

Joint Commissioning Board

2 November 2016

Action notes of the Joint Commissioning Board

held on **2 November 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
 Loretta Outhwaite, Chief Finance Officer
 John Rivers, Chair (Chair)
 Helen Shields, Chief Officer

Council

Claire Foreman, Director of Adult Social Care (to item 7.4)
 Kerry Huddleday, Strategic Manager – Finance (to item 7.4)
 Kathy Marriott, Interim Area Director Children’s Services
 John Metcalfe, Chief Executive
 Steve Stubbings, Executive Member

In attendance:

Matt Leek, Finance Manager
 Sue Lightfoot, Head of Commissioning – Children, Young People, Dementia, MH & LD, CCG (items 6 & 7.4)
 Alison Geddes, Commissioning Manager, CCG (items 7.1 & 7.2)
 Ann O’Brien, Integrated Commissioning Manager LD, IW Council/CCG (item 7.4)
 Shaun Stacey, Chief Operating Officer, CCG (item 7.3)

NOTED BY:

Liz Elliott, EA to the Chief Officer, CCG

1.	APOLOGIES FOR ABSENCE: John Metcalfe, Loretta Kinsella & Rida Elkheir	
2.	DECLARATIONS OF INTEREST None.	
3.	<p>NOTES OF THE LAST MEETING The notes of the meeting held on 5.10.16 were agreed as an accurate record.</p> <p><u>Action Tracker</u> Reviewed and updated:</p> <p>Action to resolve £1.4m shortfall in the BCF Agenda item, discussed under item 6.</p>	<p style="text-align: right;">JM 45</p>

	<p>Discussion on role, purpose & membership of Joint Commissioning Board to inform Terms of Reference [Draft updated TOR to include Children’s Services]</p> <p><i>Action outstanding: 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.</i></p> <p>Kathy Marriott confirmed that she has sent John Metcalfe the terms of reference. The Children’s Trust does not collectively have any commissioning arrangements as it is a group of multi-agencies who come together to identify the strategy arrangements. Following discussion it was agreed that:</p> <ul style="list-style-type: none"> • the Children’s Trust needs to report to the Health & Wellbeing Board • the Joint Children’s Commissioning Group should be a sub-group to the JCB and minutes provided • the JCB needs to be sighted on key issues - Stuart Ashley or Kathy Marriott will attend the JCB • TOR for the Joint Children’s Commissioning Group will need amendment to reflect reporting arrangements, Kathy Marriott to review • Transition to be added to the JCB TOR (Gillian Baker) <p>My Life A Full Life (MLAFL) Agenda item, discussed under item 5.</p> <p>Commissioning & Implementation of the Revised IW Adult Physical Rehabilitation Service Agenda item, discussed under item 7.2.</p> <p>OT Waiting Times Agenda item, discussed under item 7.3.</p> <p>Local Area Coordination (LACs) options appraisal Steve Stubbings commented on feedback he had received regarding a conflict of interest and unfair treatment in the draft report on the evaluation of the Care Navigators, LACs. This is a MLAFL issue, Claire Foreman/Gillian Baker to go back to Nicola Longson regarding the impartiality of the approach, and raise at the Provider Board 03.11.16 under Transforming Community Services.</p>	<p>50(C) ITEM CLOSED</p> <p>HS 51</p> <p>CF 52 GB 53</p> <p>CF 54</p> <p>CF/GB 55</p>
<p>4.</p>	<p>RISK LOG</p> <p>Gillian Baker presented a high level risk log developed to meet the new governance format requested of sub-groups to the System Turnaround Board. This will be a mechanism to flag risks and issues. Gillian Baker is the owner of the log, any member of the JACB can add to the log.</p>	

	<p>It was recognised that the IW Council has its own set templates; as such Claire Foreman will review to decide if this risk log is fit for purpose to cover-off IW Council requirements. It was agreed that in future the risk log will be reviewed at the end of each meeting in place of the standing item 'Impact on the Constitution'.</p>	<p>CF 56</p>
<p>5.</p>	<p>INTEGRATED COMMISSIONING</p> <p>Terms of Reference (TOR) & work plan for JACB Gillian Baker advised that the TOR is a CCG updated version, Claire Foreman and Gillian will meet to reflect on IW Council comments/any issues.</p> <p>Membership reviewed, the representative for Children’s Service to be amended to Steve Cocker, Deputy Director Children’s Services (Kathy Marriott will deputise for Steve Cocker).</p> <p>Steve Stubbings remained uncomfortable about Section 3.2 Accountability & Delegations 3.2 [Reporting to System Turnaround Board for highlight reports and reporting on progress of specific agreed milestones, and where the JCB feels system resolution is required.] and commented that the meeting with the Turnaround Director (John Metcalfe and Steve Stubbings) has not happened. The IW Council felt decisions made at the JCB should not go to the Turnaround Board.</p> <p>Helen Shields stated that, without the IW Council, it is an NHS System Turnaround Board. Following discussion:</p> <ul style="list-style-type: none"> • Amendment to be made to the terms of reference to show that it is an NHS System Turnaround Board for NHS specific milestones. • Loretta Outhwaite or Helen Shields will brief the Turnaround Director that he needs to meet with Steve Stubbings and John Metcalfe. <p>JCB Work Plan The work plan was tabled. It was agreed that this was a good piece of work which will become a standing agenda item.</p> <p>Assistant Director Appointment Vacancy re-advertised; interviews expected early December 2016.</p> <p>Outcome of the Market Summit 01.11.16 Gillian Baker and John Rivers agreed the summit provided a useful overview of the care sector and a better understanding of issues re domiciliary care.</p> <p>Claire Foreman reiterated the importance of working in an integrated way. Simon Laker to produce a market position statement. A Task & Finish Group to be set up around fee negotiations.</p>	<p>GB/CF 51A</p> <p>LO/HS 51B/C</p> <p>52 ITEM CLOSED</p>

	<p>Commissioning Intentions</p> <p>Gillian Baker advised that the CCG is required to produce annual Commissioning Intentions. These have been produced at an STP-level and a local version has been produced jointly with the IW Council. Gillian Baker to incorporate amendments from Claire Foreman.</p> <p>The Commissioning Intentions are to be published and circulated widely:</p> <ul style="list-style-type: none"> • to providers including the IW NHS Trust • CCG website • Health & Adult Social Care Scrutiny Sub Committee • Health & Wellbeing Board. 	<p>GB 57</p>
<p>6.</p>	<p>BETTER CARE FUND (BCF)</p> <p>BCF Section 75 (£1.4M)</p> <p>Helen Shields had written to John Metcalfe to enable the IW Council to sign the Section 75. A formal response was still outstanding, currently sitting with the IW Council Legal Team. Helen Shields to chase John Metcalfe again. A definitive IW Council position is required to determine whether the issue requires escalation.</p> <p>BCF Overarching Highlight Report</p> <p>Pending the formal response from John Metcalfe, referred to above, if resolution cannot be achieved the RAG rating will move from Amber to Red.</p> <p>BCF Overarching Dashboard</p> <p>The summary BCF dashboard was tabled and noted.</p> <p>Delayed Transfers of Care (DTOC): Helen Shields attended the Wessex Delivery Board this morning where a map on A&E performance 4-hour standard and DTOC were reviewed. The Isle of Wight was ranked 2nd lowest in Wessex. Helen Shields will share the information to show how the Isle of Wight benchmarks across the patch. <i>[Post meeting note: information circulated to JCB members.]</i></p> <p>BCF Schemes</p> <p><u>Six month progress reports</u></p> <p>The following reports circulated with the agenda were noted: Mental Health; Prevention (Local Area Coordinators); Rehabilitation, Reablement & Recovery and Transforming Community Services.</p> <p>The following six month progress reports were tabled and noted:</p> <ul style="list-style-type: none"> • Carers • Learning Disability Services • Transforming Community Services (developed from Integrated Localities) 	<p>JM/HS 45 (C)</p>

	<p><u>Mental Health</u> As part of the rolling programme of BCF Scheme reporting to the JACB, Sue Lightfoot attended to provide a presentation on BCF 2016/17 Improving people’s mental health and well-being. Sue highlighted an urgent proposal on the running of Woodlands.</p> <p>Helen Shields commented on the need to understand what is being achieved for the cost of the Serenity project.</p> <p>Service Development & Improvement Plan (SDIP) Noted.</p> <p>BCF Risk Log The BCF 2016-17 Overarching Risk Log was noted.</p> <p>Occupational Therapy to be added to the Risk Log.</p> <p>BCF Finance Report Matt Leek tabled the finance report.</p>	<p>GB 58</p>
7.1	<p>PROCUREMENT OF A REVISED WHEELCHAIR SERVICE Gillian Baker reported on the cost pressure in the IW NHS Trust on the Wheelchair Service.</p> <p>The monies are within the Better Care Fund. The Joint Adult Commissioning Board supported the decision of the CCG Clinical Executive: Option 1 (with the caveats listed) of the proposed new model.</p> <p>The final decision will be made by the CCG Governing Body. Full public consultation to be undertaken.</p>	
7.2	<p>IW ADULT PHYSICAL REHABILITATION SERVICE This item was deferred from the October JACB, pending the Market Summit 01.11.16. The paper follows previous discussions at the JCB.</p> <p>This fits into the long standing vision, of moving the service from an acute service to community based. The JCB supported going out to consultation and procurement.</p>	<p>53 ITEM CLOSED</p>
7.3	<p>OCCUPATIONAL THERAPY WAIT TIMES The action from the October JCB was to issue a formal letter to the IW NHS Trust Chief Operating Officer and Chief Executive, asking that the Chief Operating Officer attend the 02.11.16 JCB.</p> <p>Shaun Stacey attended and presented a response to the concerns raised in the letter. Shaun confirmed that he would send a letter with the</p>	<p>54 ITEM CLOSED</p>

	<p>detailed response. The verbal response included:</p> <ul style="list-style-type: none"> • the service was built around 150 patients per/month but the service is currently receiving 170. • some temporary funding via System Resilience has addressed the waiting list backlog. The suggestion that 2.0 wte were recruited to in order to maintain demand: this was not successful however the two vacancies have been used creatively to deliver the service and service improvement. • high risk: dealt with in 90 days. • service delivery: currently holding a challenging independent living service which has not been funded, assessments have been undertaken since 2015 by re-crafting some of the OT staff and using agency staff. • Assessments within the prison: end of last year prisons difficulty not being supported, since the beginning of November 2016 a JD has been created for a highly specialist OT, funding sourced. There has been an internal problem, held up due to the recruitment process. <p>Claire Foreman pointed out that there is no contract in place and therefore need to undertake a procurement exercise.</p> <p>Gillian Baker asked whether the service was as efficient as it can be in relation to the number of people it is processing. Shaun Stacey affirmed and reported that the IW NHS Trust benchmarking well against Salisbury. Thresholds for access have been looked at and alternative places for patients to be seen. Reablement was not a concern however housing and adaptations was.</p>	
<p>7.4</p>	<p>LD CAPITAL BID</p> <p>A paper was tabled on the proposed use of the Department of Health Capital Funds for accommodation for people with a Learning Disability. Ann O'Brien tabled additional information on working together to ensure positive outcomes. The key issue is accommodation due to the lack of suitable housing and facilities on the Island.</p> <p>Claire Foreman said that we want supported housing but will there be an appetite from the registered social landlord (RSL).</p> <p>The principles were agreed, assurance required around the technicalities. The next step is check legalities, followed by procurement and re-convening the steering group. Must be completed by 21.03.17, the deadline for a decision is the next 2-3 weeks i.e. prior to the next JCB. If a decision is not made the allocated money will need to be returned.</p>	
<p>8.</p>	<p>IMPACT ON THE CONSTITUTION</p> <p>Not discussed.</p>	

9.	DATE & TIME OF NEXT MEETING Wednesday 7 December 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

Claire Foreman, Interim 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