

**Minutes of the Executive Committee meeting held on 18 January 2017
at West Offices, York**

Present

Phil Mettam (PM)	Accountable Officer
Rachel Potts (RP)	Chief Operating Officer
Elaine Wyllie (EW)	Interim Executive Director of Joint Commissioning
Jim Hayburn (JH)	Interim Executive Director Systems Resource and Delivery
Tracey Preece (TP)	Chief Finance Officer
Dr Andrew Phillips (AP)	GP Governing Body Member, Lead for Urgent Care/Interim Deputy Chief Clinical Officer
Michelle Carrington (MC)	Chief Nurse
Fiona Bell (FB)	Deputy Chief Operating Officer (for Item 8.1)

The agenda was discussed in the following order.

1. Apologies

All Committee members were in attendance.

2. Declaration of Members' Interests in the business of the meeting

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 December minutes were approved by the Committee and outstanding actions have been completed. These minutes will go to Governing Body for information.

3.1 Declaration of Interest form and Terms of reference

The revised Declaration of Interests form and the Executive Committee Terms of Reference were approved with no significant changes. These will go to Governing Body for final approval in March collectively with all other Committee Terms of Reference.

4. Finance, QIPP and Contracts

4.1 Month 9 Financial Position

Tracey Preece (TP) reported the year end forecast deficit as £28.1M with a deterioration of £4M but with reduced underlying risk. This position is consistent with that reported at Finance and Performance Committee.

4.3 Staff structure and running cost position

Rachel Potts (RP) reported that the staff consultation exercise has come to a close and responses have been circulated to the Vale of York CCG staff. Job Description reviews should be complete by the 20 January and at the latest these will be complete by the proposed implementation date. TP and Jim Hayburn (JH) are to complete a further review on the structure, clarifying the final balance of contracting and performance and the specifics of moving one post.

RP to arrange for the necessary changes to be made and to issue a final version of the structure.

The Executive Committee agreed in principle to release all vacancies identified within the structure, with the responsible director leading recruitment to suit them. The Executive Committee agreed to commit to working within the running cost budget and that the Committee would receive a monthly summary of running costs, which would also include a specific review of the consequences of the proposed changes to the Partnership Commissioning Unit (PCU), which were noted as a potential risk or opportunity not yet known at this stage.

RP will brief Emma Collins from EmBed on the outcome.

Dr Andrew Phillips (AP) raised a query regarding non pay budgets included within the running cost position. RP explained that consideration had been given to the dedication of the training budget and it was confirmed that the budget was based on £1k per head and that this was allocated on a 50/50 basis, £500k to individual teams and £500k held centrally.

4.4 Special School Nursing Funds

TP and JH to have a conversation with the Local Authority to ensure funding is in the financial plan for 2017/18.

5. Performance and Delivery

5.1 A&E, Dementia & Improving Access Psychological Therapies (IAPT)

Phil Mettam (PM) informed the Committee on anticipated conversations at the A&E Delivery Board to be held on Thursday 19 January. It was important that the discussion at the meeting should focus on what actions were being taken in preparation for Easter.

Dementia - The Committee were assured that Elaine Wyllie (EW) was following up on the appropriate actions to move this forward. The Finance & Performance Committee would review the progress and consider the forecast end of year position.

IAPT – EW briefed the Committee on the joint work with the intensive support team to improve Performance delivery.

It was noted that NHS England confirmed funding to support delivery of the Referral to treatment position by the end of March, and confirmed the funding had to be spent this year and with the independent sector. Caroline Alexander was liaising with the Trust to deliver this by 31 March 2017.

5.2 Additional Patient Transport Service (PTS) crew

The Executive Committee retrospectively ratified the funding of extra PTS crew required to meet pressures over the Christmas/New Year period. This had previously been verbally approved by the Accountable Officer. There had been a further request to continue the funding and this has not been supported.

AP briefed the Executive Committee on enhancements that were queried for GP's to fill rotas across Christmas and New Year. Whilst this was not approved at the given time, the CCG have received an invoice for payment, Debra Lee was challenging this. The Executive Committee agreed in principle, that within the on call director responsibilities, anything that is needed to be agreed in the interest of patient safety, could be approved by the on-call director and then ratified by the following Executive Committee.

6. Draft Governing Body Agenda

There were minor changes to the Governing Body agenda. EW outlined the proposed structure and content for the Mental Health report. EW also confirmed she was liaising with NHS England to confirm their assurance with the report. The Committee agreed that the Operational Plan would be a verbal update unless feedback was received from NHS England before the paper deadline.

The Committee break for 10 minutes

7. Service Quality and Safety

7.1 Child Death

The multiagency strategic meeting into the child death continues. The plan is for NHS England to take over the helm of the meeting once a decision is reached from the independent chair of the Children's Safeguarding Board as to whether the case is to be a serious case review (SCR). Meeting is planned

for approximately 4 weeks' time. As previously agreed, no organisation can confirm details of the case, in particular to the identity of the alleged perpetrator, who is a child, as this is an on-going police investigation with a risk of contempt of court.

7.2 Partnership Commissioning Unit Realignment

RP reported that EmBed HR team already have identified dedicated people to work with individual organisations to support the Partnership Commissioning Unit staff consultations and staff transfer arrangements. As soon as a confirmed consultation paper has been agreed the CCG will begin to work through the detail. Michelle Carrington (MC) to lead on following up the final agreed CCG position on the new model for continuing health care.

7.3 New Excess Treatment Cost

These were approved based on recommendations from MC. Going forwards the CCG will consider any subsequent requests that are received where they are aligned with the CCG priorities.

7.4 Archways CQUIN

The Committee proposed a wider discussion to develop principles for moving forward in the context of a broader joint programme of work with the Trust.

8. Strategy

Fiona Bell presenting Item 8.1 entered the room

8.1 York Integrated Care Team

Fiona Bell briefed the Committee on the paper in relation to financials, QIPP reliance's and risks. The Committee agreed that a separate urgent conversation was needed including Members of the Committee, Fiona Bell and Michael Ash-McMahon to consider the detail of this paper in the context of broader discussion regarding a joint programme of work on Unplanned care (Out of Hospital). A report would go back to Executive Committee on 15 February.

9. Co-commissioning Primary Care

9.1 Laptop requests for 32 Clifton Surgery

The Executive Committee ratified funding for 4 Laptops to be provided to 32 Clifton Surgery.

10. Local Issues

There was nothing additional to report.

11. National and Regional Issues

The Committee were sighted of the general pressures and activities that were currently in the system.

EW notified the Committee that the Better Care Fund (BCF) Guidelines for 2017/18 have not yet been issued and that she would share these as soon as they were available.

12. People, Support and Development

The Committee agreed this has been covered in Item 4.3 under staff structure and running costs.

13. Corporate

13.1 Office Accommodation update

RP briefed the Committee on the option that has been worked up on the basis of the CCG remaining in West Offices. The Committee agreed this option to enable a detailed plan to be produced to deliver this by the end of March. The Committee supported the costs identified with a reduction by removing exclusive use of a meeting room and noted the other efficiencies to be made. TP will check running costs flexibility for this 2016/17 and 2017/18.

14. Engagement and Communications

14.1 Update on Development of new strategy

RP updated the Committee on the details for the Communications and Engagement Plan related to engagement within localities. RP informed the Committee that the detailed plan would be shared with PM at the end of January and then brought to Executive Committee on 15 February, and Quality and Patient Experience Committee on 8 February.

15. Issues from other Committees

The Committee agreed there were no issues to report.

16. Key messages to Council of Representatives

TP updated the Committee on conversations with Paula Evans and how finance can be incorporated into discussions with the Council of Representatives.

17. Any other Business

The Committee noted the requirement to attend the City of York Council, Health and Adult Social Care Policy and Scrutiny Committee on 30 January 2017.

AP referenced the termination of System resilience funding and enquired whether this funding would go beyond the end of March 2017. It was confirmed that these will not be funded due to the scale of the financial deficit.

18. Issues of Assurance Framework and/or risk register

RP updated the Committee regarding a submission required by the end of the day (18 January) to NHS England on Month 9 Governance. Helena Nowell is drafting this submission, RP and TP to approve this Governance Position statement.

19. Close

Next meeting: 10am, 15 February 2017