

Strategic Collaborative Commissioning Committee Meeting

Group members	Dr Vicky Pleydell (VP) (Chair) Rachel Potts (RP) Simon Cox (SC) Amanda Bloor (AB) Dr P Garnett Debbie Newton Alan Wittrick (AW)
Apologies	Adrian Snarr (AS) Dr Alistair Ingram (AI) Dr Mark Hayes (MH)
In Attendance	Bob Wiggins John Pattinson Bernard Chalk Jo Harding Helen Mortimer Annabel Johnson Gill Fox Bill Redlin Kerry Wheeler Mary Skelton (Minutes)
Date	Thursday 13 th December 2012 Sovereign House, Kettlestring Lane, Clifton Moor, York

No.		Action Lead
1.	<u>Apologies</u> As noted above.	
2.	<u>Minutes of the meeting held on 8th November 2012</u> The minutes were agreed as an accurate record of the meeting held on 8 th November 2012 following the amendment of Page 2 – the group has been agreed to be called ‘CCG Strategic Collaborative Commissioning committee’	
3.	<u>Approve Financial Risk Share</u> The final version of the Risk Share Version 7 has been agreed and due to be signed off by the chief Operating officer for each of the 4 CCG’s following the amendment of the wording on section 8. Non Contract Activity/Out of Contract Mental Health. <u>ACTION:</u> Debbie Newton to amend wording for clarity then gain signature from the chief operating officer for each CCG	Debbie Newton

4.	<p><u>Financial Position</u></p> <p>Alan Wittrick updated the group on the current financial position and highlighted that the PCT are now working towards a deficit of £19Million as a standing view. Adrian Snarr is currently working with the PCT and CCG to work this out.</p> <p><u>ACTION:</u> Impact for next year summary will be provided at the next meeting by each individual CFO from the CCGs.</p>	CFO's
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5.	<p><u>Out of Hours and NHS 111 Update</u></p> <p>Out of Hours</p> <p>There are currently a number of days allocated with the CSU for project management services for each CCG. It was discussed at the meeting that it is highly unlikely that the CCG's will individually require project management but would like to possibly use the service for collaborative support. Clarification is required on the services as this is unclear along with the KPI's and timescales for this project.</p> <p><u>ACTION:</u> Amanda Bloor to contact CSU to confirm the wish to purchase project management support and gain clarification on requirements and timescales.</p> <p>Amanda Brown has now left therefore Melanie Idale has been brought in as the lead in the interim. It was agreed that the CSU would complete the project work and a formal acceptance will need to be provided.</p> <p><u>ACTION:</u> Simon Cox is to contact Melanie Idale to provide an update to be presented at the meeting monthly.</p> <p>NHS 111</p> <p>Amanda Bloor discussed the paper called 'Project Highlight Report' and highlighted the following content. Calderdale will lead on NHS 111 for the whole patch for Yorkshire and Humber and Hull be responsible for leading locally on the LAT footprint. It will cost approx. £500,000 which will be split down equally with the 30 CCG's to share the cost.</p> <p>Each CCG will be responsible for their own governance and Anna Walters-Holliday is available to provide clarification if required to the operational leads for each CCG.</p> <p>Simon Cox informed the group that one of the Board GP's, Cath Halloram is the OOH urgent Care lead. It has been noted that there is a conflict of interest and Phil Garnett informed that SRCCG have sought legal advice.</p> <p><u>ACTION:</u> Anna Walters-Holliday to attend meeting on Thursday 10th January 2013 to give update to the group</p>	<p>Amanda Bloor</p> <p>Simon Cox</p> <p>Anna Walters-Holliday</p>
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6.

CHC***Helen Mortimer attended the meeting to discuss this item.***

Helen Mortimer gave an introduction to her new role and introduced the Vulnerable Adults and Children's Commissioning Unit. Helen will lead on this unit and develop the unit to take it toward along with Richard Dalby. The commissioning services included in the unit are:

- Children, Young People & Maternity Commissioning
- Mental Health & Vulnerable Adult Commissioning
- Adult Safeguarding Leadership
- Infection, Prevention & Control Commissioning Assurance
- Continuing Health Care (clinical & admin/contracting) Teams

The unit will be hosted by SRCCG and Adrian Snarr, Director of Finance and Contracting for SRCCG and VOYCCG will be the accountable Director. John Pattinson, Lead Nurse from HaRD CCG will be assisting on the unit.

Work is in progress at present with regards to developing the structures for the unit taking into account, what roles were previously in the structure, what roles are needed and which roles will need to be highlighted to HR for consultation. The admin and contract roles are yet to be added into the structures. It was noted that many of the roles will match with current roles within the PCT and there will be interim roles also.

The CCGs will support the financing of the unit and contracting for the two commissioning teams, Mental Health & Vulnerable Adults and Children, Young People and Maternity. The CSU will support by providing HR, Business Intelligence, and Quality including complaints, communications and legal services.

Helen Mortimer informed the group that a discussion had taken place with the CSU about baselines. It was raised that management costs in order to run this unit were already high and it mustn't be more than what the CCG's were due to pay the CSU. Simon Cox, one of the lead Directors for the unit informed the group that the management allowances would fund the unit and if it was to go over the allowance then it would go back to the CSU. With regards to the SLA with the CSU, It was noted that the original budget for this unit has been reconfigured due to it now being funded by the CCGs.

It was noted that a contract discussion would need to take place with regards to contracts held with TEWV and LYPFT for Mental Health.

John Pattinson restated the vision for the unit. During the transition phase, this unit would be a great starting point in order to build a true partnership opportunity to link in with the local authorities. Jo Harding fed back to the group following on from her attendance at the North Yorkshire Children's Meeting that Tony Hall would like an update for the February 2013 meeting of the progress of this unit in order to provide the local authority with clarity and assurance.

	<p>It was noted that Bradford are currently using a model like this therefore the unit could call on Nancy O'Neill, lead director to offer assistance if necessary.</p> <p>Richard Dalby has met with Stephanie Porter of the Estates team to discuss accommodation options for the unit. Ideally the unit would like a paperless office and to work by hot desking around the patch to increase productivity and reduce travel costs. Work has been carried out by Carol Johnson from HRWCCG about the possibility of agile working.</p> <p>Jo Harding raised concerns about the equipment issues and asked who would be responsible for commissioning Children and Adult equipment. John Pattinson noted that the Harrogate community contract is currently funding this at present. A discussion has taken place where John Pattinson attended to discuss the possibility of the joint equipment store.</p> <p><u>ACTION:</u> Update is required for the next meeting on 10th January 2013.</p>	Helen Mortimer
7.	<p><u>IFR Panel</u> <i>Annabel Johnson and Gill Fox attended to present this item</i></p> <p>Annabel Johnson discussed the paper called 'IFR – North Yorkshire CCGs briefing paper' which highlighted the present situation up to April 2013 and IFR panel from 1st April 2013.</p> <p>It was noted that CCG GP's will need to part of the panel moving forward. The request for a GP from one of the named practices within the CCG area and they do not need to be a governing body member.</p> <p>A discussion took place with regards to who would be suitable for this role within the CCG's. Time commitments and cost issues were raised. It was noted that the GP would need to currently on the performance list and the opportunity may be useful for GP's who wish to develop their skill base. An advert has been prepared by CSU with the help of David Geddes for the role.</p> <p>It was noted that work is required to take place about the previous volume of the IFR and work out the proportional share for ask CCG.</p> <p><u>ACTION:</u> CSU to research the historic records from the last 2 years to work out the proportional share.</p> <p>A Rota for the IFR panels has been completed up to the end of December 2012. Annabel Johnson is to negotiate in the new year to gain support to cover moving forward until CCG GP's are in place.</p>	Annabel Johnson
8.	<p><u>Telehealth</u> <i>Bill Redin and Kerry Wheeler attended to present this item</i></p> <p>The aim of this discussion is inform the group of the current position of telehealth including costing in order to gain a final decision for each CCG</p>	

Bill Redlin informed the group that if each CCG would like to extend the contract after March 2013, there would be a cost of £49 per unit and a £45 one-off charge to install and then again to uninstall the unit. There are currently approx. 670 in use out of the 2000 units bought by the PCT. If the contract was to be extended, it could only be done for up to 12 months.

It was noted during the current transition period there is £130,000 internal costs for the PCT and the team will be potentially made redundant.

It was noted that the previous issues with regards to capital charges has been resolved and been approved by the PCT Audit Committee. A paper has gone to each of the shadow governing bodies to inform them that the £575,000 charge has been written off.

HRW CCG:

HRW CCG raised the issues that they believe that the Telehealth systems are no beneficial to the patients. Bill Redlin highlighted that the team have done 2 patient surveys and the majority of the patients support the systems. The decision was made that Vicky Pleydell/Debbie Newton will take the new information back to the Shadow Governing Body for discuss however a new decision can't be made until the next council of members meeting planned for February/March 2013.

ACTION: Bill/Kerry to provide survey results to the group.

SRCCG

Simon Cox updated on the current position for Telehealth in SRCCG. It was noted that Telehealth will transfer with the community provider arm.

VOYCCG

Rachel Potts informed the group that VOYCCG are currently completing a piece of work assessing the current patients that are using Telehealth to check that they are the right people to be using it.

HaRD CCG

Amanda Bloor updated the group that HaRD CCG has decided to extend their contract for Telehealth which will now run until December 2013.

A discussion took place about what would happen to the remaining units that were not used and who would be responsible for looking after these. It was noted that even though the software is currently the same as the units on the market at present, the unit are old therefore they wouldn't be able to be sold back to Tunstall. More work is required to on a possible disposal procedure.

Each one of the remaining CCGs has agreed that they would like to do the necessary work required in order to confirm their position with regards to telehealth therefore requested an additional month.

ACTION: Follow-up required at the next meeting on 10th January 2013 therefore add to the agenda

Mary Skelton

9.	<p><u>Meeting with Neuromuscular Patients in North Yorkshire and York</u></p> <p>The aim of this item is to gain clarification of the protocol with regards to patient groups that the CCGs are invited to as capacity for attending all the meetings has been an issue.</p> <p>As a group the decision was that there be to use the communication and Engagement team from the CSU to engage with the groups.</p> <p><u>ACTION:</u> Simon Cox will discuss with Janice Sunderland, Relationship Manager for the CSU for Communication team to create a response for the meeting requests.</p>	Simon Cox
10.	<p><u>Medical and technologies – Commissioning for new policies</u></p> <p>Amanda Bloor wished to clarify the governance behind commissioning for new policies. John Hancock from the specialist commissioning team at the CSU has written a letter with a summary paper. Amanda Bloor suggested that John Hancock is invited to the next meeting on 10th January 2013 to agree.</p> <p><u>ACTION:</u> Amanda Bloor to discuss with John Hancock to agree plan for clarification and approval.</p>	Amanda Bloor
11.	<p><u>CHC/VP commissioning Unit – Governance arrangements</u></p> <p>This Agenda item was discussed under agenda item 6. 'CHC'</p>	
12.	<p><u>Agreeing Hosting and Lead Commissioner Arrangements</u></p> <p>Jo Harding wished to clarify the individual arrangements for hosting and leading responsibilities. it is unclear on what we expect from commissioners or what is expected from the CCG. Amanda Bloor suggested that the hosts and leads hold a quarterly meeting to triangulate.</p> <p><u>ACTION:</u> A List is required to be produced by each CCG containing all the areas that are led for the CCGs. If each CCG could provide a list for Rachel Potts to present at the next meeting on 10th January 2013 for discussion.</p>	ALL Rachel Potts
13.	<p><u>Update on the development of the Partnership Directorate</u></p> <p>This Agenda item was discussed under agenda item 6. 'CHC'</p>	
	<p><u>Any Other Business</u></p> <p><i>136 Suite</i> John Pattinson noted that North Yorkshire and York don't currently have a 136 suite and it has been noted that the new North Yorkshire Police Commissioner has expressed concerns over this. TEWV and LYPFT who hold the Mental Health contracts will not take this further as it doesn't stand with their policies. Research has been done on how the 136 suite can be commissioned and Alan</p>	

	<p>Wittrick suggested that we invite out to tender as a private provider may want to commission. It was noted that Leeds currently have a suite but will not allow North Yorkshire and York to use it. This will need to facted into next years financial plan.</p> <p><i>Reablement Money</i> Debbie Newton informed the group that the North Yorkshire County Council are to withdraw the reablement money that they were providing to the PCT in order to reduce savings for the council. This news was received with disappointment.</p> <p><i>Richard Barker Meeting – January 2013</i> Amanda Bloor requested more information from the group with regards to the urgent meeting that Richard Barker has requested with Clinical Commissioning Leads for each CCG.</p> <p>It was noted the wish for all accountable officers to be invited if the meeting is to discuss the financial situation, possible authorisation conditions or moving forward this the work suggested by the KPMG report.</p> <p><u>ACTION:</u> Accountable officers will bring this meeting up at the chief Executives meeting planned for the afternoon on 13th December 2012 to gain answers.</p> <p><u>ACTION:</u> Vicky Pleydell to email Chris Long to request that all Chief Operating Officers and Clincial Commissioning Leads are invited. All to be to CC'ed in the email.</p>	<p>COO's</p> <p>Vicky Pleydell</p>
	<p><u>Date of Next Meeting</u> Thursday 14th February 2013 – 10:00 – 13:00 York Eco Centre, Amy Johnson Way, Clifton Moor, York, YO30 4AG</p>	