

Strategic Collaborative Commissioning Committee Meeting

Group members	Amanda Bloor (HaRD)- Chair Alistair Ingram (HaRD) Rachel Potts (VoY) Mark Hayes (VoY) Simon Cox (SR) Vicky Pleydell (HRW) Debbie Newton (HRW) Dr Phil Garnett (SR)
Apologies	Bernard Chalk (HaRD) Adrian Snarr (VoY) Sue Pitkethly (ER)

In Attendance	Mary Skelton – Secretariat Rachael Murray – Secretariat
Date	Thursday 13 ^h June 2013 Boardroom, Sovereign House, Clifton Moor, York, YO30 4GQ

No.		Action Lead
1.	<p><u>Apologies</u></p> <p>As noted above</p>	
2.	<p><u>Minutes from Thursday 13th June 2013</u></p> <p>The minutes were approved following the amending to content and spelling. It would be approved that minutes are to include 'DRAFT' watermark until discussed and approved at the next meeting.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Secretariat to amend previous minutes and circulate to all members in order to be included in Governing Body Papers. 	Secretariat
3.	<p><u>Matters Arising</u></p> <p><i>Practices moving across to other CCGs</i> National Guidelines has not been received therefore no further update was available.</p> <p><i>Neuro Rehabilitation</i> Amanda Bloor confirmed that she has spoken to Melanie Bradbury who was happy to progress with this piece of work on behalf of CCGs. It was noted that</p>	

	<p>this was an agenda item for the next Tees, Esk and Wear Valley (TEWV) Meeting for discussion.</p> <p>Community Equipment Services</p> <p>Update to be discussed with the CCG Chief Officers.</p>	
4.	<p><u>CSU</u></p> <p>The group discussed individual CCG's experiences and issues relating to the areas in which the CSU provided support and services. It was recognised that across the CCG's, there had been a number of issues. It was noted that VoY had issued a formal complaint to the CSU's Managing Director, Maddy Ruff regarding BI and HRW had made a complaint to the CSU regarding IT.</p> <p>Following discussion, it was agreed that Vicky Pleydell (HRW) would meet with Maddy Ruff (CSU) to discuss the issues on behalf of all the CCG's before a formal meeting was requested with the CSU Senior Management Team to collectively address the issues. CCG's agreed were to review the service specifications for all areas of CSU provision to assess whether services were performing at expected levels.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Vicky Pleydell to meet with Maddy Ruff to discuss • All CCG'S to review the service specifications for all areas of the CSU to assess whether they are performing what is expected and feedback comments at next meeting on Thursday 11th July 2013 	<p>Vicky Pleydell</p> <p>ALL</p>
5.	<p><u>Urgent Care Service Procurement</u></p> <p>A discussion took place with regard to the Out of Hours. The overall view following this discussion was that the CCG's were not currently in a position to specify a service for procurement particularly in view of the National Guidelines awaited relates to future models regarding urgent care and GP contract. There was a plan to extend the current provider until the guidance was available.</p> <p>It was agreed that a paper should go to the each CCG's Governing Body meeting in July 2013 to approve the proposal to extend current contract. HRW had already drafted a paper for their Governing Body and offered to share this with the other CCG's.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Amanda Bloor to discuss extension of contract with current provider • Debbie Newton (HRW) to share their drafted version of the paper for the HRW governing body RE: Urgent Care Procurement. 	<p>Amanda Bloor</p> <p>Debbie Newton</p>
6.	<p><u>Age-related Macular Degeneration Service Options Appraisal</u></p> <p>The group received and noted paper that provided an options appraisal for the joint commissioning of a Wet Age-related Macular Degeneration (AMD) services for the North Yorkshire CCG's.</p>	

	<p>Mark Hayes (VoY) updated the group following his meeting with York Trust. He explained it was apparent that the 900 VoY and SR number of patients receiving treatment was significantly higher than the national benchmark of 180 and it was also clear that there was no flexibility on price. VoY and SR agreed that a clinical audit would be helpful to understand the high activity levels in York</p> <p>Having reviewed the paper, option 4 was the preferred option following all CCG's working together to research the AMD services in their area. Once the research has been completed, the group were to confirm to Mark Hayes (VoY) their preferred option. Option 4 entailed testing the market by issuing a Prior Identification Notice (PIN), this does not commit the CCGs to a procurement.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • All CCG's to work together to research the AMD services in their area. Once the research has been completed, the group were to confirm Mark Hayes (VoY) if option 4 was the preferred option. • Mark Hayes (VoY) to arrange a clinical audit. 	<p>ALL</p> <p>Mark Hayes</p>
<p>7.</p>	<p><u>Vulnerable Adults and Children's Commissioning Unit (VACCU)</u></p> <p>Simon Cox (SR) updated the group on the current position with regard to VACCU. It was noted that the interim Director of Partnerships, Helen Mortimer had now left the organisation and the new permanent Head of Partnership had been successfully appointed on Monday 10th June 2013 and an announcement would be made on Monday 17th June 2013. Following on from Helen Mortimer's departure, a handover report was to be issued to all CCG leads to provide a full detailed update on VACCU.</p> <p>It was confirmed that Sovereign House had been selected to accommodate the VACCU and arrangements were underway working with staff that were required to relocate from other bases..</p> <p>An Audit workshop had been held recently for the VACCU and a risk register had been provided. It was noted that the CCG's required of assurance in respect of VACCU, Simon Cox proposed the establishment of VACCU Management Board to be set up and include a CCG Lead from each CCG. It was agreed that the CCG Accountable Officers along with the new Director of Partnership would sit on this board.</p> <p>It was noted that there was an outstanding meeting for CFO's to discuss and agree costings for VACCU and finalise the Governance Framework and the draft risk share agreement which was currently with Bernard Chalk (HaRD) to action.</p> <p>Simon Cox updated the group on the revised arrangements for CFO role across SR & VoY support from VoY and confirmed that Adrian Snarr was to work with the VACCU and SR team moving forward. VoY would be recruiting a replacement CFO. SR would be reviewing their structure following a Board</p>	

	<p>workshop in order to become a stand alone CCG. Formal communication would be circulated to all stakeholders.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Simon Cox (SR) to circulate handover report to all CCG's leads once available. • Simon Cox (SR) to establish the VACCU Management Board. • All CFO's to agree costings. • Risk Share to be agreed with Bernard Chalk(HaRD) 	<p>Simon Cox</p> <p>CFO's Bernard Chalk</p>
8.	<p><u>Redeployment of affected staff – VACCU</u></p> <p>Simon Cox (SR) updated the group following on from the announcement to the VACCU staff on the decision to base staff at Sovereign House. Significant work had taken place including consultation meetings with the affected staff to assess the relocation. It was noted that all CCG's were requested to consider any vacancies that they may have in order to provide an alternative solution for the at risk staff.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • All CCG's to consider vacancies suitable for at risk staff. 	<p>ALL</p>
9.	<p><u>Review of the provision of Community Based Carer Support Service</u></p> <p>Amanda Bloor (HaRD) updated the group on the content of the project brief for Community Based Carer Support Service. Following a detailed discussion it was agreed that Option B was the preferred option. This Option B which is based on the same model that is currently in place, with a revised service specification</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Amanda Bloor (HaRD) to feedback on collective view for preferred option B to Samantha Cavanagh(HaRD) 	<p>Amanda Bloor</p>
10.	<p><u>Community Services Future</u></p> <p>Following on from a detailed discussion regarding the future of Community Services. In relation of the Health and Integration Social Care joint work. It was recognised that it would be difficult for the CCG to be in a position to specify the exact nature of Community Services to be procured for implementation by 1st April 2014.</p>	

11.	<p><u>Continual and additional requests for CCG input</u></p> <p>As a result to the increased number of meetings that the CCG's were required to attend, it was agreed that a chart be drawn up highlighting all meetings and share workload evenly amongst the CCG's.</p> <p>A letter from Dr. Simon Padfield was received noting that there was a requirement from the District Control of Infection Committee (DCIC) for a GP to sit on the panel. Following discussion it was agreed that it would be appropriate for CCG Executive Nurse to attend this meeting. Amanda Bloor (HaRD) agreed to write to Dr Padfield with the proposed recommendation. If there was a definite requirement for a GP lead representation required. Dr Vicky Pleydell volunteered herself for this.</p> <p>It was noted that the request for CCG representation for the Immunisation Committee Meeting was received. Following a discussion, Rachel Potts (VoY) informed the group that Dr. Paul Edmondson-Jones, Director of Public Health for City of York Council sits on the VoY Governing Body therefore would be able to represent the CCG's.</p> <p>It was noted that there was a Military Meeting due to take place on Monday 17th June 2013 which required a CCG representative to attend. In the long term it was agreed that Vicky Pleydell (HRW) would attend this meeting. For the meeting due on Monday 17th June, Vicky Pleydell (HRW) would attend if diary permits however if not, apologies would be send on behalf of all the CCG's.</p> <p>Amanda Bloor discussed the supporting paper for this agenda item 'MOU between NHS England Yorkshire and Humber Area Team, Safeguarding Children and Adults Boards and CCGs'. It was noted that more information was required for this as CCGs had little input to the content of the MOU.</p> <p>It was noted that there was a request for CCG support with venues and stakeholder workshops at the forthcoming 'Choose and Book' Launch. It was agreed that area at the current time , the CCG's would decline the request to take part.</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Amanda Bloor (HaRD) to create a chart of all meetings that require CCG representation for review and allocation. • Amanda Bloor (HaRD) to write to Dr Padfield with the proposed recommendation. • Rachel Potts to request of Dr. Paul Edmondson-Jones to represent CCG's on the Immunisation Committee. • Vicky Pleydell to assess current diary commitments and confirm or decline this meeting. • Amanda Bloor to gain more information to feedback to the group before CCG approval. 	<p>Amanda Bloor</p> <p>Amanda Bloor</p> <p>Rachel Potts</p> <p>Vicky Pleydell</p> <p>Amanda Bloor</p>
-----	---	---

<p>12.</p>	<p><u>Any Other Business</u></p> <p>Amanda Bloor updated on the discussions with Hempsons. It was noted that they had offered to host a workshop free of charge. All CCG's agreed that this would be helpful.</p> <p>Following on from the agenda items that were discussed at this meeting, it was agreed that following the meetings in future, there would be beneficial for a separate meeting covering LMC, CSU and other subjects which requires more time for discussion.</p> <p>Alistair Ingram highlighted the recent letter received from Barbara Harkin RE: PGD and queried about how the CCG's were responding to this?</p> <p><u>ACTION:</u></p> <ul style="list-style-type: none"> • Amanda Bloor to feedback to Hempsons to arrange workshop. • It was requested that all CCG leads are to read letter received from Barbara Harkin and report back to the meeting on 11th July as an agenda item. 	<p>Amanda Bloor</p> <p>CCG Leads Mary Skelton</p>
	<p><u>Date of Next Meeting</u></p> <p>Thursday, 11th July 2013 10:00 – 13.30 Tower Court, Oakdale Road, Clifton Moor, York, YO30 4XL</p>	