

Joint Adult Commissioning Board

5 October 2016

Action notes of the Joint Adult Commissioning Board

held on **5 October 2016** at 14:30 – 16:30

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

PRESENT:

CCG

Gillian Baker, Deputy Chief Officer
 Loretta Kinsella, Director of Quality & Clinical Services
 Matt Leek, Finance Manager (for Loretta Outhwaite)
 John Rivers, Chair (Chair)
 Helen Shields, Chief Officer (from item 8)

Council

Rida Elkheir, Director of Public Health (from item 4)
 Claire Foreman, Interim Head Adult Social Care
 Kerry Huddleday, Strategic Manager - Finance
 John Metcalfe, Chief Executive
 Steve Stubbings, Executive Member

In attendance:

Sarah Stringer, Deputy Head of Urgent Care 7 Community Commissioning, CCG (item 6)
 Anita Cameron-Smith, Head of Public Health Strategy, Public Health IW Council (item 7)

NOTED BY:

Liz Elliott, EA to the Chief Officer, CCG

1.	APOLOGIES FOR ABSENCE: Kathy Marriott & Loretta Outhwaite (Matt Leek attended).	
2.	DECLARATIONS None	
3.	NOTES OF THE LAST MEETING The notes of the meeting held on 7.9.16 were agreed as an accurate record.	
4.	ACTIONS ARISING <u>Action Tracker</u> Reviewed and updated: Action to resolve £1.4m shortfall in the BCF Discussed under item 5.	JM 45

	<p>Discussion on role, purpose & membership of Joint Commissioning Board to inform Terms of Reference [Draft updated TOR to include Children's Services] Discussed under item 10.</p> <p>Outstanding action on the tracker not discussed: <i>At the last meeting it was noted the need to understand the governance and commissioning arrangements of the Children's Trust and a brief update to be brought back to the next JACB 07.09.16, John Metcalfe to ask Chris Mathews to draft. Action outstanding.</i></p> <p>My Life A Full Life (MLAFL) A revised governance structure went to the Turnaround Board. This ties into the Terms of Reference discussion (see item 10).</p>	<p>JM 50(C)</p> <p>HS 51</p>
<p>5.</p>	<p>BETTER CARE FUND SECTION 75 (£1.4M) Action to resolve £1.4m shortfall in the BCF. John Metcalfe, Chris Ward (IWC Finance Director), Helen Shields and Loretta Outhwaite met formally 13.09.16 and acknowledged financial position of the CCG and local authority and the difficulty of resolving the situation, but agreed solutions still needed to be pursued. Gillian Baker and Claire Foreman had met and come up with a proposal for additional domiciliary support within localities which would aid the pressure on social care but they acknowledge this would not fully close the gap. The local authority was proposing this is funded through Vanguard funds as this does support community transformation. The JACB gave formal support to the proposal which was being discussed later that today.</p> <p><i>[Post meeting note: this proposal and other local authority proposals were supported for MLAFL funding].</i></p> <p>John Metcalfe suggested that a 'side-letter' was required enabling the IW Council to sign, if the system agrees to continue to work to resolve the remaining funding gap and Claire Foreman and Gillian Baker to gain agreement at the Task & Finish MLAFL Finance Group 06.10.16 to the local authority proposals. John Metcalfe to draft the side letter which John Rivers and Steve Stubbings will need to jointly sign before next Full Council. To be actioned next week.</p> <p>Matt Leek sought clarity about underspends within the BCF. This still needs to be clarified.</p>	<p>JM/JR/SS 45 (C1)</p> <p>LO/KH 45 (C2)</p>

<p>6.</p>	<p>COMMISSIONING & IMPLEMENTATION OF THE REVISED IW ADULT PHYSICAL REHABILITATION SERVICE</p> <p>The 07.09.16 JACB received the options paper for the implementation of the rehabilitation service, and supported the recommended option to commission revised rehabilitation service and community beds.</p> <p>Sarah Stringer attended the JACB to present the next phase of the project.</p> <p>Claire Foreman expressed concern about agreeing to the paper before a full strategic understanding of the market was agreed.</p> <p>Claire Foreman advised that the local authority is leading and hosting a Market Summit (01.11.16) to inform and engage key system representatives and enable a collective understanding and review of how we are managing the market, and how we more effectively develop the market jointly.</p> <p>Gillian Baker felt the need to ensure this work links into the work on Transforming Community Services in terms of the locality model, and to ensure this dovetails together in terms of provision. The new rehabilitation service cannot be delivered in isolation from reablement and wider community services.</p> <p>Following a question from John Rivers regarding GP support for the beds, the federation (One Wight Health) will be invited to a market warming event.</p> <p>It was agreed that the decision would therefore be put on hold until the November JACB. The outcome of the Market Summit would be an agenda item for the November 2016 JACB and the rehabilitation paper would also be brought back for final decision.</p> <p>It was agreed the rehabilitation market warming event should be advertised so that it was in diaries for the end of November 2016.</p>	<p>CF 52</p> <p>GB 53</p>
<p>7.</p>	<p>LOCAL AREA COORDINATION OPTIONS APPRAISAL</p> <p>Local Area Coordination (LAC) is part of the prevention and early intervention approach. Anita Cameron-Smith presented the LAC options appraisal, requesting sign-off for option 2 to recruit the next three LACs as per plan. The funding is pooled within the BCF.</p> <p>Rida Elkheir advised the impacts and savings required will not be fully delivered if recruitment does not progress, and sufficient coverage is achieved.</p> <p>Gillian Baker noted that some funding was a risk due to MLAFL funding</p>	

	<p>potentially ending March 2017. Anita Cameron Smith clarified that the posts were one-year fixed-term contracts. Rida Elkheir stated that Public Health reserves could be utilised if required and said it was important to see through.</p> <p>It was noted that LACs had been evaluated elsewhere before implementation and the need for sufficient time to prove their worth on the Island. Rida Elkheir felt the same evaluation should be applied to Care Navigators, Gillian Baker confirmed that there will be an evaluation.</p>	
8.	<p>BETTER CARE FUND (BCF) PLAN</p> <p>BCF Overarching Highlight Report The key issue (see item 5) is the unsigned Section 75.</p> <p>John Metcalfe commented on the green RAG rating, this should be amber due to the Section 75 being unsigned. The report was noted.</p> <p>It was noted that the JACB have not routinely received quarterly highlight from project leads. The JACB therefore agreed to state its expectations regarding the importance of quarterly reporting. A message to be sent back to those responsible for delivery that highlight reports are expected in advance and this should be through the CLG to allow the CLG opportunity to scrutinise. Gillian Baker and Claire Forman to instigate, the executive director responsible and ideally the sponsor, if different, should have sight of the report prior to submission to JACB.</p> <p>John Rivers suggested focussing on one report per meeting; Cathy Budden to revive the reporting programme which had been in place but not adhered to. It was agreed that the highlight report for Mental Health would be presented at the November JACB followed by the Locality Community Model to the December JACB.</p> <p>BCF Overarching Dashboard Noted. No significant change since the last month in terms of reporting.</p> <p>OT backlog is again a significant concern despite the waiting list initiative funded by SRG. John Metcalfe felt the JACB should express concern to the IW NHS Trust. Claire Foreman to meet formally with the Chief Operating Officer and OT lead to agree actions to improve the position. If no improvement to go out to tender. John Rivers proposed that the Trust attends the JACB to discuss the OT waiting times and actions they are taking. A joint letter from the JACB to be sent to the Chief Operating Officer (as responsible director) and the Chief Executive, regarding the key target non-delivery. Letter to be drafted by Yvonne Millmore (Commissioner for OT & Carers)/Claire Foreman - John Rivers and Steve Stubbings to sign letter.</p>	<p>GB/CF (CLG)</p> <p>CF 55</p>

	<p>BCF Individual scheme highlight reports</p> <p>The Rehabilitation, Reablement & Recovery highlight report was noted.</p> <p>The highlight report for My Life Transforming Community Service was tabled and noted.</p> <p>The highlight report for Carers was tabled and noted.</p>	
9.	<p>INTEGRATED COMMISSIONING</p> <p>Assistant Director of Integrated Commissioning: interviews held, no appointment was made, post to be re-advertised.</p> <p>Director of Adult Social Care: interviews 12.10.16.</p> <p>Assistant Director Provision: interviews in next few weeks.</p>	
10.	<p>GOVERNANCE – JACB TERMS OF REFERENCE</p> <p>Following discussion on governance at the Turnaround Board 22.09.16, the Turnaround Team has issued various templates sub-groups should adopt. As a result the JACB is required to review its terms of reference (TOR). Gillian Baker has used the existing TOR and taken into account previous discussion on children’s services to develop the TOR in the new template. A programme plan is also required and had been discussed at CLG. Gillian Baker had met with Nicola Longson for clarification on the required documentation and there is more flexibility than the agreed email implied. The highlight report will include specific JACB actions that are appropriate to go back to the Turnaround Board.</p> <p>A discussion took place on system-wide governance and the role of Turnaround within the process. Clarity is required on the Turnaround terms of reference, specifically its decision making authority and the system governance chart.</p> <p>Following further discussion it was agreed that the JACB needs to agree its TOR and identify how the JACB relates to the Turnaround Board. All comments to be submitted to Gillian Baker who will update the TOR on behalf of the CCG and finalise with Claire Foreman for the IW Council. Revised TOR to be submitted to the 02.11.16 JACB with a revised diagram.</p> <p>John Rivers to provide feedback to Phil Orwin (Turnaround Director) regarding the discussion.</p> <p>System Leaders Progress team meeting 26.10.16: Phil Orwin to be asked to attend and discuss the TOR, John River’s to liaise with Eve Richardson re agenda.</p>	<p>ALL</p> <p>JR</p> <p>JR</p>

11.	<p>REGIONAL / LOCAL ISSUES</p> <p>SUSTAINABILITY & TRANSFORMATION PLAN (STP) Helen Shields advised that the CCG is taking an interim draft of the STP to an Extraordinary Governing Body 06.10.16, the focus is about sign-up to the direction of travel and agreement in principle.</p> <p>Devolution Not discussed.</p>	
12.	<p>IMPACT ON THE CONSTITUTION Not discussed.</p>	
13.	<p>DATE & TIME OF NEXT MEETING Wednesday 2 November 2016, 1430 – 1630 Carisbrooke Room, Apex Building A, St Cross Business Park</p>	

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
Kathy Marriott, Interim Area Director Children’s Services
Cllr Steve Stubbings, Executive Member