

HSI22/024

GOVERNING BODY

Title of paper	Reports from Committees of the Governing Body		
Agenda item	11	Date of meeting	6 April 2022
Director leads	<p>Simon Garlick, Non Executive Director for Governance – Chair, Audit and Risk Committee</p> <p>Edward Palfrey, Non Executive Director (Secondary Care Specialist) – Chair, Quality, Performance and Finance Committee</p> <p>Matt Stevens, Non Executive Director for Primary Care Commissioning – Chair, Primary Care Commissioning Committee</p>		
Clinical lead (if applicable)	Nicola Decker, CCG Clinical Leader		
Author	<p>Stephen Cummins, Governance Manager</p> <p>Helen Goff, Governance and Committee Support Officer</p> <p>Terry Renshaw, Governance Manager</p>		

Purpose	For decision	<input type="checkbox"/>
	To ratify	<input type="checkbox"/>
	To discuss	<input type="checkbox"/>
	To note/receive	<input checked="" type="checkbox"/>

Executive Summary	
<p>Since the last meeting in public of the Governing Body in November, the following Committees of the Governing Body have met in line with the approved Terms of Reference/CCG Constitution:</p> <ul style="list-style-type: none"> • Audit and Risk Committee held on 23rd March 2022, chaired by Simon Garlick • Primary Care Commissioning Committee held on 16th March 2022, chaired by Matt Stevens • Quality, Performance, Finance and Workforce Committee held on 23rd March 2022, chaired by Ed Palfrey <p>A summary report is appended from each of the Committees, highlighting to the Governing Body the key issues and subjects discussed.</p>	
Recommendations	<p>The Governing Body is asked to receive and review the summary reports from the following meetings:</p> <ul style="list-style-type: none"> • Audit and Risk Committee held on 23rd March 2022

	<ul style="list-style-type: none"> • Primary Care Commissioning Committee held on 16th March 2022 • Quality, Performance, Finance and Workforce Committee held on 23rd March 2022
Publication	Include on public website ✓

Please provide details on the impact of following aspects	
Equality and quality impact assessment	This paper does not request decisions that impact on equality and diversity.
Patient and stakeholder engagement	Not applicable
Financial and resource implications / impact	There are no financial implications arising from this paper.
Legal implications	There are no legal implications arising from this paper.
Principal risk(s) relating to this paper	There are no new risks arising from this paper.
Key committees / groups where evidence supporting this paper has been considered.	<p>Audit and Risk Committee held on 23rd March 2022</p> <p>Primary Care Commissioning Committee held on 16th March 2022</p> <p>Quality, Performance, Finance and Workforce Committee held on 23rd March 2022</p>

Audit and Risk Committee Summary	
1.	Date of Meeting: 23 rd March 2022
2.	Overview of business including key issues for Governing Body:
	Organisational Handover - The committee received a paper which provided assurance on the developing transition plan in place to close down and/or transfer the committees of the Hampshire, Southampton and Isle of Wight Clinical Commissioning Group, prior to the establishment of the Hampshire and Isle of Wight Integrated Care Board. It was noted that some flexibility may be needed to ensure that all committee business was completed by 30 June 2022.
	Cyber Security Summary Assurance Report - The committee received a summary report of the position against outstanding actions arising from an Internal Audit report covering Cyber Security. It was requested that an update be presented to the next Board meeting for action.
	Supply Chain Review - The Committee received a verbal update which set out the detail of a request to review supply chains and identify any contractual relationships with Russian and Belarussian suppliers.
	Fraud Bribery and Corruption Progress Report - The Committee received a paper which outlined the key fraud, bribery and corruption work undertaken for NHS Hampshire, Southampton & Isle of Wight Clinical Commissioning Group for the period 17 January 2022 to 11 March 2022.
	Governing Body Assurance Framework (GBAF) - The committee reviewed the GBAF which highlighted one significant change in score on financial performance relating to the financial year, reflecting greater confidence that the CCG would achieve it's breakeven target. The committee again considered the interrelationship between estates sustainability and primary care resilience, and re-emphasised comments on elements of the GBAF which required some refinement, including a need for a clear breakdown of phasing. The committee asked for clarity as to when the GBAF would be updated to take account of previous comments and suggested amendments.
	Data Protection Officer Update - The committee received a briefing on the main areas managed by the Data Protection Officer, including roles and responsibilities, data security training and any Information Governance breaches.
	Internal Audit i. Update on the Implementation of Recommendations – The Committee received a paper which provided an update in relation to progress being made in implementing recommendations arising from Internal Audit reviews. ii. Progress report against the 2021/22 Annual Internal Audit Plans – The Committee received a report, which provided the committee with an update on

	<p>the progress since the last meeting and brought to the attention of the committee any significant Internal Audit and related issues which may have an impact on the CCG.</p> <p>iii. Draft Head of Internal Audit Opinions – The Committee received a paper which set out the 2021/22 Interim Head of Internal Audit Opinion based on the work carried out on the organisation’s framework of governance, risk management and control including other risk-based audits.</p>
	<p>External Audit</p> <p>i. Progress Report March 2022 – The Committee received a paper which provided an update on the progress of the 2021/22 financial statements and value for money audits and to provide links to publications, news and reports that may be of interest to members of the Audit and Risk Committee.</p> <p>ii. Audit Plan 2021/22 – The Committee received a report, which provided the committee with an update on the proposed approach to the 2021/22 financial statements and value for money audits. The plan set out the significant risks identified for the financial statements and value for money audit, and the External Auditors proposed audit approach to these. It also set out key ethical considerations and proposed fees. It was noted that the value for money audit would not be reported until September 2022.</p> <p>iii. Informing the audit risk assessment 2021/22 – The Committee received a paper which covered some important areas of the auditor risk assessment under which, External Auditors are required to make inquiries of the Audit and Risk Committee under auditing standards.</p>
	<p>Year-end accounts re: update and accounting policies – The Committee received a paper which included the proposed accounting policies for inclusion in the 2021/22 annual accounts for NHS Hampshire, Southampton and Isle of Wight CCG, and gave an update regarding the process and timetable for the financial year-end arrangements.</p>
<p>3.</p>	<p>Any Other Business</p> <p>The Committee noted a number of items in the reading room including:</p> <ul style="list-style-type: none"> • Assurance Briefing paper – Annual Equality and Diversity Report • Fraud, Bribery and Corruption 2021 – 2024 Strategy; Year One Review <p>The Committee ratified the recommendations of the:</p> <ul style="list-style-type: none"> • Policy Sub-Group, which had reviewed and approved the following policies: <ul style="list-style-type: none"> ○ Flexible Working Policy ○ Dignity at Work Policy ○ Family Leave: Policy and Pay Guidance (maternity, paternity, adoption leave, shared parental, parental leave, fostering and fertility treatment provisions) ○ Standards of Business Conduct and Managing Conflicts of Interest Policy ○ Digital Recording of Corporate Meetings Policy ○ Modern Slavery Policy ○ Domestic Violence & Abuse Against Staff Policy

	<ul style="list-style-type: none"> ○ Safeguarding Adults – Allegations Against Staff Management Policy ○ Registration Authority Policy <ul style="list-style-type: none"> ● Quality, Performance, Finance and Workforce Committee <ul style="list-style-type: none"> ○ Modern Slavery and Human Trafficking Statement 2021/22 <p>The Committee further ratified and approved the extension to review dates for the following documents:</p> <ul style="list-style-type: none"> ● Bribery Statement ● Records Management Policy ● Information Governance Staff Handbook ● Information Asset Owner / Data Custodian Handbook ● Data Protection Impact Assessment Template ● Information Governance Policy ● Information Incident Management and Reporting Procedures ● On Call Policy ● Policies and Procedural Documents: Development and Management Policy ● Social Value Policy
4.	<p>Items to escalate to Board</p> <p>No items were identified for escalation to the Governing Body.</p>
5.	<p>Key reference documents:</p> <ul style="list-style-type: none"> ● Draft Minutes of meeting held on 23rd March 2022 will be published once approved by the committee.
6.	<p>Date of Next Meeting - 27th April 2022</p>

Primary Care Commissioning Committee Public Meeting	
1.	Date of Meeting : 16 March 2022
2.	Overview of business including key issues for governing body:
	<p>1. Primary Care Strategy – Received a verbal update on the development and strategic context of the Primary Care Strategy for Hampshire and the Isle of Wight.</p> <p>Attention was drawn to the fact that Dr Claire Fuller is currently leading a wide-ranging national stocktake on how systems work within primary care and others to improve integration of patient care. This is a collaborative exercise including wide stakeholder engagement. The ambition is to help Amanda Pritchard (NHS Chief Executive Officer) achieve how primary care can best be supported within the emergent Integrated Care Systems (ICS) to meet the health needs of people in their local areas. It was highlighted that there is still the opportunity to contribute to this work. The outcome of this stocktake will influence our primary care strategy and work programme.</p>
	<p>2. Primary Care Estate Update – Received a paper that provides an update on the various strands of work being carried out by the ICS Primary Care Estate group.</p> <p>The update covered:</p> <ul style="list-style-type: none"> • Work being carried out to develop a primary care estate strategy • An update on the process to prioritise primary care developments • Premises Improvement Grants in 2022/23 • Support for Primary Care Networks in developing their estate strategies.
	<p>3. Primary Care Prescribing Report – Received a report that summarises the work of the medicines optimisation teams within the CCG, including their response to the COVID-19 pandemic. The report also highlights the key medicines optimisation priorities and actions being taken to address these.</p> <p>The paper provided an update on:</p> <ul style="list-style-type: none"> • Financial performance including cost-orientated interventions, prescribing rebates and the national DOAC (Direct-Acting Oral Anticoagulants) procurement framework agreement • Medicines optimisation response to COVID-19 • Antimicrobial stewardship • Medicines quality, safety and controlled drugs stewardship • Medicines interventions that support the NHS sustainability agenda • Digital initiatives in medicines optimisation • The proposal to create a Hampshire and Isle of Wight Prescribing Committee and align existing medicines formularies • The development of an Integrated Care System integrated pharmacy and medicines optimisation plan.
	<p>4. Primary Care Finance Report – Received a report that summarised the Month 10 finance position. The CCG reported a forecast outturn of over £4.6m</p>

overspent across all Primary Care budgets, but this is essentially fully mitigated as it is due to two items of available allocation not yet received as follows:

- Winter Access Funding – NHS England have set aside £7.781m of allocation for the Hampshire and Isle of Wight (HIOW) Integrated Care System (ICS) and the CCG is forecasting to spend this in full. However, as at month 8 the CCG has only received £3.254m of the allocation, and the remainder is due to flow through in stages between month 11 and month 12. Therefore, this currently means that there is a pressure in the forecast of £4.527m as a result of this but this will be fully covered by the year end once any additional required allocation is received.
- Additional Roles Reimbursement Scheme (ARRS) - The ARRS is showing a pressure as at month 10 but this is because the CCG only has approximately 55% of the available ARRS allocation in their baseline with the rest held centrally. Now the CCG is entering the second half of the year this budget is starting to be exceeded, and as at month 10 there is a reported forecast pressure of £2.190m but the CCG can draw down on additional funding if there is an overspend against this line. This is reported to NHS England and Improvement (NHSE&I) via the CCGs monthly Non-ISFE return and allocations can then be adjusted retrospectively with this allocation adjustment expected to come through in month 12. Therefore, like the Winter Access Funding the £2.190m pressure on ARRS is fully mitigated.
- Additionally, the CCG is reporting a £1.5m benefit on the GP Forward View Investment line. This is allocation that has recently come to the CCG and is currently being reviewed as to where this specifically needs to be allocated and utilised before the end of March, so until this is established no expenditure is currently assigned to this pot.

After taking into account the above the CCG is in fact not reporting any significant pressures or variances as at month 10, with the expectation that the CCG will land within their annual budget for all of their Primary Care services/functions (delegated and non-delegated).

An update was also received on 2022/23 Planning. The Hampshire and Isle of Wight Integrated Care Board (ICB) has a confirmed initial allocation of £296,630k for Delegated Primary Care in 2022/23, this includes Portsmouth CCG. The financial planning exercise is still progressing, but the expectation is that the ICB will be able to manage all of their contractual commitments within this envelope, with a detailed breakdown/apportionment of this allocation to be worked up at locality level in due course.

5. **COVID-19 Vaccination Programme** - A presentation was received that provided an overview of the Covid-19 vaccination programme that included an update on:

- The number of vaccinations delivered
- The delivery model
- Future offer, different types of delivery sites and campaign approach
- Communications and engagement with the public going forward

The huge amount of work that has gone into delivering this programme was recognised and thanks were extended to all those who have been involved in the planning and delivery process including general practice and the volunteers. A thank you was also extended to the general public who have come forward and received their vaccinations.

3.	Key reference documents: <ul style="list-style-type: none"><li data-bbox="325 230 1257 264">• 16 March 2022 meeting papers are accessible on the CCG website.
4.	Date of Next Meeting - 18 May 2022

Quality Performance, Finance and Workforce Committee 23 March 2022

	Overview of business including key issues for Governing Body
(a)	Quality and Performance
	<p>The Committee noted that the situation relating to the level of urgent care pathway demand and length of stay, has deteriorated significantly over the last two weeks. COVID numbers in hospital are at their highest level since the pandemic began (although patients not unwell with COVID). This is having a significant impact on system flow and quality / performance. A national update relating to IPC regulations is expected on 28 March 2022 around testing and a next step plan for HIOW hospital IPC measures was expected on 25 March 2022. Approx. 25% of patients across all hospitals are fit to leave, however there is a lack of capacity to move these patients to. This issue is causing delays at the front door and impacting flow through the system. The Committee were assured that quality / harm impacts are being monitored. Delays in urgent care pathways are impacting calls to 999 / 111 services. The committee were assured that recovery plan for SCAS performance delivery is in train.</p> <p>Uplands Independent Hospital currently have a CQC rating of 'Good' however, it is likely that following a CQC inspection in January 2022 it will be rated as 'Inadequate'. The CQC felt that there were no immediate safety concerns but that the service is not fit for purpose. The improvement plan in place with the provider since September has been updated accordingly. The Committee were assured that the improvement plan is being monitored by the CCG / CQC and that the CCG are not making any new referrals to the hospital.</p> <p>The Committee were updated on the resource issues within the Multi Agency Safeguarding Hub (MASH) team which is impacting on meeting demand for safeguarding referrals. A MASH review is progressing well and is due to finish in May 2022.</p> <p>There is an increased risk relating to Modern Slavery and Human Trafficking due to the crisis in Ukraine. The regional safeguarding team are refreshing awareness.</p> <p>Of the 37 Pascoe recommendations, 22 are completed, 12 are partially completed and 3 are not completed (as are reliant on national timescales for implementation).</p>
(b)	Operating Plan 2022/23
	<p>The first draft has been submitted with an ICS overall deficit of £162.2m and an efficiencies requirement is £188.7m. Within the system deficit there are some allowable costs (£62m) which need to be explained as part of the plan submission, e.g., energy prices, price increases for CHC packages, and IPC costs. Within the draft plan, the CCG has a £57m deficit and £37.5m efficiency level. The final submission is due on 28 April 2022.</p>
(c)	System Assurance interim update
	<p>Moving into recovery, the Committee noted that the following has been undertaken:</p> <ul style="list-style-type: none"> • An assessment of contract technical status • Understanding current arrangements for monitoring of contract performance • As assessment of any known risks as a result of the above • Recommendations with a view to strengthening oversight and assurance moving into recovery, ensuring these recommendations are aligned to the latest national contracting guidance <p>This piece of work focussed only on CSU managed contracts.</p> <p>The Committee endorsed the recommendation to replicate this process with IOW (in train) and contracts held by local teams to provide the ICS with a view of contract risks in the round.</p>

	The Committee noted that a HIOW ICS Transformation Programme Board has been created. Work has been undertaken with all transformation programmes across the system to carry out a stocktake. This has provided information relating to the status of each programme and the recommendations will form the 2022/23 Programme Development Plan.
(d)	Finance
	The Committee noted that the CCG remains on track to deliver an overall break-even position for 2021/22.
(e)	Workforce
	The Committee noted that absence for HIOW is at 6.8% and is expected to rise significantly over Easter. 3.2% of absence is COVID related, and the remaining absence is mainly due to stress, anxiety, depression, burn out and MSK. Referrals to Occupational Health have increased by 31% over the last year. The Committee were assured that mitigating actions are in place and in addition, work is taking place with regional colleagues relating to SCAS and the PSEH system particularly around call handling and category 2 ambulance calls. Cost of living pressures on staff has been escalated to the national team.
(f)	Healthier Together App
	<p>The HT Programme is the approach to delivering consistently high-quality care and messages across health and social care to children and young people. It acts as a trusted and trustworthy source of health advice to support parents, carers, other professionals working with children and young people as well as for young people themselves in the management of health conditions and concerns about health conditions. The programme has had a significant impact on urgent care activity for children and young people including a 10% reduction in primary care activity and a 20% drop in antibiotic prescribing. The contract is due to end on 31 March 2021. A large number of practices have already onboarded with the HT App. It is expected that by April 2022, 20-25 practices will have onboarded and by August it is expected that this figure will have increased to 50 -75% of GP practices.</p> <p>The Committee approved the 2 years finance to see the HT App project development through to completion, i.e., March 2024. Authority was provided for the issue of a Single Tender Waiver that allows direct award for Cenigma to continue HT App co-production and development with the UHS HT programme leads. The Committee approved the financial arrangements that host the financial management of the App finance through UHS as the HIOW system HT programme lead</p>
(g)	South East Clinical Assessment service business case
	The Committee ratified the Procurement Group's recommendation to commission a 4+2-year contract (direct award) with SHPCA and PHL for the 24/7 CAS and inform the market of this approach.
(h)	Items for escalation
	The Committee wished to escalate operational difficulties to the Governing Body along with the proposal that future HIOW ICS Transformation Programme Board meeting updates would be reported at Board level (HIOW and Portsmouth)