

Minutes

Board (DRAFT)

Minutes of the NHS West Hampshire Clinical Commissioning Group Board held on Thursday 25 March 2021 at 12noon via video conference.

Present:	Sarah Schofield Charles Besley Jenny Erwin Mike Fulford Simon Garlick Judy Gillow Adrian Higgins Rory Honney Rachael King Johnny Lyon-Maris Maggie MacIsaac Matthew Richardson Alison Rogers Jim Smallwood Caroline Ward Stuart Ward	Clinical Chairman (Chair) Locality Clinical Director / Board GP Director of Mental Health Transformation and Delivery Chief Operating Officer and Chief Finance Officer Lay Member, Governance Lay Member, Quality and Patient Engagement Medical Director Locality Clinical Director / Board GP (part meeting) Director of Commissioning, South West Locality Clinical Director / Board GP Accountable Officer (Item 4 & 5) Interim Director of Quality and Nursing Lay Member, Strategy and Finance Secondary Care Consultant Lay Member, New Technologies Locality Clinical Director / Board GP
In attendance:	Ian Corless Fiona Howarth Liane Langdon Ellen McNicholas Terry Renshaw	Board Secretary/Head of Business Services Executive Director of People and Development HIOW Partnership of CCGs HIOW Partnership of CCGs (Item 5) Programme Director New Ways of Working (Item 5) Director of Quality and Nursing Governance Manager
Apologies for absence:	Ruth Colburn-Jackson Karl Graham Lorne McEwan Jackie Zabiela	Managing Director: North and Mid Hampshire Locality Clinical Director / Board GP Locality Clinical Director / Board GP Governance Manager

1. Chairman's Welcome

- 1.1 Sarah Schofield welcomed everyone present to the close down meeting of the NHS West Hampshire Clinical Commissioning Group (CCG) Board and noted the apologies for absence. A quorum for the meeting was confirmed.
- 1.2 Sarah highlighted that whilst this meeting was not being held in public in light of COVID-19 and social distancing requirements, papers have been published on the CCG website. She also reminded the Board of the CCG's values, which are published on the front page of the agenda, minutes and cover sheet of each Board paper.

- 1.3 Attention was drawn to the following meeting etiquette:
- Attendees to be on mute and keep cameras off. Only the presenters should have their cameras and microphones enabled.
 - Questions and comments to be added to instant messaging section.
 - Questions and comments received will be collated by the Governance Team.

2. **Declaration of Board Members' Interests (Paper WHCCG21/001)**

- 2.1 The Register of Board Members Interests was received and noted.
- 2.2 Ellen McNicholas reported that she has updated her Declaration of Interest form this morning and submitted to Ian Corless. Ellen made the Board aware that she is now a Trustee for St John's Winchester, who are a charity whose mission is to provide an inspirational community where older people are empowered and enabled to live full rich lives through quality care and supported housing and friendship. This is a non-remunerated post. It was noted that WHCCG has a small contract with this charity.
- 2.3 Sarah Schofield asked the Board to review the agenda for the meeting and establish whether there were any business items where there may be potential or perceived conflicts of interest. No interests were updated or declared in relation to the agenda.

2.4 **AGREED**

The Board agreed to accept the Register of Board Members' Interests.

3. **Minutes of the Meeting held in common of the Partnership Board of the Hampshire and Isle of Wight CCGs and West Hampshire CCG Board held on 4 February 2021 (Paper WHCCG21/002)**

- 3.1 Sarah Schofield asked Board members to confirm and approve the minutes of the meeting held in common of the Partnership Board of the Hampshire and Isle of Wight CCGs and West Hampshire CCG Board held on 4 February 2021 and to discuss matters arising
- 3.2 She explained that she had received no amendments in advance of the meeting.
- 3.3 Sarah Schofield extended thanks to Ian Corless and the Governance Team and reflected on the quality and accuracy of the minutes that are produced.

3.4 **AGREED**

The Board approved the minutes of the Board meeting in common held on 4 February 2021 and commend them for signature by the CCG Chair.

Matters Arising

- 3.5 There were no Matters Arising.

4. **Chief Executive's Report**

- 4.1 Sarah Schofield welcomed Maggie MacIsaac to this the last meeting of the West Hampshire CCG.

- 4.2** Maggie Maclsaac reflected on the extraordinary year we have just been through as a result of the COVID-19 Pandemic response. As of yesterday HIOW stood down from major incident, which is a reflection that we are now going in the right direction in terms of COVID infection rates and the amazing vaccination programme that has been led by Jenny Erwin as Senior Responsible Officer and Ellen McNicholas who has been leading the hospital hub part at the Region. Rachael King together with Nigel Watson and Barbara Rushton who are leading in terms of the Primary Care Network response. This has been fantastic collective working. However, this does not mean the Pandemic is over. Thanks were extended to Matthew Richardson for covering for Ellen McNicholas. Thanks were also extended to the Board, GPs, Lay Advisers and Executives who have coped with normal business in the context of COVID-19 and the changes this has brought. It is testament to this fantastic Board who have undertaken good debate and rigour over decision making. A thank you was also extended to Ian Corless and his team.

Maggie concluded this section by saying that she is confident that the handover of outstanding issues and risks has been managed well and that there have been good systems and processes underpinning this process that have been put in place by Ian Corless and the governance team.

- 4.3** Maggie stated that the new Hampshire, Southampton and Isle of Wight CCG will be established on the 1 April 2021 and that she is pleased that all Boards have done so well with the transition from different organisations with different cultures which has been shown to date through people coming together from different organisations to take forward specific pieces of work. Thanks were extended to those who have taken forward and will continue to take forward opportunities as they arise as we continue on our journey.

Integrated Care Systems (ICS) will become statutory bodies from April 2022 subject to legislation. Locally we have taken the opportunity to undertake this change once and this next year will be a year of transition and we propose to take the CCG statutory functions seamlessly into the ICS. Maggie reflected that we have a good track record of being on the front foot and ahead of the game which will put us in a good place.

- 4.4** On concluding Maggie extended a big thank you to Mike Fulford who has undertaken the role of Chief Operating Officer to help her manage the three organisations and to the team who have supported Mike and coped amazingly with all that has been thrown at us this year.

In response Sarah Schofield thanked Maggie for her leadership and management of a number of CCGs at such a time as this. COVID-19 is one thing but in addition there has been management of multiple CCGs and a merger. Thank you for keeping us going and it is good to have you here today to mark the end of West Hampshire CCG.

4.5 AGREED

The Board received and noted the Chief Executives Report.

5. CCG Merger and Future Ways of Working (Paper WHCCG21/003)

- 5.1** The Board received a report on the CCG Merger and Future Ways of Working and attention was drawn to the following key messages:

- At their meeting on 24 September 2020 the joint meeting of the Governing Bodies of Southampton City CCG and West Hampshire CCG and the Hampshire and

Isle of Wight Partnership of CCGs Partnership Board agreed to submit a formal application to establish a single CCG for Hampshire, Southampton and Isle of Wight following thorough consideration of feedback from stakeholders and a detailed discussion of the case for change.

- The case for change document describes an approach to further developing the relationship-based collaborative approach to planning and delivery developed through closer partnership working since October 2019, retaining the benefits of the current CCG model – the local focus, local relationships with partners and local clinical leadership - whilst also gaining greater benefits of working together.
- Conditional approval was subsequently granted by NHS England for the establishment of NHS Hampshire, Southampton and Isle of Wight CCG on 1 April 2021.
- The mobilisation phase of the programme continues to be overseen by the Future Ways of Working Programme Board with membership drawn from clinical, managerial and lay governing body/board members from across the CCGs.
- Two projects were established to deliver the benefits of a single CCG for Hampshire, Southampton and Isle of Wight:
 - CCG technical merger – a project which ensures that the legal and technical requirements for establishing a CCG are in place for 1 April 2020.
 - Future Ways of Working – a project which delivers the cultural change supporting delivery of the intended benefits for patients and residents, benefits for primary care, and benefits for health and care partners. Much of this project has been deferred to 2021/22 as the COVID-19 Wave 2 contingency plan for the programme was enacted.
- The CCG technical merger project is now approaching the conclusion of its work to deliver the merger of the six organisations and establishment of the NHS Hampshire, Southampton and Isle of Wight CCG.
- The documentation and reporting of assessments and processes in the paper is intended to demonstrate the readiness of the new CCG to go-live on 1 April 2021 and thereby support the Board to determine their readiness to enact the dissolution of NHS West Hampshire CCG on 31 March 2021 to form, along with Southampton City CCG and the Hampshire and Isle of Wight Partnership of CCGs, the NHS Hampshire, Southampton and Isle of Wight CCG on 1 April 2021.
- This decision will enable the enactment of the staff, property and asset transfers and empower the Chief Executive to sign the Grant of Merger and associated paperwork relating to delegation of primary care commissioning to the new CCG in readiness for operation on 1 April 2021.

It was noted that a copy of the Transfer Scheme is attached to this paper and details of the Transfer Orders are provided in the Board portal 'Reading Room' for reference.

(Rory Honney left the meeting)

- 5.2** Fiona Howarth explained that the Board are being asked to note progress and to decide formally to dissolve West Hampshire CCG and that Liane Langdon is here today to address any technical questions. It was highlighted that the paper is self-explanatory and details the journey and the decision in principle as to why a merger is necessary and sets out the process around technical merger. Safe transition has been confirmed and all programmes are on track. There is a lot of detail behind what is presented today and Liane and her team have brought rigour to the programme, which we want to take forward into the new organisation. There are many things within the merger technical programme that will be carried forward into April and beyond and there are plans to support this.

The Future Ways of Working Programme Board met yesterday to assure that the programme is on track. They agreed that we are and commend to CCG Board that we are in a position to make the decision to dissolve West Hampshire CCG and form Hampshire, Southampton and Isle of Wight CCG from the 1 April 2021.

Sarah Schofield suspended the presentation and asked the Governing Body to formally decide to dissolve NHS West Hampshire CCG on 31 March 2021 to form, along with Southampton City CCG and the Hampshire and Isle of Wight Partnership of CCGs, the NHS Hampshire, Southampton and Isle of Wight CCG on 1 April 2021. The Governing Body **AGREED**.

The presentation resumed and Fiona reported that Southampton City CCG had met yesterday and had agreed to dissolve on 31 March 2021 and the Hampshire CCG Partnership is currently meeting and will be asked to make a decision.

On concluding Fiona extended a huge thank you to Liane and all of the individuals who have contributed to the 'blended team' across all CCGs. Ian Corless has been brilliant as have others to get us to where we are at today.

Maggie Maclsaac reflected that this has been a well-managed programme and a true team effort and said that this needs to be recognised and thanks were extended.

- 5.3** Ian Corless drew attention to the positive comments logged in the chat box and thanked people for these and reinforced that this has been a team effort across all CCGs. Attention was drawn to the work undertaken by Jackie Zabiela supported by Terry Renshaw on the transfer orders, Beccy Willis on Freedom of Information and IG Risk and Steve Cummings meeting support to meetings in common, all have gone those extra miles/hours to get the work done and give us a good foundation on which to build.

5.4 AGREED

The Board:

- **Noted the progress made to enact the decision to form a single CCG for Hampshire, Southampton and Isle of Wight for 1 April 2021**
- **Noted the actions undertaken in the period to 31 March 2021 to enact the transfer orders required to transfer staff employment, ownership of assets and liabilities, and contractual arrangements to the new CCG.**
- **Decided formally to dissolve NHS West Hampshire CCG on 31 March 2021 to form, along with Southampton City CCG and the Hampshire and Isle of Wight Partnership of CCGs, the NHS Hampshire, Southampton and Isle of Wight CCG on 1 April 2021.**

6. Reports from Committees of the NHS West Hampshire CCG Board (March 2021)
(Paper WHCCG21/004)

- 6.1** Sarah Schofield explained that the purpose of this paper is to provide assurance to the Board that appropriate processes have been put in place to close down the Committees of the Board prior to the merger i.e.
- Audit Committee
 - Clinical Cabinet
 - Clinical Governance Committee
 - Finance and Performance Committee
 - Primary Care Commissioning Committee

The paper also provides an update on the progress to date as well as summaries of key actions, work programmes and risks that will be transferred to the new organisation. The Chairs of the respective Committees were invited to highlight key issues to the Board, as necessary.

- 6.2** Audit Committee: Simon Garlick provided assurance to the Board that that West Hampshire CCG has 'kept its house in order' and on track in terms of financial statements and audit reports and extended thanks to Andrew Short and the finance team. We have received a reasonable assurance rating from the internal auditors and external audit are not flagging any areas of concern. The stewardship of our finances is in a sound position again and we are in a good place to hand over.
- 6.3** Clinical Cabinet: Adrian Higgins reported that there are no issues to note there is just one long standing open item on the action tracker relating to the Community ENT Service (OMNES) where a deep dive is to be undertaken following clinical and quality concerns raised. Attention was drawn to the Referral Support Service and the fact that Cabinet agreed that due to the uniqueness of this service and the benefits it has realised a formal review needs to take place within the next three to six months. This is important as we come together as one new organisation to ensure that there is equity across our services as different referral mechanisms come together. This action is to be formally handed over to the Planned Care Board.
- 6.4** Clinical Governance Committee: Ellen McNicholas reflected that she has been out of the CCG since the beginning of December, working on her Regional role and she has welcomed the opportunity to join the Board today.

Judy Gillow drew attention to the summary report and emphasised:

- The actions in Section 3 that are being transferred, especially long waits and the patient safety point of view and the GP perspective.
- Section 4 The Shared Learning Newsletter that has been developed by Jo Clifford and is seen as a role model across system. The Committee are commending this to the new CCG as an initiative which should continue, and suggest that the next stage should be evaluating outcomes to identify if learning is embedded. Ellen echoed the sentiment as the work undertaken by Jo has been outstanding. Jo has collaborated with others but it is her leadership that has driven this forward. Ellen reported that she has shared this newsletter with regional and national colleagues who think it is amazing and she strongly recommends that it is retained going forward as it makes a real difference to patient safety.

Ellen extended thanks to Judy Gillow, Matthew Richardson and the Quality team for all the work they have undertaken to benefit patients locally and within the wider System.

- 6.5** Finance and Performance Committee: Alison Rogers drew attention to the summary report. Alison said the most important message is to say thank you to all staff.

Challenges are being faced around CAMHS and financial management has also been challenging in this strange year, which has not been so taxing in terms of QIPP. Alison particularly commended Mike Fulford in the way that he has not only undertaken his role as Chief Finance Officer but has in addition fulfilled the position of Chief Operating Officer and maintained the operation of the organisation as a whole, which demonstrates real dedication. This is meant genuinely and it is important that we recognise that. Personal thanks were extended to Mike, Andrew Short, Jonathan Vaughan, Michaela Dyer and the wider Finance and Performance Teams.

- 6.6** Primary Care Commissioning Committee: Caroline Ward thanked Rachael King and the team as throughout the four years she has been chairing this Committee without exception actions have been completed and risks mitigated. The Committee has had good governance around risk management and mitigation and Caroline said that she feels assured that the Committee is in a good place to hand over.

On concluding this item Sarah Schofield reflected that the Board can be assured that the whole close down process has been rigorous and asked the Board if they are content to sign off the confidential closedown reports from the Board Committees for the West Hampshire CCG. The Board **AGREED**.

At this point in the meeting Sarah Schofield formally thanked the Chairs of the Board Committees for all their hard work.

6.7 **AGREED:**

The Board received and reviewed the closedown reports from Board Committees for the NHS West Hampshire CCG:

- **Audit Committee**
- **Clinical Cabinet**
- **Clinical Governance Committee**
- **Finance and Performance Committee**
- **Primary Care Commissioning Committee**

And agreed the sign off of the reports.

7. Emergency Preparedness Resilience and Response Annual Report 2020 (Paper WHCCG21/005)

7.1 Jenny Erwin reported that:

- The Emergency Planning Resilience and Response (EPRR) annual report details how EPRR corporate responsibilities are met and provides assurance to the Governing Bodies that they comply with relevant legislation and guidance (as summarised by the NHS England/Improvement's core standards for EPRR).
- In 2020/21 the Hampshire, Southampton, Isle of Wight and Portsmouth CCGs have worked together to deliver their responsibilities as category 2 responders under the Civil Contingencies Act 2004. This report contains the 2020/21 EPRR Core Standards Assurance process for each of the CCGs.
- As part of this process the Accountable Emergency Officer of each CCG must ensure that the Governing Bodies receive as appropriate, reports, no less frequently than annually, regarding EPRR, including reports on exercises undertaken by the organisation, significant incidents, and adequate resources are made available to enable the organisation to meet the requirements of these core standards.
- This year the EPRR team has been at the centre of the Hampshire & Isle of Wight COVID 19 response and has managed and coordinated the Hampshire and Isle of Wight Incident Coordination Centre.
- It was recognised by NHS England/Improvement that the detailed and granular process of previous years would be excessive while we responded to further waves of COVID-19, as well as upcoming seasonal pressures and the operational demands of restoring services. The amended process for 2020/21 therefore focussed on three areas:

1. Progress made by organisations that were reported as partially or non-compliant in the 2019/20 process. For Hampshire & Isle of Wight this included Portsmouth Hospital University Trust and Isle of Wight NHS Trust
2. Process of capturing and embedding the learning from the first wave of the COVID-19 pandemic
3. Inclusion of progress and learning in winter planning preparations.

7.2 Jenny reflected that we have been living through an emergency that in normal circumstances would last a few hours/days COVID-19 has just passed a year and we have for that year been living the EPRR Annual Report and that from her perspective as accountable officer the Board can be assured that we are prepared.

7.3 Sarah Schofield asked if lessons learnt are to be followed up. Jenny responded by saying that lessons learnt have been identified following a 'wash-up' session and these will be carried through into the new organisation to inform how we do EPRR in the new CCG and ICS. Fantastic ways of working have been pulled forward and hot/cold briefing takes place.

It was reported that the level 4 incident status is to be stood down in the next couple of weeks in line with national approach.

Sarah thanked Jenny for her leadership in this space, this has truly featured as system working and we should be proud of what has been achieved within West Hampshire and for the wider population.

7.4 **AGREED:**

The Board received the Emergency Preparedness Resilience and Response (EPRR) Annual Report 2020.

8. **Any Other Business** – There were no items identified.

9. **Vote of Thanks**

9.1 Caroline Ward said that as she will not be moving forward into the new organisation she would like to say a huge thank you and goodbye to all those she has worked with over the last four years and that she has learnt a lot and thank you for that. She hopes to keep in touch and that she has enjoyed every minute.

9.2 Sarah Schofield said it is a sad day and as a GP she sees the whole care cycle from birth through to death. Sarah reflected that she has been involved with West Hampshire CCG from when it was first invented in 2011 to its end today and it has been a privilege to participate with all those around the table who have made it such a pleasure. We need to think about all that has been achieved and it is about the people driving these achievements and she thanked the Board for their good humour and support and she reflected that she has spoken to each person individually. Sarah also wished to say thank you to the leaders and the teams who have supported the business of the CCG right from the start, there are many happy memories to share and that she will miss all of you and this meeting.

Signed as a true record

Name:

Title:

Signature:

Date

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