

NHS VALE OF YORK CLINICAL COMMISSIONING GROUP

Minutes of the Extraordinary Meeting of the Vale of York Clinical Commissioning Group Shadow Governing Body held on 20 September 2012 at The Folk Hall, Hawthorn Terrace, New Earswick, York.

Present

Professor Alan Maynard	Chair
Dr Mark Hayes	Chief Clinical Officer
Dr David Hayward	GP Member
Dr Tim Hughes	GP Member
Dr Andrew Phillips	GP Member
Mrs Rachel Potts	Chief Operating Officer
Mr Keith Ramsay	Lay Member
Mr Adrian Snarr	Chief Finance Officer

In Attendance

Dr Paul Edmondson-Jones	Director of Public Health, City of York Council
Mrs Gail Jones	OD Consultant
Mrs Angela Pacey	Team Administrator, Vale of York CCG
Mrs Carrie Wollerton	Assistant Director of Quality, Governance and Assurance NHS North Yorkshire and York

Apologies

Mr Pete Dwyer	Director of Adults, Children and Education, City of York Council
Dr Tim Maycock	GP Member
Dr Cath Snape	GP Member
Ms Helen Taylor	Corporate Director, Health and Adult, North Yorkshire County Council

No members of the public were in attendance.

Professor Alan Maynard welcomed everyone to the Extraordinary Meeting of the Vale of York Clinical Commissioning Group (CCG) Shadow Governing Body.

Members agreed that Dr Paul Edmondson-Jones be co-opted to the Shadow Governing Body.

1. Apologies

As noted above.

2. Declaration of Members' Interests in Relation to the Business of the Meeting

None.

3. 'Improving Care for All' – Strategy for 2013/14 to 2015/16

Rachel Potts referred to the previously circulated paper. She informed members that the document would be forwarded to North Yorkshire and Humber NHS Communications and Engagement Service who would have the final version completed by 4 October 2012. It was also noted that the Integrated Plan would be a working document which would be reviewed and updated on an ongoing basis.

The Shadow Governing Body:

Approved the document.

4. Financial Strategy 2013/14 to 2015/16

Adrian Snarr advised members that the Financial Strategy was an evolving document which would be updated. The question of risk sharing by CCG Accountable Officers was raised and Adrian Snarr explained the principles. He advised the meeting that risk sharing is reviewed every year. Discussion on apportionment of the deficit followed and Adrian Snarr advised that this would be signed off by the Accountable Officers.

The Shadow Governing Body:

Approved the document.

5. Safeguarding Children – Transition from PCT to CCG Responsibility

Carrie Wollerton reported on Item 5, Item 5(1) and Item 5(2) noting that some minor amendments covering East Riding would be included. Members were advised that a brief presentation had been prepared by the Designated Nurses; this would be sent to members. Keith Ramsay commented that responsibility of the employer to include Boards.

The Shadow Governing Body:

Approved the document.

6. Serious Incident Reporting and Management – Transition from PCT to CCG

Carrie Wollerton presented the paper relating to item 5. Discussion followed regarding the need for more investigation and management of Serious Incidents (SIs). The Commissioning Support Unit will provide support on the

administration of SIs and it was proposed that a Review Group covering North Yorkshire will continue to include the CCGs. Discussion followed and Keith Ramsay asked for clarity on how to deal with SIs. Carrie Wollerton offered to map this at a future GP Forum.

A detailed policy would be presented to a future meeting to provide assurance to the Shadow Governing Body.

The Shadow Governing Body:

1. Agreed to work collaboratively with other CCGs.
2. Noted that a detailed policy would be presented to a future meeting.

7. Quality and Performance Committee Terms of Reference

Rachel Potts presented terms of reference for the Quality and Performance Committee. Membership of the core Committee was clarified and Rachel Potts informed the meeting that the appointment of a Nurse will be set up as a matter of urgency. The appointment of a Secondary Care Doctor had been cancelled in line with other CCGs. Rachel Potts suggested that the Committee await the outcome of the appointment of a Secondary Care Doctor at Harrogate and Rural District CCG.

Keith Ramsey asked for more detail on item 4.1.3 and this was clarified.

Andrew Phillips asked that training to sit on the Committee be recognised and provided.

The Shadow Governing Body:

Approved the document.

8. Organisational Development Plan

Gail Jones, Organisational Development Consultant, reported on progress. It was agreed that some items need to be shown more clearly. It was agreed as an action that Michele Saidman would provide copies of previous papers to Gail Jones.

The Shadow Governing Body:

Approved the document subject to it being developed further.

9. Policy for the Reporting and Management of Patient Complaints

Rachel Potts presented the Policy for the Reporting and Management of Patient Complaints. Members were advised that there is a robust policy in place for picking up complaints. Tim Hughes asked for clarification on the policy for complaints against members of staff at GP Practices. Carrie Wollerton explained that this would be dealt with by the NHS Commissioning

Board and agreed to seek clarification from them. Andrew Phillips asked that the advice given by Medical Defence services to be open and honest about mistakes, be taken into account.

The Shadow Governing Body:

Approved the document.

10. Policy on Business Conduct and Management of Conflict of Interest

Rachel Potts asked for comments on the Policy on Business Conduct and Management of Conflicts of Interest.

The Shadow Governing Body:

Approved the document.

11. Audit Committee Terms of Reference

Adrian Snarr reported on the document in detail. Members agreed that the document should cover all aspects of governance.

The Shadow Governing Body:

Approved the document.

12. Remuneration Committee Terms of Reference

Following discussion of the Remuneration Committee terms of reference members were in agreement that HR may be required to provide support on particular matters. Appeals would go to the Audit Committee.

The Shadow Governing Body:

Approved the document.

13. Any Other Business

Gail Jones gave an update on the plans for an Authorisation Rehearsal Day prior to the Authorisation day on 28 November 2012. Members discussed the benefits of having a mock panel and it was agreed that this will take place on the morning of 22 November 2012.

The Shadow Governing Body:

Agreed that Rachel Potts and Gail Jones will meet to discuss the Mock Day and agree a venue.

14. Next Meeting

The Shadow Governing Body:

Noted that the next meeting would be held on 4 October 2012 at The Folk Hall, Hawthorn Terrace, New Earswick, York YO32 4AQ.

15. Follow Up Actions

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

NHS VALE OF YORK CLINICAL COMMISSIONING GROUP

ACTION FROM THE EXTRAORDINARY SHADOW GOVERNING BODY MEETING ON 20 SEPTEMBER 2012 AND CARRIED FORWARD FROM PREVIOUS MEETINGS

Meeting Date	Item	Description	Director/Person Responsible	Action completed due to be completed (as applicable)
5 April 2012	Performance Dashboard	Redesign to be requested	Rachel Potts	Ongoing
3 May 2012	Single Integrated Plan, 2012/13 Contracts/QIPP and North Yorkshire and York Review	GP to be identified to provide clinical intelligence to data interrogation work Proposal of 'Board to Board' meeting with York Teaching Hospital NHS Foundation Trust	Rachel Potts/ David Haywood Alan Maynard	Dependent on availability of accurate Month 2 data Ongoing
2 August 2012	Information Governance Strategy	<ul style="list-style-type: none"> Summary to be produced for staff 	Rachel Potts	Ongoing

Meeting Date	Item	Description	Director/Person Responsible	Action completed due to be completed (as applicable)
6 September 2012	Communication and Stakeholder Engagement Strategy	<ul style="list-style-type: none"> Amendments to be made to reduce volume, enhance clarity and include measures of making a difference 	Shaun O'Connell	
20 September 2012	Safeguarding Children	<ul style="list-style-type: none"> Presentation to be forwarded to members Amendments to be made relating to East Riding 	Carrie Wollerton	
20 September 2012	Serious Incidents	<ul style="list-style-type: none"> SI process to be mapped for GP Forum 	Carrie Wollerton	
20 September 2012	OD Plan	<ul style="list-style-type: none"> Documents to be forwarded to Gail Jones 	Michele Saidman	
20 September 2012	Policy for the Reporting and Management of Patient Complaints	<ul style="list-style-type: none"> Clarification to be sought on policy for complaints against GP practice staff 	Carrie Wollerton	