

Partnership Board meeting in public

Title of Paper	Minutes of the 25 th April Partnership Board meeting in public		
Agenda Item	5	Date of meeting	26 th September 2019
Exec Lead	Roshan Patel, Chief Operating Officer and Director of Finance, HIOW Partnership of CCGs		
Author	Leonora May, Governance and Committee Officer		

Purpose	For Decision	
	To Ratify	
	To Discuss	
	To Note	X

Executive Summary	
<p>The minutes of the Partnership Board meeting held in public on 25th April 2019 are presented to the Partnership Board for noting. The minutes were approved at the Partnership Board meeting held in private on 27th June 2019.</p>	
Recommendations	<p>The Partnership Board are asked to:</p> <ul style="list-style-type: none"> • Note the minutes of the Partnership Board meeting held in public on 25th April 2019.

Partnership Board* Meeting (held in public)
Thursday 25th April 2019 15:00
Council Chamber, Civic Offices, London Road, Basingstoke, RG21 4AH

Members present

Name	Role
Peter Cruttenden	Chair of the Partnership Board**
Julia Barton	Executive Director of Quality & Nursing
Dr David Chilvers	Clinical Chair, NHS Fareham and Gosport CCG
Ruth Colburn-Jackson	Managing Director, NHS North East Hampshire and Farnham CCG
Jane Cole	Interim Managing Director, NHS Isle of Wight CCG
Dr Nicola Decker	Clinical Chair, NHS North Hampshire CCG
Ros Hartley	Executive Director of Transformation, Hampshire and Isle of Wight Partnership
Zara Hyde Peters	Managing Director, NHS North Hampshire CCG
Dr Michele Legg	Clinical Chair, NHS Isle of Wight CCG
Maggie Maclsaac	Chief Executive, Hampshire and Isle of Wight Partnership
Roshan Patel	Executive Director of Finance, Hampshire and Isle of Wight Partnership
Dr Barbara Rushton	Clinical Chair, NHS South Eastern Hampshire CCG
Margaret Scott	Non-Executive Director, Primary Care
Sara Tiller	Managing Director, NHS Fareham & Gosport CCG and NHS South Eastern Hampshire CCG
Carole Truman	Non-Executive Director, Patient and Public Involvement
Judy Venables	Non-Executive Director, Governance
Nick Wilson	Non-Executive Adviser for NHS Fareham and Gosport and South Eastern Hampshire, Deputy for Patient and Public Involvement
Fiona White	Executive Director, People and Development
Dr Andy Whitfield	Clinical Director, Hampshire and Isle of Wight Partnership of CCGs

Others in attendance

Normi Cadavieco	Senior Governance Manager, North Hampshire CCG
Ann Cooper	Deputy Director of Governance, Hampshire and Isle of Wight Partnership
Stephen Cummins	Governance Manager, North Hampshire CCG (minutes)
Alison Edgington	Director of Delivery, Hampshire and Isle of Wight Partnership
Kaylee Godfrey	Head of Communications, Hampshire and Isle of Wight Partnership of CCGs
Kirsten Lawrence	Associate Director of Transformation, Hampshire and Isle of Wight Partnership of CCGs
Paul Jones	Deputy Chief Finance Officer, NHS North Hampshire CCG
Helen Rumsey	Head of PMO, NHS North Hampshire CCG
Kaylee Godfrey	Head of Communications, Hampshire and Isle of Wight Partnership of CCGs
Eira Morgan-Jones	Communications and Engagement Officer

Apologies received from:

Dr Peter Bibawy	Clinical Chair, NHS North East Hampshire and Farnham CCG
Emma Boswell	Executive Director of Quality & Nursing (Frimley)
Dr Ed Palfrey	Secondary Care Clinician

All governing bodies were confirmed as being quorate.

1. Welcome and Introductions

The Chair welcomed members of the Partnership Board and members of the public to the meeting. Apologies were noted as above.

2. Conflicts of Interest

The register of interests was noted. There were no verbal declarations of interest made.

3. Minutes of the Partnership Board meeting held in public on 7th February 2019

The Partnership Board approved the minutes of the meeting held on 7th February 2019 as an accurate record.

4. Action tracker and matters arising

The action tracker was noted with no actions carried forward from the last meeting.

5. Strategic objectives for 2019/20 and planning including:

- **Board Assurance Framework**

The Executive Director of Transformation introduced the paper which outlined the planning process for 2019/20 and set out the proposed aims, objectives and priorities for delivery.

The Partnership Board noted that for each of the priorities, outcome measures to identify progress toward achievements were being developed alongside business plans.

The Executive Director of Finance advised the Partnership Board on the work undertaken having developed six key objectives to identify risks to not meeting those objectives, expressing the aim to clarify the thread from strategic objectives through to risk.

In response to questions on the circulation of the risk register and whether it would be shared with local providers to check its relevance for them, the Executive Director of Finance confirmed that it would be a public document and would require clear two-way dialogue between commissioner and provider with a plan to be developed to manage the circulation.

The Chief Executive commented on the real benefits gained when the Partnership works together and the clarity of purpose that stemmed from having simple, clear objectives.

In response to a specific question on a financial recovery plan for Portsmouth, the Board acknowledged that risk around Financial Performance may need re-wording as no formal recovery plan was defined.

The Partnership Board approve the proposed Objectives and Priorities for 2019/20

6. Presentation of Revised Constitutions:

- **NHS Fareham and Gosport CCG**
- **NHS Isle of Wight CCG**
- **NHS North Hampshire CCG**
- **NHS South Eastern Hampshire CCG**

The Chair and Executive Director of Finance introduced the paper which asked the Board to approve the Constitutions of four of the CCG's within the Partnership.

The Chair requested further detail on how each CCG had engaged with members regarding the revisions to the constitutions.

The Executive Director, People and Development, confirmed that work had taken place throughout October and November 2018 to consult with practices on the changes to the constitutions and to advise what these changes would enable CCGs to do before asking member practices if they were content to agree. Following this consultation, sign off had been achieved from NHS England.

The Partnership Board approved the Constitutions of:

- **NHS Fareham and Gosport CCG**
- **NHS Isle of Wight CCG**
- **NHS North Hampshire CCG**
- **NHS South Eastern Hampshire CCG**

7. Equality and Diversity Annual Report

The Executive Director of Quality & Nursing introduced the report which provided an update to the Partnership board on the statutory duty of public sector organisations to have 'due regard' to the Public

Sector Equality Duty of the Equality Act 2010 and asked the Board to consider how they managed that duty in 2018.

The Board considered key issues, including that temporary, locum and consultancy workers were not always included in Equality and Diversity inductions.

The Board noted that wheelchair provision had run short in the year with extra funding allocated to ensure patients were not disadvantaged.

The Executive Director of Quality & Nursing advised the Board that the Isle of Wight had needed specific support on equality strategy.

The Partnership Board discussed the report, during which the Non-Executive Director, Patient and Public Involvement highlighted a lack of reference to gender reassignment, which it was noted was the hardest group to engage with acknowledging that there was more to do, but good connections were being established with the Equalities Officer, shared across CCGs.

The Chair raised a concern on gender pay analysis and the Board agreed that a report would come to the next meeting.

Action: Analysis on pay by gender to come to a future meeting.

In response to queries around training compliance, the Managing Director of North Hampshire CCG commented that data in the report reads very generically with more specificity required.

The Executive Director of Quality & Nursing advised the Board that further streamlining of the report was planned in future to form one, rather than 5 separate, reports.

The Partnership Board:

- **Noted the content of the report as it relates to each CCG**
- **Ratified each CCG's individual report for publication and availability in the public domain.**
- **Agreed that a report on Gender Pay Analysis is presented to the next meeting**

8. Working with the Voluntary, Community and Social Enterprise Sector

The Executive Director of Transformation introduced the paper, developed in collaboration with the Communications and Engagement team, lay advisors and representatives which set out the importance of working with the voluntary, community and social enterprise sector to our population and system.

The Associate Director of Transformation and Non-Executive Adviser for Fareham and Gosport and South Eastern Hampshire provided insight into priority areas and expressed their delight that the paper had come before the Partnership Board, noting that there were a significant number of committed people in voluntary sector and that the paper proposed doing more with different organisations.

The Associate Director of Transformation thanked all those who had assisted in pulling paper together and noted that she was keen to ensure the process moved forward in collaboration with the voluntary, community and social enterprise sector and others.

The Board discussed the report and considered questions on how easy it was to get into volunteering in the NHS and whether there were people who wanted to assist, but couldn't and what the Partnership could do to harness these volunteers and their skills and strengths.

The Board noted the response from the Associate Director of Transformation that there were strong enabling networks in Hampshire and as such, there was a significant pool of volunteers.

The Non-Executive Director, Patient and Public Involvement confirmed that volunteers were a vastly untapped resource, though the Partnership would need to provide support to ensure safeguarding and that any relevant processes were in place.

The Associate Director of Transformation commented that the aim to be achieved was longer term and strategic in nature as current contractual mechanisms within NHS make it difficult for people to engage.

The Executive Director of Transformation noted positive public feedback, highlighting the positive example of why the Partnership should sign up to the recommendations in the paper and work better with the voluntary sector.

The Chair took comments from members of the public, noting:

- That there was a great network of volunteers willing to help, though many organisations demonstrated a lack of understanding in that to be a volunteer doesn't mean to be an amateur.
- The potential to engage with Basingstoke Voluntary Action, an umbrella organisation which supported smaller charities,
- The shortage of volunteers willing to take part in things like patient transport or patient and public participation groups, and
- That there were roughly 500 volunteers working in Hampshire Hospitals Foundation Trust, made up of a very able group of people, carrying out diverse roles including supporting patients with cancer and mothers who've lost babies

The Chair summarised the recommendations that the Partnership Board were asked to agree and noted the enthusiastic approval for all.

The Partnership Board:

- **Agreed and adopted the proposed Partnership commitment**
- **Agreed and adopted the proposed principles for working with the voluntary, community and social enterprise sector**
- **Agreed and adopted the proposed priority areas**
- **Agreed the next steps**

9. Quality, Performance and Finance Report including verbal update from the Quality, Performance and Finance Committee

The Non-Executive Director, Patient and Public Involvement, in her capacity as Chair of the Quality, Performance and Finance Committee introduced the item noting that the two elements were Quality, then Finance and Performance.

The Executive Director of Quality & Nursing introduced the exceptions report which detailed high level quality risks, clarifying that the report only considered where improvement was needed and noted that there was far more going right.

The Partnership Board noted that there was an error on the reports cover page (95/130 of the report pack) following the Executive Director of Quality & Nursing's clarification that North Hampshire CCG and South Eastern Hampshire CCG were *not* in special measures, but a practice in each patch had received 'inadequate' CQC ratings and were now in special measures.

The Executive Director of Quality & Nursing detailed work that had taken place since inspections were carried out in February 2018, with the Care Quality Commission expected to carry out follow up inspections in May/June of 2019.

The Executive Director of Finance provided a Finance and Performance update for the Board, highlighting that nearly all CCG's had closed their accounts with final balances largely as expected which had set the Partnership in a great position.

The Board noted the aim for all five Partnership CCGs to break even in the 2019/20 financial year and discussed investment and quality within Child and Adolescent Mental Health Services with the Sussex partnership focussing on access standards.

The Non-Executive Director, Patient and Public Involvement asked the Managing Director of Fareham & Gosport CCG and South Eastern Hampshire CCG to provide a brief update for the Partnership Board on Integrated Care System GP referral patterns, who confirmed that there were a number of factors influencing, including tele-dermatology rather than using face to face appointments which may have skewed the number of GP referrals. The Board noted that the picture was positive but needed to be more adequately reflected to the Quality, Performance and Finance Committee.

The Partnership Board:

- **Noted the high level risks detailed in the report and the verbal escalations from the Quality, Performance and Finance Committee, made on behalf of respective CCGs in relation to commissioned providers.**

10. North and Mid Hampshire Plan.

The Managing Director, North Hampshire CCG introduced the paper which set out the process and progress to date on the development of the plan for the local care partnership in North and Mid Hampshire.

The Clinical Chair, North Hampshire CCG provided further detail on the development of the plan, working together with local partners to refine the handover process within the system for patients, based on the need to establish links with trust to ensure the safe transition of patients, focusing on the Vision, Mission, Objective, Strategy, Tactics over 15 months.

The Managing Director, North Hampshire CCG highlighted the 6 ambitions identified for the next five years and acknowledged that differing age groups were engaging in different ways, highlight the need to develop personalised care offers and the use of technology to transmit information in integrated services.

The Board noted the proposed future of GP Practices in primary care networks which would enable North Hampshire to work differently, building confidence in our system, managing people in crisis but moving them out of acute settings very swiftly, investing and modernising, particularly in emergency departments.

The Chair noted the view of the Partnership Board that the plan was based on building solid relationships to make improvements

The Partnership Board:

- **Noted the presentation and progress to date**
- **Supported the strategic direction for North Hampshire CCG as a system partner is delivering on the NHS Long Term Plan and the local Sustainability and Transformation Partnership Plan.**

11. Questions from the public

Eight members of the public were present at the meeting. The following questions / observations were raised:

Question/Comment: Basingstoke has a very good voluntary association and needs to integrate, there are excellent groups facilitating patient transport to get people seen.

Response: Thank you for your comments.

Question/Comment: There are significant problems with the 111 service, after making a call on a Friday I was told they were too busy and recommended I see the GP on Monday – why are 111 so busy they can't take calls?

Response: Thank you for your comments, - there is a major programme underway to improve integrated urgent care including 111 service and work underway including a patient questionnaire, we are keen to get details to get more information and can link through the Managing Director of North Hampshire CCG. There is also the 111 app and eConsult on many surgery websites.

Question/Comment: Adult Mental Health, - I am aware there are constraints including capacity, but the trust needs to deal with that, though it is very hard to measure.

Response: Inevitably we can't consider everything on all agendas though Adult Mental Health is very much on our minds, I am sorry if you do not have confidence that we talk about it more.

12. Close

Date of next meeting - 27th June 2019 – South Eastern Hampshire CCG

The meeting closed at 17:09.

Signed as an accurate record by

Partnership Chair _____ Date: _____

*'The Partnership Board' is the name given to the Governing bodies of: Fareham and Gosport CCG, Isle of Wight CCG, North Hampshire CCG, South Eastern Hampshire CCG; meeting as committees in common; with members of North East Hampshire and Farnham CCG governing body.

**'Chair of the Partnership Board' is the name given to the Convenor of the Governing Bodies meeting as committees in common