

NORTH YORKSHIRE CLINICAL COMMISSIONING GROUP

GOVERNING BODY MEETING

Tuesday 22 December 2020 at 10:00 – 12:00

Virtual Meeting – Microsoft Teams

Present	
Dr Charles Parker	Clinical Chair (Chair)
Dr Alistair Ingram	Vice Clinical Chair
Amanda Bloor	Accountable Officer
Jane Hawkard	Chief Finance Officer
Wendy Balmain	Director of Strategy and Integration
Simon Cox	Director of Acute Commissioning
Sue Peckitt	Chief Nurse
Julie Warren	Director of Corporate Services, Governance & Performance
Dr Ian Woods	Secondary Care Doctor
Kate Kennady	Lay Member for Patient and Public Engagement
Sheenagh Powell	Lay Member for Financial Performance (Deputy Chair)
Ken Readshaw	Lay Member for Audit and Governance
Dr Peter Billingsley	GP Governing Body Member
Dr Mark Hodgson	GP Governing Body Member
Dr Chris Ives	GP Governing Body Member
Dr Bruce Willoughby	GP Governing Body Member

Apologies	
None	

In Attendance	
Sasha Sencier	Senior Governance Manager and Board Secretary to the Governing Body
Alex Flowers	Communications Officer
Tanja Entwistle	Governance Support Officer
Public attendance	One member of the public was in attendance from Item 4.0 until the end of the meeting in public

1.0 Apologies for Absence and Quorum

No apologies were received.

The NHS North Yorkshire CCG Governing Body: Noted attendance and that the NY CCG Governing Body meeting is quorate.

2.0 Declarations of Interest in Relation to the Business of the Meeting

The Chair reminded committee members of their obligation to declare any interest they may have on any issues arising at committee meetings which might conflict with the business of the Governing Body.

No Governing Body members declared any interest in relation to the business of the meeting, with the exception of Item 7.1 Scarborough Hospital Emergency Department Outline Business Case:

- The Director of Acute Commissioning has a joint appointment between NHS North Yorkshire CCG and York Teaching Hospital NHS Foundation Trust. The COI Guardian has agreed that this should be noted but that no further action is required.
- Dr Peter Billingsley has a number of conflicts. The COI Guardian has agreed that this should be noted and that Dr Billingsley can join the conversation but cannot vote.
- It was clarified that Dr Chris Ives does not have any conflicts as the management of Malton Hospital is carried out by Humber Teaching NHS Foundation Trust.

The NHS North Yorkshire CCG Governing Body: Noted the declarations of interest made in relation to the business of the meeting and that the Governing Body is quorate with the conflicts taken into account.

3.0 Governing Body Minutes and Matters Arising

3.1 Governing Body Minutes – 29 October 2020

The Chair presented the Governing Body minutes from the meeting on 29 October 2020. Governing Body members noted no changes and the minutes were approved as a true and accurate record of the meeting.

The NHS North Yorkshire CCG Governing Body: Approved the minutes of the meeting on 29 October 2020 as a true and accurate record.

3.2 Matters Arising from the Meeting – 29 October 2020

All matters arising had been completed since the last meeting with no further additional matters noted.

The NHS North Yorkshire CCG Governing Body: Accepted the matters arising as complete from the meeting on 29 October 2020.

4.0 Reports from North Yorkshire Clinical Commissioning Group

4.1 Clinical Chair

Dr Charles Parker presented the Clinical Chair's report and took the paper as read. No questions were raised.

The NHS North Yorkshire CCG Governing Body: Accepted the update from the Clinical Chair as assurance.

4.2 Accountable Officer

Amanda Bloor presented the Accountable Officer's report and took the paper as read. An additional verbal update was given on Section 2.0 of the report in relation to COVID-19 cases in the Scarborough district, which has risen since the publication of this report and may result in an increase in hospital admissions over the next couple of weeks. Work is ongoing to engage the local population in order to reduce the rate of transmission. All figures are available on the North Yorkshire County Council website and in local papers.

In relation to the COVID-19 vaccination programme there will be 12 live sites by Christmas Eve across North Yorkshire and York.

The NHS North Yorkshire CCG Governing Body: Accepted the update from the Accountable Officer as assurance.

4.3 Communications and Engagement Update

The Director of Corporate Services, Governance and Performance presented the Communication and Engagement Update that provides a review of the activities across the function over the last few months, with a focus on winter, COVID-19, including the vaccination programme, and continued work to develop and embed the CCG's communications and engagement function. The report was taken as read and no questions were raised in relation to the report.

The NHS North Yorkshire CCG Governing Body: Accepted the update from the Director of Corporate Services, Governance and Performance as assurance.

5.0 Quality and Performance

5.1 Quality and Performance Report

The Director of Corporate Services, Governance and Performance and the Chief Nurse presented the Quality and Performance Report, which provides an integrated overview and assurance of quality and performance issues. The Chief Finance Officer presented the North Yorkshire and York system performance against the Surge Plan.

Surge Plans were instigated to recover activity to pre-COVID-19 pandemic levels and to reduce waiting lists in the acute hospital system. Performance in the acute system shows activity levels were recovering well until the second wave of COVID-19 in November 2020 but COVID-19 bed occupancy has now risen to levels close to those seen in the first wave in May 2020. Every endeavour has been made to minimise the impact but a drop in performance is anticipated when the November 2020 figures are confirmed. It was noted that for patients on the waiting lists, each case is subject to rigorous clinical assessment, doctors are either calling or writing to patients to inform them of the likely timeframe for their treatment with instruction on what to do if their condition changes. In Primary Care, GP practices have recovered activity to pre-COVID-19 levels for face-to-face appointments and have continued to increase non-face-to-face appointments throughout the year. It was

agreed that performance for South Tees Hospitals NHS Foundation Trust would be included for the next meeting.

The Chief Nurse reported on the following:

- The COVID-19 vaccination programme has been a significant logistical operation in North Yorkshire with Primary Care at the centre of delivery. Vaccination started on 15 December 2020 at 6 live sites, a further 6 sites are due to go live today with another early in the New Year. The Chief Nurse thanked the team and primary care colleagues for their hard work.
- There has been unprecedented demand for the flu vaccination programme with 83.2% of vaccinations achieved in patients over 65 years of age. Flu vaccines for the 50 to 64 age cohort are now available with patients being invited to attend appointments.
- The COVID-19 outbreak at Scarborough Hospital has been declared closed and recorded as a Serious Incident with ongoing investigation.
- The Chief Nurse wished to thank the Mental Health and Learning Disability Team for their hard work in bringing the Transforming Care Programme under trajectory.

The Director of Corporate Services, Governance and Performance reported that the NHS 111 First initiative has been launched and is being monitored. It was noted that activity has not increased significantly, which could be due to publicity being focussed on the COVID-19 vaccination programme.

It was confirmed that Increased Access to Psychological Therapies (IAPT) data was only available to the end of August 2020 due to the validation process that must be followed. Dr Billingsley confirmed that the raw data suggests that recovery rates are above national targets, and that there is more capacity in the system with 100% of activity now on-line but that referral rates had reduced this year, including self-referrals. It was agreed to promote IAPT with acute hospital trusts to ensure staff promote awareness of the service on discharging patients. The link is: www.northyorkshireiapt.co.uk

The NHS North Yorkshire CCG Governing Body: Accepted the Quality and Performance Report as assurance; agreed that they are satisfied they are sighted on the current quality and performance issues and concerns; and, were assured that appropriate actions are being carried out to effectively manage any quality and safety issues or risks.

5.2 North Yorkshire Safeguarding Adults Board Annual Report 2019-20

The Chief Nurse presented the North Yorkshire Safeguarding Adults Board (NYSAB) Annual Report and requested the Governing Body accept the report for assurance and information and agree to have the report published on the CCG website as part of meeting the CCG's statutory responsibility in working with the NYSAB. The report will also be published on the NYSAB website.

The NHS North Yorkshire CCG Governing Body: Accepted the report as assurance and information and agreed the publication of the North Yorkshire Safeguarding Adults Board Annual Report 2019-2020 on the CCG and NYSAB websites.

6.0 Finance and Planning

6.1 Finance and Planning Report

The Chief Finance Officer presented the Finance and Planning Report and confirmed that the year-end forecast remains at a break-even position after expected reimbursement of COVID-19 related expenditure. It has been a complicated year with unexpected expenditure and reimbursement but scrutiny by the Finance Team and Finance, Performance, Contracting and Commissioning Committee (FPCCC) suggests that underlying costs have not increased compared to the original plan. A correction on table 1 was noted, £281k on line 1 is shown as negative and should be positive. It was noted that five new allocations have been received this month as part of the new financial regime for Months 7 to 12 which include £280k to improve Children and Young People's Mental Health and £241k for people in the community with mental health needs. Additional funding to assist primary care to continue to manage COVID-19 through the winter and to deliver the flu and COVID-19 vaccination programme is expected to be approximately £1.1m.

The NHS North Yorkshire CCG Governing Body: Noted the Finance and Planning Report as assurance that the financial plan is being met.

7.0 Strategy and Planning

7.1 Scarborough Hospital Emergency Department Outline Business Case

The Director of Acute Commissioning presented the Outline Business Case (OBC) for the development of the Emergency Department (ED) at Scarborough Hospital and confirmed that £40m of capital has been secured by the health economy. The building currently accommodating the ED was designed for a capacity of only 20,000 to 25,000 patients per year. The proposed re-development will enable the department to more effectively deal with emergency activity, which has risen to approximately 70,000 patients per year, with provision for increased flow space, early assessment, diagnostics and Same Day Emergency Care (SDEC) where patients will be able to return home and avoid a hospital stay.

The OBC requires additional analysis of the activity and service configuration modelling as well as any resultant impact on primary and community care as a result of Same Day Emergency Care (SDEC) development. The process has also identified a further opportunity to relocate the Intensive Treatment Unit (ITU) and High Dependency Unit (HDU) to the additional level in the building in order to address non-compliance issues associated with the current critical care facilities and co-locate high dependency services together. The Humber, Coast and Vale Integrated Care System (HCV ICS) and York Hospital Teaching NHS Foundation Trust (YHTFT) are supportive of the proposal and the system is in the process of establishing the additional capital required.

Further work is ongoing to determine revenue costs and a rigorous approval process will be followed to ensure Value for Money for any resulting revenue spend. The Chief Finance Officer confirmed that a letter of support has been agreed at FPCCC and that the CCG's proportion of revenue costs would be within the allocation for growth received by the CCG however further discussions with NY&Y system partners will be required to ensure

affordability with the total resources received into the system. The development is based on the assumption that future activity growth will be stemmed through the operation of the SDEC and integration with out of hospital services.

The NHS North Yorkshire CCG Governing Body: Noted the contents of the report and supported: the ongoing process of developing the Outline Business Case; the work to confirm the activity and service configuration modelling; and, the principle of including the provisional revenue costs in medium-term financial planning processes noting that FPCCC will review the costs of the development and require assurance on CCG funding commitments.

8.0 Governance

8.1 Governing Body Assurance Framework

The Director of Corporate Services, Governance and Performance presented the Governing Body Assurance Framework (GBAF) and thanked the Board Secretary/Senior Governance Manager for their hard work. The GBAF had previously been submitted to the Governing Body Development Session, the Executive Directors Group and Audit Committee who recommended it for approval by the Governing Body. The Chief Finance Officer confirmed that any potential financial risk would be scoped when the planning guidance is issued by NHS England/Improvement in the New Year.

It was noted that Internal Audit have reviewed 34 CCGs and are benchmarking the GBAF against those. If there are substantial changes, the GBAF will be re-submitted to the Governing Body meeting in February 2021 for final approval.

The NHS North Yorkshire CCG Governing Body: Noted assurance received from the Audit Committee that the GBAF demonstrates that adequately effective systems of internal control are in place to monitor the significant risks that may affect the delivery of the strategic objectives; approved the GBAF; and, noted the next steps to review the Audit Yorkshire benchmarking report and report findings to Audit Committee.

8.2 Freedom of Information and Environmental Impact Regulations Policy

The Director of Corporate Services, Governance and Performance presented the Freedom of Information and Environmental Information Regulations Policy and confirmed that it had been submitted to the Audit Committee in November who have recommended it for approval by the Governing Body, once approved it will be published on the CCG website.

The NHS North Yorkshire CCG Governing Body: Approved the Freedom of Information and Environmental Impact Regulations Policy.

8.3 Procurement Policy

The Chief Finance Officer presented the Procurement Policy and confirmed that it had been submitted to the FPCCC who have recommended it for approval by the Governing Body.

The NHS North Yorkshire CCG Governing Body: Approved the Procurement Policy.

9.0 Minutes and Key Messages of Governing Body Committees

9.1 Audit Committee

No questions were raised on the minutes and key messages of the Audit Committee.

9.2 Primary Care Commissioning Committee

No questions were raised on the minutes and key messages of the Primary Care Commissioning Committee.

9.3 Quality and Clinical Governance Committee

No questions were raised on the minutes and key messages of the Quality and Clinical Governance Committee.

9.4 Finance, Performance, Contracting and Commissioning Committee

No questions were raised on the minutes and key messages of the Finance, Performance, Contracting and Commissioning Committee.

The NHS North Yorkshire CCG Governing Body: Noted the key messages and minutes from the statutory and non-statutory committees of the Governing Body.

10.0 Any Other Business

The Accountable Officer and Clinical Chair confirmed that Dr Alistair Ingram will be stepping down from his role as Clinical Vice-Chair of NHS North Yorkshire CCG on 31 December 2020 and thanked him on behalf of the CCG and GP practices for his dedication to and significant achievements in Harrogate and North Yorkshire. Dr Ingram thanked everyone for their kind words, help and support and left the Governing Body with three words for the future “challenge, opportunities, uncertainties” and to “remember to look after each other, look after the staff, the practices and the patients”.

The NHS North Yorkshire CCG Governing Body: Noted that Dr Alistair Ingram will be stepping down from his role as Clinical Vice Chair of North Yorkshire CCG on 31 December.

11.0 Next Meeting

The Governing Body is next due to meet on Thursday 25 February 2020. It is currently expected that this meeting will take place virtually as social distancing rules are in place. All papers will be published on the CCG website and members of the public will have the opportunity to send any questions in advance of the meeting in line with usual processes. Healthwatch would be invited to join the virtual meeting. Key decisions will be published within 24 hours of the meeting taking place.

The NHS North Yorkshire CCG Governing Body: Noted the date of the next meeting.

12.0 Close of the Meeting in Public

Follow up actions

The actions required as detailed in these minutes are attached at Appendix A.

Appendix A

NHS North Yorkshire Clinical Commissioning Group Actions from the Governing Body Meeting in Public on 22 December 2020

Meeting Date	Item	Action	Responsibility	Action Completed / Due to be Completed (as applicable)
22 December 2020	5.1 Quality & Performance report – Surge Plan Performance	It was agreed that performance for South Tees Hospitals NHS Foundation Trust would be included in future reports relating to performance of the system against initial plans to deal with Covid surge.	Jane Hawkard	As applicable
22 December 2020	5.1 Quality & Performance report – IAPT	It was agreed to promote IAPT with acute hospital trusts to ensure staff promote awareness of the service on discharging patients. The link is: www.northyorkshireiapt.co.uk	Julie Warren	Completed