

Minutes of the Executive Committee, meeting held on
20 June 2018 at West Offices, York

Present

Phil Mettam (PM)	Accountable Officer
Michelle Carrington (MC)	Executive Director of Quality and Nursing
Dr Kev Smith (KS)	Director of Primary Care and Population Health
Natalie Fletcher (for MAM) (NF)	Acting Deputy Chief Finance Officer

Apologies

Michael Ash-McMahon (MAM)	Acting Chief Finance Officer
Denise Nightingale (DN)	Executive Director of Transformation

In Attendance

Jo Baxter	Executive Assistant
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The agenda was discussed in the following order:

STANDING ITEMS

1. Apologies

As above.

2. Declaration of Interests

There were no Declarations of Members' Interest in relation to the business of the meeting. All declarations were as per the Register of Interests.

3. Minutes from the previous meeting

The minutes of the Executive Committee held on 2 May and 6 June were approved.

Prior to commencing the formal agenda, the committee discussed the new Executive Strategy and Transformation meeting which would immediately follow the Executive Committee meeting. The new meeting would be mainly focussed around the acute system transformation and turnaround whilst the Executive Committee would continue as a formal sub-committee of Governing Body. The committee agreed it would be helpful to provide staff with clear guidelines on the items requiring Executive Committee approval including the financial approval limits. The next staff briefing session would be used to do this.

4. Action Tracker/Matters Arising From The Minutes

The Action Tracker was updated by the Committee.

Delayed Transfers of Care (DTCO)

The committee proposed that DTCO should have an increased focus at the A&E Delivery Board and on-going progress would be reported back to the Executive Committee.

Continence Prescribing and Safety

A deadline of July was set for the benchmarking exercise to understand the options and benefits available.

CORPORATE

5. HR Policies: Professional Registration Policy

The committee approved the changes to the policy around General Data Protection Regulation (GDPR) and nurse revalidation information.

6. Perinatal Mental Health Funding Letter

The committee noted the letter confirming the successful bid for funding to develop specialist perinatal mental health community services for 2018/19. The committee also noted the funding from 2019/2020 would be an additional cost to the CCG.

7. Staff Briefing

The next staff briefing was planned for the 11th July 2018. The agenda would include the Staff Surveys Results, an update on Aligned Incentive Contract, Executive Committee Terms of Reference and a follow up to the Tommy Whitelaw "What matters to you" conversations.

8. Preparation for Projects Prioritisation meeting

The committee agreed the priority areas to discuss at the next projects prioritisation time out.

9. Working Relationships with East Riding of Yorkshire Council

The committee noted the email from John Skidmore, East Riding of Yorkshire Council. The email followed a previous call to discuss the Joint Commissioning Options and Opportunities paper and a further call was planned with Vale of York CCG, East Riding of Yorkshire Council and East Riding of Yorkshire CCG.

BUSINESS CASES AND COMMISSIONING STATEMENTS

10. Free Style Libre

KS referred to the paper which provided an update on the Free Style Libre commissioning statement. Concerns had been raised that the number of eligible patients could be higher than anticipated resulting in an additional cost impact.

A discussion ensued and the committee agreed that further clarification was required prior to a decision being made. LA would be asked to revisit the original approval and provide more specific details to the committee around additional patient numbers and the subsequent increased cost.

11. Optimise Rx – Contract Renewal Decision

Approval had been sought from members outside of the Executive Committee meeting due to time pressures and the item was therefore on the agenda for ratification. MAM had circulated details of the proposal which was a 1+1+1 contract with a potential annual contract value of £117,480 if all practices took up the service. This would mean a total contract value of £352,440 which was largely covered within the plan as per 2017/18.

MAM highlighted a potential small cost increase per annum if the CCG secured 100% practice uptake which would be approximately £30,690 over the life of the contract.

The committee confirmed their approval of option 2 to continue funding Optimise Rx on behalf of practices recognising the savings the system generated and the cultural changes it encouraged.

The committee also noted and supported the intention to actively encourage all practices to activate and use the system.

12. Minor Eye Conditions Service

The committee noted the update on the proposal to procure a single provider model for the Minor Eye Conditions Service.

FINANCE AND PERFORMANCE UPDATE

13. Month 2 Financial Headlines

NF advised that month 2 reporting was forecasting in line with the latest plan submission of 31st May. The only variance in forecast at this stage was a prior year pressure of £61k which was offset by contingency. There were still areas to finalise so prior year pressures could change over the next few months.

YTD was approximately £300k better than plan. York showing £985k adverse based on the worst case scenario under Aligned Incentive Contract (AIC). The contract, based on M1 SLAM under a purely PBR position, would be c£700k worse than reported – this was included as a risk prior to the finalisation of the AIC contract with AIC as a mitigation.

Other acutes £378k under, the majority was Ramsay £187k and Leeds £105k however this was based on M1 flex only.

There were still some challenges around data at this point in particular Continuing Health Care, Funded Nursing Care & Mental Health Out of Contract.

Feedback received from NHS England on the Financial Recovery Plan was being worked on ahead of the final resubmission on the 29th June.

Aligned Incentives Update

Work was continuing on the agreed Aligned Incentive approach with a joint communication planned imminently to all stakeholders and a Memorandum of Understanding.

14. Draft Financial Planning, Control & Governance for CCG's Self-assessment questionnaire

NF presented the paper and provided a background and rationale to the areas marked as red. The committee reviewed the areas and suggested minor amendments prior to submission.

15. CYC IM&T Support for West Offices hardware

The committee reviewed the options and approved option 4.

ASSURANCE AND RISK

17. Governing Body Draft Agendas July

The committee approved the draft agendas. It was noted PM would be sending apologies to the meeting and KS would therefore be asked to deputise for the Accountable Officer report.

18. Update Risk Refresh

Work on the Risk Refresh was continuing and an update was requested for the next Executive Committee.

19. NHS Improvement & NHS England next steps

PM advised there were no further updates at this stage.

Next meeting Wednesday 4th July