting held on 22 September 2011.

22.2 Nigel Sylvester sought confirmation regarding which clinical pathways would be taken forward for AQP under the Department of Health Policy requirement. Heather Hauschild confirmed that the BoCC agreed in October that these would be:

- Adult hearing.
- MSK.
- Continence.

23 Any Other Business

23.1 Board members did not identify any other business for review at the meeting.

24 Future Potential Agenda Items

24.1 No further items were identified beyond standing items and those already within the Action Tracker.

25 Date of Next Meeting

25.1 The next meeting of the West Hampshire Clinical Commissioning Group Committee would be held on Thursday 5 January in the Board Room at Omega House, 112 Southampton Road, Eastleigh SO50 5PB.

Future dates:

2 February 2012
1 March 2012
5 April 2012
3 May 2012
7 June 2012
5 July 2012
2 August 2012
6 September 2012
4 October 2012
1 November 2012
6 December 2012

Signed as a true record

Name:

Title:

Signature:

Date: