

Joint Adult Commissioning Board

4 May 2016

Action notes of the Joint Adult Commissioning Board

held on **4 May 2016** at 14:30 – 16:30

Carisbrooke Room, CCG HQ, Ground Floor, Apex Building A, St Cross Business Park

PRESENT:

CCG Sue Lightfoot, Head of Children, Dementia, MH & LD Commissioning
(for Gillian Baker, Deputy Chief Officer)
Loretta Outhwaite, Chief Finance Officer
Helen Shields, Chief Officer

Council Anita Cameron-Smith, Health of Public Health Strategy (for Rida Elkheir, Director of Public Health)
Claire Foreman, Adult Social Care
Kerry Huddleday, Strategic Manager Finance
John Metcalfe, Chief Executive Officer
Steve Stubbings, Executive Member

NOTED BY: Liz Elliott, EA to the Chief Officer, CCG

1.	<p>APOLOGIES FOR ABSENCE: Gillian Baker, Loretta Kinsella, John Rivers & Rida Elkheir</p> <p>Claire Foreman was welcomed to the meeting.</p> <p>In attendance: Sandy Hogg, Associate Director of Commissioning Cathy Budden, Projects & Planning Manager for item 4</p>	
2.	<p>NOTES OF THE LAST MEETING The notes of the meeting held on 6.4.16 were agreed as an accurate record.</p>	
3.	<p>ACTIONS ARISING</p> <p><u>Action Tracker</u> Reviewed and updated:</p> <p>LD COMMISSIONER John Metcalfe reported a potential redundancy/redeployment that is currently being worked through. Helen Shields said that the CCG will need to feel that the individual is suitable. Claire Shand (Head of</p>	<p>JM 29</p>

	<p>Resources, IW Council) is supporting the process.</p> <p>RECRUITMENT PROCESS A separate workshop has been held on workforce, recruitment was the top priority. The revised workforce work plan needs to be approved by the MLAFL Board.</p> <p>ASSISTANT DIRECTOR OF INTEGRATED COMMISSIONING Helen Shields commented on an email from Claire Shand informing the CCG that the recruitment process has slipped. This slippage impacts on the CCG as only have a six-month appointment of an interim.</p> <p>John Metcalfe fed back on comments from the IW Council Employment Committee 27.04.16. The Employment Committee had concerns over the breadth of the job role proposed for the Director of Communities and Wellbeing which included the responsibilities of the statutory role of Director of Adult Social Services. Its feeling was that the DASS responsibilities should sit with the Head of Joint Commissioning post reporting to the Director of Communities and Wellbeing which would have a significant emphasis on regeneration and development in the job role. Job description and person specification to be amended to go to Full Council 15.06.16. John Metcalfe to report back to Helen Shields regarding the revised timescale for interviews and the Council position.</p> <p>Steve Stubbings reported that there was no contention from the Employment Committee regarding the proposals for the joint posts, however there were concerns around the scope and role of the posts. Helen Shields expressed concern with respect to the changed scope of the post and that this position could jeopardise the joint post.</p> <p>In the interim Gillian Baker and Claire Foreman continue the ongoing work to bring together everything that underpins the integration of commissioning.</p> <p>UPDATE ON THE PUBLIC HEALTH FINANCIAL POSITION 2015/16 AND 2016/17 Discussed: agenda item 5.</p> <p>BETTER CARE FUND (BCF) PLAN ASSURANCE FEEDBACK BCF now agreed.</p>	<p>37 ITEM CLOSED</p> <p>JM/GB 39</p> <p>RE 42/43</p> <p>44 ITEM CLOSED</p>
4.	<p>BETTER CARE FUND (BCF) PLAN</p> <p>Final Plan 2016/17 Cathy Budden advised that there had been a last minute update on residential admissions metrics. A final version of the BCF Plans had been</p>	

	<p>signed-off by John Metcalfe, Steve Stubbings and Helen Shields, and submitted 03.05.16. The JACB noted the significant effort contributed by both teams and in particularly the support given by Cathy Budden.</p> <p>Section 75 agreement The Section 75 agreement is expected by the end of June however aiming for completion by the end of May.</p> <p>The S75 schedules are almost completed, the main document has been sent to the IW Council to review, two key areas are risk share and governance: to be discussed at the CLG with finance colleagues in attendance; governance is dependent on Barbara Deacon who is reporting to the May Health & Wellbeing Board. Outstanding issues to be escalated to JACB.</p> <p>When the pooled budget becomes operational was discussed, Kerry Hubbleday and Loretta Outhwaite to review the implications and agree an adjustment mechanism for the point that it is pooled.</p> <p>Awaiting feedback on assurance timelines from NHS England, Cathy Budden to circulate.</p> <p>Overarching Highlight Report The BCF 2015/16 overarching highlight report was noted. End of Year individual scheme reports to be supplied to the Commissioning Leadership Group (CLG) and the next JACB.</p> <p>The BCF Highlight Report 2016/17 was noted. Timescales for the Section 75 to be added to the risk log.</p>	<p>KH/LO 45</p> <p>Cathy Budden 46</p> <p>GB 47</p>
<p>5.</p>	<p>PUBLIC HEALTH BUDGETS The Public Health budget papers remained outstanding; as a result the planned discussion on 2015/16 – budgets & services commissioned, the impact of the public health budget reductions and proposed use of budgets for 2016/17 and services commissioned did not go ahead.</p> <p>Helen Shields required clarity on last year’s budgets, planned spend for this year and potential cost shift to the CCG.</p> <p>Anita Cameron-Smith gave a verbal update on the core public health services and the need to look at how reductions are made whilst still delivering the core services. Public Health are working across the council, the health trainers have been brought in-house and will provide stop smoking and weight management, there will be a transition period. Tier 3 weight management was scheduled for discussion at the CLG 03.05.16 however the meeting was cancelled due to apologies.</p>	<p>RE 42/43</p>

	<p>It was noted that prescribing costs should be discussed at the CLG but this has not happened as the CLG had been focussed on the BCF.</p> <p>Weight Management: Tier 1 & 2 responsibility is with the IW Council. Anita Cameron-Smith has produced an options appraisal for Tiers 1-4 joint provision, options appraisal to be submitted to the CLG.</p> <p>Helen Shields reiterated that clarity was required around budgets to determine the gaps and requested an urgent meeting of Public Health and CCG finance staff to understand repercussions. Loretta Outhwaite pointed out that the discussion should be about outcomes.</p> <p>At the last JACB Rida Elkheir advised that there had been a change in service. This has not been articulated. Anita Cameron-Smith to circulate letters that were sent to GPs as well as the algorithm and summary document regarding the service. Anita Cameron-Smith confirmed there is no change in the service to patients. Greater discussion is required at the CLG. Prior to the next JACB Anita Cameron-Smith will provide:</p> <ul style="list-style-type: none"> • Smoking Cessation: change to the Local Enhanced Services • Consequences of the Tier 3 weight management <p>Full discussion is required at the CLG to enable resolution prior to the next JACB with the intention that there is no need for further discussion at the next JACB.</p>	<p>RE/GB/CF [CLG]</p> <p>Anita Cameron-Smith [CLG]</p> <p>LO 42</p> <p>Anita Cameron-Smith 43</p> <p>RE/GB/CF [CLG]</p>
<p>6.</p>	<p>JOINT APPOINTMENTS Discussed under item 3 [JM/GB 39].</p> <p>The lessons learned around the LD commissioning post need to be taken on board in how the IW Council and CCG move forward in future.</p> <p>Claire Foreman noted the need to ensure commissioning capacity and capability meets both our organisation needs and what outcomes we need to achieve and how we manage issues within the system. Gillian Baker/Claire Foreman to have those conversations and report back.</p>	<p>GB/CF 48</p>
<p>7.</p>	<p>INFORMATION GOVERNANCE The standing item Information Governance was discussed. Claire Foreman asked where are the checks and balances in the system and where are discussions held, are we monitoring decision making. Helen Shields felt this should be at the CLG. Loretta Outhwaite commented on the overarching MIAFL information sharing protocol.</p> <p>In response to a question from John Metcalfe regarding leadership of the CLG, it was confirmed that this was tripartite; the CLG is led by Rida Elkheir/Claire Foreman and Gillian Baker. The JACB have not received notes from the CLG, agreed that the CLG should submit their notes to the</p>	

	<p>JACB, concern expressed about admin support to the CLG. Helen Shields suggested the CLG should be serviced by the IW Council as the CCG supports the JACB. The CLG needs to take the integrated commissioning work stream forward.</p> <p>Information Governance will be removed as a standing item from the JACB agenda.</p>	
8.	<p>IMPACT ON THE CONSTITUTION</p> <p>None.</p>	
9.	<p>CCG POSITION 2016/17</p> <p>Loretta Outhwaite provided an update on the CCG 2016/17 financial plan The CCG cannot meet the national business rule to meet a 1% surplus. This is essentially a gap of £2.5m. As a result the CCG is therefore in a financial recovery mode which requires the appointment of a turnaround director and development of a financial recovery plan. The IW NHS Trust is in a similar position therefore appointment of a joint turnaround director has been agreed to support the system. This position also affects social care. The intention is to ensure the CCG QIPP saving schemes and system resilience are meshed together.</p> <p>A joint Press release (CCG/IW NHS Trust) will be produced by the end of the week, to be shared with councillors to explain the requirement for a Turnaround Director.</p>	<p>LO 49</p>
10.	<p>CHILDREN'S SERVICES</p> <p>Agreed that Childrens Services to be invited to ensure this is a Joint Commissioning Board, John Metcalfe to let us know who will be attending.</p> <p>As a result the Terms of Reference will need to be amended, agenda item 01.06.16 JACB.</p>	<p>JM 50</p>
11.	<p>WHOLE POPULATION BUDGETS</p> <p>Loretta Outhwaite advised the JACB of a request received for the Isle of Wight to become a test site, as a desk top exercise initially, for a whole population budget. Whole population budgets are an enabler and part of the national agenda looking at different payment and pricing around services as a move to whole population outcomes within the next few years. The national lead has offered to visit the Island to provide a briefing. Claire Foreman suggested inviting an LGA link to gain a rounded conversation. The JACB supported the request for the Isle of Wight to become a test site.</p>	

12.	DATE & TIME OF NEXT MEETING Wednesday 1 June 2016, 1430 – 1630 Carisbrooke Room, Apex Building A, St Cross Business Park	
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Circulation:

CCG

Helen Shields, Chief Officer

Gillian Baker, Deputy Chief Officer

Loretta Kinsella, Director of Quality & Clinical Services

Loretta Outhwaite, Chief Finance Officer

John Rivers, Chair (Chair)

In attendance:

Liz Elliott (notes)

For information:

Clinical Executive – Tracy Richards

Health & Wellbeing Board – Marie Bartlett

Cathy Budden - BCF

IW Council

Rida Elkheir, Associate Director of Public Health

(Nominated Director Adult Social Care)

Kerry Hubbleday, Strategic Manager – Finance

John Metcalfe, Chief Executive Officer

CLr Steve Stubbings, Executive Member