

# HSI21/072

## GOVERNING BODY

<b>Title of paper</b>	<b>Reports from Committees of the Governing Body</b>		
<b>Agenda item</b>	<b>12</b>	<b>Date of meeting</b>	3 November 2021
<b>Director leads</b>	Matt Stevens, Non Executive Director (Primary Care Commissioning) – Chair, Primary Care Commissioning Committee Edward Palfrey, Non Executive Director (Secondary Care Specialist) – Chair, Quality, Performance and Finance Committee Judy Gillow, Non Executive Director (Patient and Public Involvement)		
<b>Clinical lead (if applicable)</b>	Nicola Decker, CCG Clinical Leader		
<b>Author</b>	Normi Cadavieco, Senior Governance Manager, supported by Terry Renshaw, Governance Manager		

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

<b>Executive Summary</b>	
<p>Since the last meeting in public of the Governing Body in June, 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"> <li>• Primary Care Commissioning Committee – held on 22<sup>nd</sup> September 2021, chaired by Matt Stevens</li> <li>• Quality, Performance and Finance Committee – held on 22<sup>nd</sup> September 2021, chaired by Edward Palfrey and 20<sup>th</sup> October 2021, chaired by Judy Gillow</li> </ul> <p>A summary report is appended from each of the Committees, highlighting to the Governing Body the key issues and subjects discussed.</p>	
<b>Recommendations</b>	<p><b>The Governing Body is asked to receive and review the summary reports from the following meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Primary Care Commissioning Committee held on 22<sup>nd</sup> September 2021</b></li> <li>• <b>Quality, Performance and Finance Committee held on 22<sup>nd</sup> September and 20<sup>th</sup> October 2021</b></li> </ul>

<b>Publication</b>	<b>Include on public website</b> ✓
--------------------	------------------------------------

<b>Please provide details on the impact of following aspects</b>	
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.	Primary Care Commissioning Committee held on 22 <sup>nd</sup> September 2021 Quality, Performance and Finance Committee held on 22 <sup>nd</sup> September and 20 <sup>th</sup> October 2021

Primary Care Commissioning Committee	
1.	<b>Date of Meeting</b> : 22 September 2021
2.	<b>Overview of business including key issues for governing body:</b>
	1. <b>Primary Care Strategy</b> – Received a verbal update. Discussions are taking place to progress this work pursuing a joined up approach on how we support primary care. This will be taken forward with a focus on key enablers for example IT, workforce and estates. A written report will be provided at the next meeting.
	2. <b>Primary Care Estate Update</b> – Received a paper that described the various strands of work being carried out by the Integrated Care System (ICS) Primary Care Estate Group and suggested an approach to prioritising and signing off primary care developments which was discussed in detail.
	3. <b>COVID-19 Vaccination Programme</b> - Received a presentation on the COVID-19 vaccination programme and work to be progressed in support of Phase 3.
	4. <b>Patient Survey 2021</b> - Received a report on the results of the annual national GP survey. Data for this survey was collected via postal and online entries from January 2021 to the end of March 2021 and was released in July 2021. This is the first year in which results are recorded for the newly formed Hampshire, Southampton and Isle of Wight CCG. While many of the results show we are in line with the national average, we recognise we have more to do to further support patient demand and this remains a key priority for the CCG.
	5. <b>Living Well Partnership (Southampton) and St Lukes Surgery (South West Hampshire) Contracts Merger</b> – Received an application from Living Well Partnership to merge their two General Medical Services contracts; Living Well Partnership (Southampton) and St Luke’s Surgery (South West Hampshire). Via these contracts Living Well Partnership deliver primary medical services to circa 39k patients living in East Southampton and Eastleigh Southern Parishes. The Committee supported the application.
	6. <b>Urgent Decisions Relating to Shakespeare Road Practice, Basingstoke</b> – Received a statement on the current issues and noted that negotiations are ongoing.
	7. <b>Blood Tube Shortage</b> - Received an update on the disruption to the supply chain that started in August 2021 and the actions taken to date.
	8. <b>Primary Care Prescribing Report</b> – Received a report that summarised the work of the medicines optimisation teams within the CCG. Particular attention was drawn to: <ul style="list-style-type: none"> <li>• The prescribing spend by place within the CCG</li> <li>• Monthly total prescription items for antibiotics</li> <li>• Hampshire, Southampton and Isle of Wight CCG percentage against the national average by month for broad spectrum antibiotics</li> </ul>

	<ul style="list-style-type: none"> <li>• Number of antibiotic prescription items dispensed for 0 to 4 year old children</li> <li>• Publication on 22 September 2021 of a national plan to reduce over prescribing to make patient care better and safer, support the NHS and reduce carbon emissions – Good for you, good for us, good for everybody.</li> </ul>
	<p>9. <b>Primary Care Finance Report</b> – Received a report that summarised the Month 5 finance position. The CCG is not reporting any significant year to date or forecast variances on the overall primary care budget, delegated and non-delegated. However, there are some overspends and underspends across some of the categories:</p> <ul style="list-style-type: none"> <li>• Quality and Outcomes Framework – overspend</li> <li>• Other GP Services, locum costs and pressures regarding maternity and sickness claims – overspend</li> <li>• General Practice, General Medical Services – underspend.</li> </ul>
	<p>10. <b>Primary Care Operational Groups Terms of Reference</b> - Received and approved the Terms of Reference of the five place based Primary Care Operational Groups.</p>
3.	<p><b>Key reference documents:</b></p> <ul style="list-style-type: none"> <li>• Draft Minutes of meeting held on 22 September 2021</li> </ul> <p>22 September 2021 meeting papers are accessible on the CCG website.</p>
4.	<p><b>Date of Next Meeting</b> - 17 November 2021</p>

Quality Performance and Finance Committee 22 September 2021	
<b>1.</b>	<b>Overview of business including key issues for Governing Body</b>
<b>(a)</b>	<b>Integrated Overview of Risks</b>
	<p>This paper set out a summary overview which is supplemented by the existing Quality and Performance Reports to the Committee. Themes for escalation were outlined as below:</p> <ul style="list-style-type: none"> <li>• Alert section- investment decisions and actions</li> <li>• Continued challenges for Children and Adolescent Mental Health Services (CAMHS) capacity and demand, despite increased capacity</li> <li>• Urgent and Emergency Care, including ambulance handover delays</li> <li>• Lost to follow-up at Hampshire Hospitals Foundation Trust</li> </ul>
<b>(b)</b>	<b>Quality</b>
	<p>The Committee received an update on key quality risks and issues, as outlined below:</p> <ul style="list-style-type: none"> <li>• Urgent and Emergency Care Pathway demand- potential impact on quality</li> <li>• CAMHS increase in capacity and demand, paediatric liaison service and Tier 4 services- continues to be a risk</li> <li>• National blood bottle shortage</li> <li>• High level summary of the Independent Public Investigation Hearing into Southern Health NHS Foundation Trust (SHFT) – Stage 2 review.</li> </ul> <p>The Committee was also updated on three incidents in the system including actions taken, reviews conducted and learning shared.</p>
<b>(c)</b>	<b>Performance Report</b>
	The Committee received the Performance report, which set out further detail from the items highlighted within the Integrated Overview of Risks. No further items were highlighted.
<b>(d)</b>	<b>Integrated Planned Care Report</b>
	<p>The Committee received an overview of performance and outcomes within Planned Care bringing together the collective management of performance, quality, finance and workforce around each work programme.</p> <p>There is an ongoing impact on Planned Care as a result of the Covid-19 pandemic. Overall, waitlists are growing across the system. Work is ongoing with partners to address long waits, including consideration of how things can be done differently to reduce waits.</p> <p>The number of Cancer patients being seen has increased, but waiting lists remain long. Wessex Cancer Alliance is working with providers in the most challenged pathways to address this.</p>
<b>(e)</b>	<b>Patient Experience and Complaints Report</b>
	The Committee approved legacy reports from the five predecessor CCGs on Patient Experience and Complaints. The reports provide a summary of activity in NHS Southampton City CCG, NHS West Hampshire CCG and the Hampshire and Isle of Wight Partnership of CCGs' Patient Experience Service / Patient Experience and Complaints Teams in 2020/21.

<b>(f)</b>	<b>Finance</b>
	A summary of financial performance at Month 5 of Half-year 1 (H1) was provided. We are on target to deliver to forecast. The forecast has been updated with a reduction of forecast surplus from £2.9m to £2.3m. The Hospital Transfer Pathway funding risk has now been mitigated for H1. The efficiently target for H1 has largely been achieved. There has been underperformance on the elective recovery fund and work is ongoing to review corporate costs and budgets. A budget pressure point is anticipated in November. Updates on this position will be presented to the CCG Executive Team.
<b>(g)</b>	<b>Workforce</b>
	The Committee received the first workforce report which will continue to be developed over time. Workforce demand currently outstrips capacity. There is a 6.1% vacancy rate in Hampshire and the Isle of Wight and the absence rate is currently 5.2% with over 20% due to stress, anxiety or depression. Workforce capacity is also being impacted by increasing numbers of people considering career changes due to the impact of the Covid-19 pandemic and a shortage of nurses in training.
<b>(h)</b>	<b>Integrated Care System (ICS) Development</b>
	A verbal update on ICS development was provided. A framework has been published setting out what needs to be done in the transition from CCG to ICS and discussions around the process have begun. The Committee will continue to receive progress updates.
<b>(i)</b>	<b>Children and Young People's Mental Health Transformation Plans</b>
	<p>The Committee received the Children and Young People's Mental Health Transformation Plans for Hampshire, Southampton and the Isle of Wight for approval following an annual review and update. These plans set out how CCGs will invest resources to improve children and young people's mental health.</p> <p>The Committee approved the Children and Young People's Mental Health Local Transformation Plans for publication on the CCG website by 30 September 2021 and noted the Portsmouth Children and Young People's Mental Health Local Transformation Plan was presented to the Portsmouth CCG Governing Body for approval on 15 September 2021. The reports have since been published on the respective CCG websites.</p>
<b>(j)</b>	<b>Mental Health Transformation Funding</b>
	Commercial in confidence.
<b>(k)</b>	<b>Exception Reports from Local Teams</b>
	Local teams provided updates on salient issues and risks. Common themes across local teams included A&E pressures and discharge capacity, pressures within Primary Care, increasing Covid-19 rates and workforce challenges both within the NHS and partner providers such as care home and domiciliary care.
<b>(l)</b>	<b>Procurement</b>
	The Committee received the minutes of the meeting of Procurement Group on 25 <sup>th</sup> August 2021 for information. The decisions recommended by Procurement Group were approved and ratified by the Committee, and recommended for approval by the Governing Body where appropriate.

<b>(m)</b>	<b>Supply of Enteral Feeds into the Community</b>
	Commercial in confidence.
<b>(n)</b>	<b>Primary Care- Online and video consultations</b>
	Commercial in confidence.
<b>(o)</b>	<b>Procurement Forward Planner</b>
	The Committee received the Procurement Forward Planner setting out procurements in pipeline, progress against these and any associated risks. A summary of key strategic procurement decisions that the Committee will need to be sighted on that may be presented during Q3 of 2021/22 was set out.
<b>(p)</b>	<b>Terms of Reference</b>
	<p>The Committee carried out a scheduled review of the Committee Terms of Reference.</p> <p>The Committee discussed the need to ensure that information and reporting is at the right level and provides adequate assurance and detail. A concern was raised that the reporting into the Committee were immature in some parts of the system and escalation routes were unclear. There is a view that to cover Quality, Performance, Finance and Workforce in one meeting is too wide a scope which does not allow for detailed review of any key issues.</p> <p>It was agreed that changes are not required at this time, but feedback will be taken on in the development of the ICS governance framework.</p>
<b>(q)</b>	<b>Items for Escalation to Governing Body</b>
	<p>It was agreed that the following is escalated to the Governing Body:</p> <ul style="list-style-type: none"> <li>• Workforce and intensity of work, and the health and wellbeing of workforce</li> <li>• Concerns about adaptation of this committee for the future</li> <li>• Urgent care pressures.</li> </ul>
<b>2.</b>	<b>Date of Next Meeting – 20 October 2021</b>

Quality Performance and Finance Committee 20 October 2021	
<b>1.</b>	<b>Overview of business including key issues for Governing Body</b>
<b>(a)</b>	<b>Exception Reports from Local Teams</b>
	Local teams provided updates on salient issues and risks. Many common themes were highlighted, including significant challenges in primary care, increased Emergency Department attendances, high rates of Covid-19 and workforce resilience across both the NHS and social care. The work of the High Impact Teams in the Southeast and Southampton was highlighted.
<b>(b)</b>	<b>Integrated Quality &amp; Performance Report</b>
	<p>This paper set out a summary overview which is supplemented by the existing Quality and Performance Reports to the Committee. Themes for escalation were outlined as below:</p> <ul style="list-style-type: none"> <li>• Childrens' and Adolescent Mental Health Services (CAMHS) - planned recruitment is underway to address the referral backlog but this will take some time.</li> <li>• Recruitment issues at South Central Ambulance Service impacting on NHS 111 delivery and ambulance response times.</li> <li>• Harm reviews being carried out for planned care.</li> <li>• Maternity workforce challenges.</li> <li>• Implementation of workforce support across the system.</li> </ul>
<b>(c)</b>	<b>Quality</b>
	<p>The Committee received an update on key quality risks and issues, as outlined below:</p> <ul style="list-style-type: none"> <li>• Never events reported for the year-to-date. A deep dive is being undertaken to look at key themes and areas for improvement and shared learning.</li> <li>• Primary care workforce resilience and challenges faced by practice staff.</li> <li>• Updated risk-based approach to Care Quality Commission (CQC) inspections.</li> <li>• CQC inspections undertaken at Hampshire Hospitals NHS Foundation Trust and Southern Health NHS Foundation Trust. Final outcomes are awaited.</li> <li>• Complaints summary for September 2021.</li> <li>• Safeguarding escalations.</li> <li>• Maternity pressures and recruitment concerns.</li> </ul>
<b>(d)</b>	<b>Infection Prevention and Control Annual Reports</b>
	The Committee received and approved the Infection Prevention and Control Annual Reports from the legacy CCGs. The team is now working to build infection prevention resource across the system and a single report will be produced for next year.
<b>(e)</b>	<b>Finance</b>
	An update on Financial performance was provided. Financial targets were achieved for half-year 1 and planning has begun for half-year 2. Anticipated changes to the financial regime from half-year 1 were highlighted. Financial plans for half-year 2 are being developed and will be presented to the Committee once submitted. The next steps include understanding cost increases and validating assumptions. System meetings are being organised in order to review the financial challenges across the whole of the Hampshire and Isle of Wight geography.

<b>(f)</b>	<b>Workforce</b>
	<p>An update on system workforce was provided. Work is underway to develop a system workforce dashboard and high level metrics to identify any emerging issues. Workforce resilience continues to present a challenge. Staff are experiencing chronic excessive workload and an increasingly challenging work environment, contributing to the relatively high rates of sickness absence due to stress, anxiety and other mental health issues. The ongoing issue with nursing recruitment was highlighted, noting that there is a gap between the number of students in the nursing pipeline and the number of nurses needed to fill vacancies. The importance of planning for the longer term while simultaneously addressing immediate pressures was emphasised.</p>
<b>(g)</b>	<b>Procurement</b>
	<p>The Committee received the minutes of the meeting of Procurement Group on 29<sup>th</sup> September 2021 for information. The decisions recommended by Procurement Group were approved and ratified by the Committee, and recommended for approval by the Governing Body where appropriate.</p> <p>The Procurement Forward plan was reviewed.</p>
<b>(h)</b>	<b>Age Related Macular Degeneration (AMD)</b>
	Commercial in confidence.
<b>(i)</b>	<b>Items for escalation</b>
	<p>It was agreed that the following is escalated to the Governing Body:</p> <ul style="list-style-type: none"> <li>• 111/South Central Ambulance Service workforce risks</li> <li>• Primary care resilience</li> <li>• Workforce issues with focus on staff wellbeing</li> <li>• Update on procurement decisions taken by the Committee</li> <li>• Primary Care communications challenges</li> </ul>
<b>2.</b>	<b>Date of Next Meeting – 24 November 2021</b>